



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT (SSTM)

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

CRITERIA 6 GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.5: Internal Quality Assurance System



6.5.2: Quality assurance initiatives of the institution

Minute of IQAC meetings and Action Taken Report

2017-18

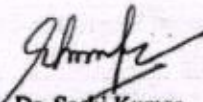


SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT**Muttam, Aluva -683106****Action Taken Report of
IQAC Meeting held on 15.05.2018**

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Submission of Annual Calendar	All departments have submitted to the Principal
2.	Publishing of research articles in UGC approved Journals	Dr. Praveena (SCOPUS) Dr. Thangaraja (UGC and SCOPUS)
3.	Training programme for students	MBA: Corporate Theatre MCA: PDP B.Com: Certification courses M.Sc: Nil BA: Certification courses
4.	Online courses for improving English speaking among students	Yet to be done
5.	Starting Toastmaster unit in SSTM	Yet to be done
6.	Add-on courses for MBA Semester 2 students	To be discussed with faculty
7.	Seminar proposal to be submitted on "Innovative Practices and Best Practices in Teaching and Evaluation".	Proposal is being made.
8.	Survey by students on socially relevant topic	Yet to be done
9.	Other points	1. NPTEL courses introduced: MBA: CSR and Project management, Marketing, Marketing Research. MCA: Python, English communication for Engineers 2. Other Add-on courses introduced: MBA: NISM and Retail Management 3. KSCSTE sponsored Workshop on "Imperatives to Plastic Waste" on October 12, 2018 4. AMLP for MBA Semester 3 revamped. Students are classified into 3 groups (Guidance/ Support and Guidance/ Support) 5. B.Com : Certification courses: Hedge and Tally

		<p>6. BA: Entrepreneur Development Cell: Stationery store financed and operated by students.</p> <p>7. B.Sc: Add-on : PCR and its applications in Healthcare</p>
--	--	--

Date: 14.08.2018


Dr. Sashi Kumar
Principal

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 15th May 2018

Time and Venue of Meeting: 9.00 am, Principal's Office

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

Members present:

Dr. Indu Nair, Director – MCA, SSTM
Mr. Vijayakumar Menon N, Chief General Manager, Hindustan Organic Chemicals Limited
Dr. Sherin Mariam Alex, Vice Principal, SSTM
Dr. Sethulekshmy Nair, Deputy director, SIBBR&D
Dr. Rupa R, Associate Professor, SSTM-MBA
Ms. Jismy, Assistant Professor, SSTM-MCA
Ms. Athira, Lecturer, SSTM-B.Com
Ms. Rose Paul, Lecturere, SSTM-BA (Eco)
Dr. Susan Abraham, Professor, SSTM-MBA
Mr. Arun Jacob, Alumni, SSTM
Mr. Ashwin H, MBA student, SSTM
Ms. Subaida, C H, Secretary, SSTM
Mr. P M A Latheef, Liaison Officer, SCMS

The followings points were discussed:

1. Welcome to representative from Industry

The Principal introduced Mr. Vijayakumar Menon, Chief General Manager, HOCL to the members of the IQAC.

2. Review of the previous meeting.

The Principal reviewed the proceedings of the previous meeting.

3. Submission of Annual calendar of events of each department for the year 2018-19.

MCA and B. Com department representatives submitted the Annual Calendar 2018-19 to the Principal. The other departments were instructed to submit by 31st May 2018.

4. Faculty publications and seminar presentations.

The Principal reiterated the importance of publishing articles and he reminded the incentive schemes for publishing articles in UGC approved Journals and Scopus indexed journals.

5. Suggestions for organising training programmes for faculty and students

The members suggested to continue with the same set of training programmes for faculty and students that were conducted in the year 2017-18 as these have to be repeated for improving effectiveness of current practices.

Mr. Vijayakumar Menon suggested that there are online courses for improving English speaking ability among students. The Institution can have association with Coursera in offering these online courses to students. Mr. Vijayakumar also informed that he would suggest online courses as he is a mentor at Coursera and EdX.

Dr. Sethulekshmy suggested starting Toastmasters Unit at SSTM to develop public speaking ability among students.

The student representatives requested the Principal to offer Add-on courses to students in the second semester itself as it gives necessary preparation before the start of the placement season.

