



# 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

## Action Taken Report of the IQAC Meeting held on 26.05.2023

- Plan of Action for the last quarter was evaluated. Plan of Action (POA) for the academic year 2023-24 prepared.
- The Self-Study Report (SSR) was submitted. Data Validation and Verification (DVV) queries were also submitted on time with the necessary proof.
- The Internal Quality Assurance Cell (IQAC) and NAAC core team have prepared all necessary documents for Peer Team Visit.
- Application for M.Sc Psychology and MSW programmes submitted. The M.Sc Psychology course has been approved.
- A workshop on Intellectual Property Rights (IPR) was conducted in June as planned with funding from the Kerala State Council for Science, Technology and Environment (KSCSTE).
- The progress of the Faculty Development Programs, publications, and workshops/conferences has been consolidated.

Date: 26.08.2023



  
26/8/23  
Dr. G Sashi Kumar

Principal and Chairman IQAC, SSTM



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## Minutes of IQAC Meeting held on 26.08.2023.

Time and Venue of the Meeting : 9:15 A.M, Board Room  
Convener and Chair of the Meeting : Dr. Sashi Kumar G, Principal, SSTM

### Members Present

SI No	Name	Designation
1	Dr.G Sashi Kumar, Chairperson: Head of the Institution	Principal and Chairman IQAC, SSTM
2	Dr. Indu Nair, Group Director, SCMS Group of Educational Institutions	Governing Council Representative
3	Ms.Shoby Sunny	IQAC Coordinator
4	Dr. Harish M	IQAC Co-Coordinator
5	Ms.Rinu Jayaprakash	IQAC Co-Coordinator
6	Mr. T J Subhash, Managing Director, Supra Hitech Electro Equipment Private Ltd	Nominee from Industrialists
7	Mr.Vijayakumar Menon N, Chief General Manager, Hindusthan Organic Chemicals Ltd.	Nominee from Industrialists
8	Dr. J M Lakshmi Mahesh	Vice Principal
9	Dr. Praveena K	Associate Professor
10	Dr.Anjana S Chandran	Associate Professor
11	Dr. Arsha A	Assistant Professor
12	Dr.Sethulekshmy Nair	Director
13	Mr. Harigovind M	Nominee From Student , SSTM
14	Ms. Kavitha James	Secretary, SSTM
15	Ms. Geetha N	Librarian , SSTM
16	Mr. Praveen S Kamath	System Administrator, SSTM
17	Mr. Sulfikar Ali	Nominee From Parent
18	Mr. Rijo George Thomas	Nominee From Alumni

### Members absent

1	Mr. P M A Latheef	Liaison Officer
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## Agenda of the meeting

- Review of the minutes of the previous meeting.
- Action taken report of the previous meeting.
- Review of Plan of Action (POA).
- Conducting Academic and Administrative Audit (AAA) .
- NAAC Peer Team Visit.
- Review of academic activities.

## Minutes

- The Principal, Dr. Sashi Kumar G, welcomed the members. The Principal's address was followed by a review of the minutes of the previous meeting. Action taken report was submitted and discussed.
- Plan of Action was evaluated for the last quarter.
- Based on the Quantitative Metrics evaluation of Self Study Report (SSR), institutional attainment is 87%.
- The principal suggested conducting an Academic and Administrative Audit (AAA) before the Peer Team Visit.
- Dates for Peer Team Visit has been submitted.
- All classes have been functioning as planned. Exams for Undergraduate students will be in the first week of November.
- The meeting concluded at 10.30 a.m.

## Important Decisions Taken:

- Various committees were formed to prepare for the Peer Team Visit.
- Team to work on achieving good scores in Qualitative Metrics to improve scores.
- Onam celebration to be conducted on September 3<sup>rd</sup> and vacations to be given as specified by the university.
- Student lift to be replaced. Purchase order to be forwarded soon.
- Academic and Administrative Audit (AAA) to be planned for the last week of October 2023.
- 5<sup>th</sup> semester Undergraduate classes and internal exams to conclude by October third week.

