



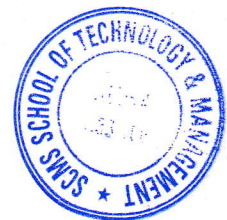
Minutes of IQAC Meeting held on 27th June 2022.

Time and Venue of the Meeting : 1.30 P M, Training Hall
Convener and Chair of the Meeting : Dr. Sashi Kumar G, Principal, SSTM

Members Present

Dr. Indu Nair : Group Director, SCMS Group
Ms. Shoby Sunny : IQAC Coordinator
Dr Harish M : IQAC Co-Coordinator & Faculty
SSTM
Ms. Rinu Jayaprakash : IQAC Co-Coordinator & Faculty
SSTM
Mr. T J Subhash : Managing Director,
Supra Hitech Electro Equipment Private Ltd.
Mr. Vijayakumar Menon N : Chief General Manager,
Hindusthan Organic Chemicals Ltd.
Dr Praveena K : Associate Professor, SSTM-MBA
Dr Anjana Chandran : Assistant Professor, SSTM-MCA
Dr Susan Abraham : Professor, SSTM-MBA
Mrs Arsha A : Lecturer, SSTM-B. Com
Ms. Archana T : Student , SSTM
Ms. Kavitha James : Secretary, SSTM
Ms. Geetha N : Librarian , SSTM
Mr. Praveen S Kamath : System Administrator, SSTM
Mr. P M A Latheef : Liaison Officer , SCMS
Ms. Leny Samuel : Parent
Mr. Rijo George Thomas : MBA Alumni, SSTM


Dr. G SASHI KUMAR





SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

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

Agenda of the meeting

To discuss plan of action (POA) of 2022-23 with various department heads and to set an achievable target for the smooth functioning of the various programs.


Report

- The IQAC coordinator introduced all the criteria coordinators to the various head of the departments of the institute.
- All criteria heads presented their criteria to others and targets were fixed.
- It has been decided that IQAC Meetings which includes external representatives will be held quarterly.
- The committee members decided to meet on the last Wednesday of every month for evaluating the progress of the plan of action.
- The meeting concluded at 3.15 PM.

Important Decisions Taken:

- POA for all departments have been decided.
- Activities planned by every department as per the POA to be informed to IQAC in advance.
- Institution has decided to go for reassessment of NAAC accreditation.
- Celebration of Important days have been decided for the quarter.
- Scholarships and free-ships provided to the students for the academic year have been finalized.
- Reservation policy for the academic year has been decided.
- Heads of the departments are to ensure that the academic sessions are not affected by the various activities in campus.




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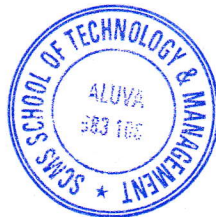
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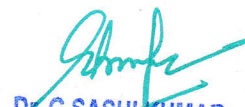
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ACTION TAKEN REPORT

Action Taken Report of the Meeting held on 27th June 2022

- Add-on courses as planned in the POA has been initiated.
- Extension and outreach activities are carried out by all departments.
- Hearing screening for public carrier vehicle drivers was organized by SSTM in association with MVD and association of Otolaryngologists of India.
- Management training programme for drivers and conductors of JKSRTC Swift was conducted.
- UBA activates have been initiated in the villages adopted under the scheme.
- Rigorous monitoring of data preparation is carried out as part of NAAC reassessment.
- Independence Day, World Photography Day, Yoga DAY, Reading Day, Kargil Divas, was organized.
- As part of the Anti-Drug Campaign initiated by the state government, talks were delivered to the students.




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Minutes of IQAC Meeting held on 26th August 2022.

Time and Venue of the Meeting : 1.30 P M, Training Hall
Convener and Chair of the Meeting : Dr. Sashi Kumar G, Principal, SSTM

Members Present

Dr. Indu Nair : Group Director, SCMS Group
Ms. Shoby Sunny : IQAC Coordinator
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Agenda of the meeting

- Review of POA.
- Activities planned by Departments for the next Quarter.
- Review of academic activities.
- Review of progress of reassessment for NAAC.

Report

- The POA achievement of all departments were reviewed for the Months June, July and August.
- All departments were able to achieve most of the targets.
- Paper Publication and project grants from govt. and non-govt. agencies were still not achieved.
- Govt. Scholarships for students were discussed.
- Data Collection for reassessment is progressing.
- Semester 1 for all courses have begun. Mid-term Exams to be scheduled for degree courses as part of internal evaluation.
- Activities planned by all departments for the next three months were discussed by the principal.
- The meeting concluded at 3.15 PM.

Important Decisions Taken:

- All departments are to strictly follow the activities committed in POA.
- Paper Publication and opportunities for grants have to be looked into.
- Student Affairs cell to be formed to gather information about various scholarships from govt as well as to provide support for student progression.
- Data collected for the reassessment process to be reviewed by Hol.
- Mid-term exam dates for degree courses have been decided.
- Onam Celebration planned and Sports day to be conducted before December.




Dr. G SASHI KUMAR
PRINCIPAL



ACTION TAKEN REPORT

Action Taken Report of the Meeting held on 26th August 2022

- Activities were conducted as per the POA by all departments.
- Faculty development programmes on choosing journals and research writing was conducted to promote paper publications.
- Department heads were informed to submit proposal for at least one govt. or non-govt. grant for research.
- Onam Celebration was conducted on 2nd September.
- Student Affairs Cell has been established and Ms. Arsha Anil, HOD of Commerce was appointed to head the same.
- Mid-Term Exams were conducted as planned for degree programmes.
- UBA activates have been initiated in the villages adopted under the scheme.
- Rigorous monitoring of data preparation is carried out as part of NAAC reassessment.
- Onam Celebration was conducted on Sept.2nd.
- Smart India Hackathon, an initiative by MHRD, Govt. of India
- NSS Day, Diwali and Kerala Piravi was organized.
- Blood Donation camp was organised in Association with IMA, Kochi.




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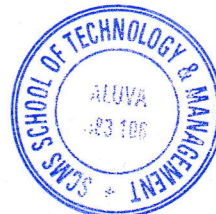



Minutes of IQAC Meeting held on 25th November 2022.

Time and Venue of the Meeting : 1.30 P M, Training Hall
Convener and Chair of the Meeting : Dr. Sashi Kumar G, Principal, SSTM

Members Present

Dr. Indu Nair : Group Director, SCMS Group
Ms. Shoby Sunny : IQAC Coordinator
Dr Harish M : IQAC Co-Coordinator & Faculty
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Ms. Archana T : Student , SSTM
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Agenda of the meeting

- Review of POA.
- Activities planned by Departments for the next Quarter.
- Review of academic activities.
- Review of progress of reassessment for NAAC.

Report

- The POA achievement of all departments were reviewed for months September, October and November.
- All departments were able to achieve most of the targets.
- Data Collection for reassessment is progressing.
- Sem 5 university examination for degree programmes been scheduled for December first week. Semester 1 and 3 classes are in progress.
- Activities planned by all departments for the next three months were discussed by the principal.
- The meeting concluded at 3.15 PM.

Important Decisions Taken:

- All departments are to strictly follow the activities committed in POA.
- A session on Achieving Equity to end HIV was conducted by SSTM in association with Kerala State AIDS Control Society.
- Sports day to be scheduled for December 2022.
- International Management Fest Shikar to be held in January, 2023.
- UG Cultural Fest Aroha to be held in March. Date will be decided shortly.
- Vacation for degree programmes to start from 24th December and reopen on 4th January 2023.