Date: 26.08.2023



  
26/8/23

Dr.G Sashi Kumar

Principal and Chairman IQAC, SSTM



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## **Action Taken Report of the IQAC Meeting held on 26.08.2023**

- Onam celebration was conducted as planned in September.
- Academic and Administrative Audit (AAA) was conducted on October 27<sup>th</sup> and 28<sup>th</sup>, 2023.
- The NAAC Peer Team conducted its visit on November 16<sup>th</sup> and 17<sup>th</sup>, 2023.
- A purchase order was placed for a new student lift.
- Final year Undergraduate students have completed the 5<sup>th</sup> semester and 6<sup>th</sup> semester classes starting in December 2023..

Date: 15.12.2023



*Dr. G Sashi Kumar*  
15/12/23

Dr.G Sashi Kumar  
Principal and Chairman IQAC, SSTM



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## Minutes of IQAC Meeting held on 15.12.2023.

Time and Venue of the Meeting : 9:15 A.M, Board Room  
Convener and Chair of the Meeting : Dr. Sashi Kumar G, Principal, SSTM

### Members Present

SI No	Name	Designation
1	Dr.G Sashi Kumar, Chairperson: Head of the Institution	Principal and Chairman IQAC, SSTM
2	Dr. Indu Nair, Group Director, SCMS Group of Educational Institutions	Governing Council Representative
3	Ms.Shoby Sunny	IQAC Coordinator
4	Dr. Harish M	IQAC Co-Coordinator
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6	Mr. T J Subhash, Managing Director,Supra Hitech Electro Equipment Private Ltd	Nominee from Industrialists
7	Mr.Vijayakumar Menon N, Chief General Manager, Hindusthan Organic Chemicals Ltd.	Nominee from Industrialists
8	Dr. J M Lakshmi Mahesh	Vice Principal
9	Dr. Praveena K	Associate Professor
10	Dr.Anjana S Chandran	Associate Professor
11	Dr. Arsha A	Assistant Professor
12	Dr.Sethulekshmy Nair	Director
13	Mr. Harigovind M	Nominee From Student , SSTM
14	Ms. Kavitha James	Secretary, SSTM
15	Ms. Geetha N	Librarian , SSTM
16	Mr. Praveen S Kamath	System Administrator, SSTM
17	Mr. P M A Latheef	Liaison Officer
18	Mr. Rijo George Thomas	Nominee From Alumni

### Members absent

1	Ms. Leny Samuel	Nominee From Parent
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## **Agenda of the meeting**

- Review of the minutes of the previous meeting.
- Action taken report of the previous meeting.
- Review of Academic and Administrative Audit (AAA) Report
- NAAC Peer Team Visit.
- Review of academic activities.
- Applying for autonomy

## **Minutes**

- The Principal, Dr. Sashi Kumar G, welcomed the members. The Principal's address was followed by a review of the minutes of the previous meeting. Action taken report was submitted and discussed.
- Report of the Academic and Administrative Audit (AAA) was discussed by the Governing Council, Internal Quality Assurance Cell (IQAC) and Head of Departments`.
- NAAC peer team visited on 16<sup>th</sup> and 17<sup>th</sup> as scheduled. The institution was awarded an A+ with a score of 3.44 on November 23<sup>rd</sup>, 2023. The accreditation status stands valid upto November 22<sup>nd</sup>, 2028. All members of the core committee were felicitated for their valuable contributions towards NAAC accreditation process.
- Academic activities are ongoing as scheduled.
- The Internal Quality Assurance Cell suggested that the institution has to apply for autonomous status.
- The Internal Quality Assurance Cell also suggested upgrading the institutional website.
- Sports day and intercollegiate fests to be planned for the next quarter.

## **Important Decisions Taken:**

- The institution will apply for autonomy.
- Website upgradation to be done before the commencement of the next academic year.
- Christmas celebration to be held on 23<sup>rd</sup> December. Vacations to follow for all students.
- Biennial Conference on Aging well to be conducted on 5<sup>th</sup> and 6<sup>th</sup> January, 2024.



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- IPR Cell to organise a workshop on “Patent Analysis” in the next quarter.
- National Undergraduate Fest Aroha to be held on 22<sup>nd</sup> January, 2024.
- Founder’s Day to be celebrated on 23<sup>rd</sup> January, 2024.
- Sports week for Undergraduate Programmes will begin from 29<sup>th</sup> January, 2024 and for Postgraduate programmes will be from 1<sup>st</sup> February, 2024
- International Management Fest Shikhar to be held on 22<sup>nd</sup> and 23<sup>rd</sup> February, 2024.

Date: 15.12.2023



*Dr. G Sashi Kumar*  
15.12.23

Principal and Chairman IQAC, SSTM



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## ACTION TAKEN REPORT

### Action Taken Report of the IQAC Meeting held on 15.12.2023

- The institution has applied for autonomy. The inspection is expected by the end of February, 2024. Dr. J M Lakshmi Mahesh and Dr. K Praveena will be leading the team.
- Website upgrade is assigned to a new team. Work is in progress.
- Christmas celebration was held on 23<sup>rd</sup> December.
- International Biennial Conference on Aging Well was conducted on 5<sup>th</sup> and 6<sup>th</sup> January, 2024.
- IPR Cell organised a workshop on “Patent Analysis” on January 9<sup>th</sup>, 2024.
- National Undergraduate Fest Aroha was held on 22<sup>nd</sup> January, 2024.
- Founder’s Day was celebrated on 23<sup>rd</sup> January, 2024.
- Sports week was held from 29<sup>th</sup> January to 2<sup>nd</sup> February for Undergraduate programmes and from 1<sup>st</sup> to 3<sup>rd</sup> February 2024 for Postgraduate programmes.
- International Management Fest Shikhar was held on 22<sup>nd</sup> and 23<sup>rd</sup> February, 2024.

Date: 26.02.2024



  
Dr. G Sashi Kumar

Principal and Chairman IQAC, SSTM





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## Minutes of IQAC Meeting held on 26.02.2024.

Time and Venue of the Meeting : 9:15 A.M, Board Room  
Convener and Chair of the Meeting : Dr. Sashi Kumar G, Principal, SSTM

### Members Present

SI No	Name	Designation
1	Dr.G Sashi Kumar, Chairperson: Head of the Institution	Principal and Chairman IQAC, SSTM
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11	Dr. Arsha A	Assistant Professor
12	Dr.Sethulekshmy Nair	Director
13	Ms. Leny Samuel	Nominee From Parent
14	Ms. Kavitha James	Secretary, SSTM
15	Mr. Praveen S Kamath	System Administrator, SSTM
16	Mr. P M A Latheef	Liaison Officer
17	Mr. Rijo George Thomas	Nominee From Alumni

### Members absent

1	Ms. Geetha N	Librarian , SSTM
2	Ms. Archana T	Student , SSTM



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## **Agenda of the meeting**

- Review the minutes of the previous meeting.
- Action taken report of the previous meeting.
- Placement Statistics
- Autonomy Inspection on 28<sup>th</sup> February 2024
- Closure of Academic Year.
- Faculty Development Programmes in the beginning of Academic Year 2024-25
- Four-Year UG Programmes
- Any Other Matter

## **Minutes**

- The meeting commenced with a welcome address by the Principal, Dr. Sashi Kumar G. Following this, the minutes of the previous meeting were reviewed. An action-taken report was presented and discussed.
- The placement statistics were discussed, and it was decided that the statistics for undergraduate students should be improved. Ideas for additional training and industry outreach enhancements were also discussed.
- The Preparations for the autonomy inspection were reviewed and informed to be prompt on the day of inspection.
- The timeline for academic year closure was finalised, including internal mark submissions.
- Faculty development programmes will be conducted at the start of the next academic year, focusing on creative teaching, mentoring, and research.
- The plan for executing the Four Year Under Graduate Program (FYUGP) was discussed.

## **Important Decisions Taken:**

- Days of National importance shall be observed. Women's Day shall be celebrated on March 8<sup>th</sup> 2024.
- Memorandum of Association and Collaborations shall be enhanced.



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- The IEDC will launch additional skill development and entrepreneurial programmes to enhance students' entrepreneurial abilities.
- Faculty members should undergo at least one five-day online/face-to-face Faculty development Programmes [Professional Development Programmes, Orientation / Induction Programmes, Refresher Courses, Short Term Courses etc.]. Faculty members are required to apply for a refund immediately upon completion, in accordance with the HR policy.
- Semester 6 Under Graduate Classes and Internal Examinations is to be completed by the second week of March.

Date: 26.02.2024



*[Handwritten Signature]*  
26/2/24  
Dr.G Sashi Kumar

Principal and Chairman IQAC, SSTM