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ACTION TAKEN REPORT

Action Taken Report of the Meeting held on 25th November, 2022

- Activities were conducted as per the POA by all departments. Outreach and extension activities were conducted regularly.
- A blood donation camp in association with AIDS Society was conducted in January, 2023.
- Christmas celebration and competitions in association with the same was conducted for December.
- Republic Day was observed on 26th January, 2023.
- Sports Day was Scheduled for 16th and 17th January.
- Shikar, the International Management Fest to be held on 20th and 21st January, 2023.
- UG Fest Aroha to be held on March 3rd 2023.
- An external audit team from SSET conducted an audit of the documents prepared for NAAC.
- AQAR Submission for 2021-22 initiated by IQAC,

Date: 22.02.2023


Dr. G Sashi Kumar

Principal and Chairman IQAC, SSTM





Minutes of IQAC Meeting held on 24.02.2023.

Time and Venue of the Meeting : 9.30 A M, Board Room
Convener and Chair of the Meeting : Dr. Sashi Kumar G, Principal, SSTM

Members Present

Dr. Indu Nair : Group Director, SCMS Group
Ms. Shoby Sunny : IQAC Coordinator
Dr Harish M : IQAC Co-Coordinator & Faculty
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Ms. Rinu Jayaprakash : IQAC Co-Coordinator & Faculty
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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 POA.
- Activities planned by the departments for the next quarter.
- Review of academic activities.
- Review of progress of Reassessment for NAAC accreditation.

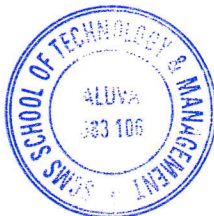
Minutes

- 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.
- POA was evaluated for the last quarter.
- Academic activities and sports/cultural activities were progressing as planned.
- Data collection for NAAC reassessment is found to be progressing well.
- Schedules for University exams were discussed.
- AQAR submission for 2021-22 has to completed to proceed towards NAAC reassessment.
- The meeting concluded at 10.30 a.m.

Important Decisions Taken:

- IIQA to be filed by April.
- All internal evaluations are to be completed by the first week of March. External examinations will be completed by April.
- Vacation to be given to students as specified by the university.
- Students should be encouraged to take up internships during vacation.

Date: 24.02.2023




Dr.G Sashi Kumar

Principal and Chairman IQAC, SSTM



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ACTION TAKEN REPORT

Action Taken Report of the IQAC Meeting held on 24.02.2023

- AQAR for 2021-22 submitted on 29th April.
- IIQA filed on the 6th of May. Queries received and response submitted to NAAC.
- SSR submission is in progress.
- University examinations for the academic year completed in April and vacations were given to students as specified by the university.

Date: 26.05.2023


Dr. G Sashi Kumar

Principal and Chairman IQAC, SSTM



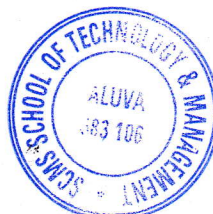



Minutes of IQAC Meeting held on 26.05.2023.

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

Dr. Indu Nair : Group Director, SCMS Group
Ms. Shoby Sunny : IQAC Coordinator
Dr Harish M : IQAC Co-Coordinator & Faculty
SSTM
Ms. Rinu Jayaprakash : IQAC Co-Coordinator & Faculty
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SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

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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 POA.
- Activities planned by the departments for the next quarter.
- Review of academic activities.
- Review of progress of Reassessment for NAAC accreditation.


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.
- POA was evaluated for the last quarter.
- SSR preparation is ongoing. Submission planned for mid of June.
- The IQAC and NAAC core team to be prepared for DVV and for the upcoming Peer Team Visit.
- Possibilities of starting M.Sc Psychology and MSW programmes to be explored. This was based on the demands from students and parents.
- A workshop on IPR to be organized in June, funded by KSCSTE.
- Progress of FDPs, publications and workshops/conferences conducted to be consolidated for Annual Report.
- The meeting concluded at 10.30 a.m.

Important Decisions Taken:

- NAAC core team to be prepared with data and the same to be filed.
- Committees to be formed for the NAAC PTV.
- Application to be forwarded to the university for M.Sc Psychology and MSW programmes.




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- POA for the next academic year to be prepared.
- Academic calendar to be prepared by all departments for the academic year 2023-24
- Minimum two publications per faculty is mandatory.

Date: 26.05.2023

Dr. G Sashi Kumar

Principal and Chairman IQAC, SSTM