6. Topics for conducting a NAAC sponsored Workshop or Seminar.

The Principal suggested to submit a proposal on "Innovative Practices and Best Practices in Teaching and Evaluation" to NAAC to conduct a one day seminar/workshop.

7. Updation of all existing files for NAAC 2020.

The Principal informed the entire faculty to continue to update all the files and records as per the requirements of NAAC reaccreditation process.

8. Any other matter as permitted by the Chair.

The Principal asked all the departments to submit proposals to conduct a survey on a socially relevant topic with the participation of students. He requested Mr. Vijayakumar Menon to suggest topics to conduct research studies involving students.

The meeting concluded at 10 am.

Dr. Sashi Kumar
Principal

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 15th May 2018

Time and Venue of Meeting: 9.00 am, Principal's Office

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

Members present:

Dr. Indu Nair, Director – MCA, SSTM
Mr. Vijayakumar Menon N, Chief General Manager, Hindustan Organic Chemicals Limited
Dr. Sherin Mariam Alex, Vice Principal, SSTM
Dr. Sethulekshmy Nair, Deputy director, SIBBR&D
Dr. Rupa R, Associate Professor, SSTM-MBA
Ms. Jismy, Assistant Professor, SSTM-MCA
Ms. Athira, Lecturer, SSTM-B.Com
Ms. Rose Paul, Lecturere, SSTM-BA (Eco)
Dr. Susan Abraham, Professor, SSTM-MBA
Mr. Arun Jacob, Alumni, SSTM
Mr. Ashwin H, MBA student, SSTM
Ms. Subaida, C H, Secretary, SSTM
Mr. P M A Latheef, Liaison Officer, SCMS

The followings points were discussed:

1. Welcome to representative from Industry

The Principal introduced Mr. Vijayakumar Menon, Chief General Manager, HOCL to the members of the IQAC.

2. Review of the previous meeting.

The Principal reviewed the proceedings of the previous meeting.

3. Submission of Annual calendar of events of each department for the year 2018-19.
MCA and B. Com department representatives submitted the Annual Calendar 2018-19 to the Principal. The other departments were instructed to submit by 31st May 2018.

4. Faculty publications and seminar presentations.

The Principal reiterated the importance of publishing articles and he reminded the incentive schemes for publishing articles in UGC approved Journals and Scopus indexed journals.

5. Suggestions for organising training programmes for faculty and students

The members suggested to continue with the same set of training programmes for faculty and students that were conducted in the year 2017-18 as these have to be repeated for improving effectiveness of current practices.

Mr. Vijayakumar Menon suggested that there are online courses for improving English speaking ability among students. The Institution can have association with Coursera in offering these online courses to students. Mr. Vijayakumar also informed that he would suggest online courses as he is a mentor at Coursera and EdX.

Dr. Sethulekshmy suggested starting Toastmasters Unit at SSTM to develop public speaking ability among students.

The student representatives requested the Principal to offer Add-on courses to students in the second semester itself as it gives necessary preparation before the start of the placement season.

6. Topics for conducting a NAAC sponsored Workshop or Seminar.

The Principal suggested to submit a proposal on "Innovative Practices and Best Practices in Teaching and Evaluation" to NAAC to conduct a one day seminar/workshop.

7. Updation of all existing files for NAAC 2020.

The Principal informed the entire faculty to continue to update all the files and records as per the requirements of NAAC reaccreditation process.

8. Any other matter as permitted by the Chair.

The Principal asked all the departments to submit proposals to conduct a survey on a socially relevant topic with the participation of students. He requested Mr. Vijayakumar Menon to suggest topics to conduct research studies involving students.

The meeting concluded at 10 am.

Dr. Sashi Kumar
Principal

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Agenda for IQAC Meeting to be held on 15.05.2018

Time and Venue of Meeting: 9.00 am, Principal's Cabin

The meeting agenda:

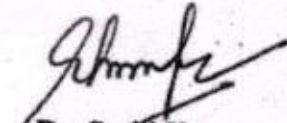
1. Review of the previous IQAC meeting
2. Submission of Annual calendar of events of each department for the year 2018-19.
3. Faculty publications and seminar presentations.
4. Suggestions for organising training programmes for faculty and students
3. Topics for conducting a NAAC sponsored Workshop or Seminar.
4. Updation of all existing files for NAAC 2020.
5. Any other matter as permitted by the Chair.

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
Muttam, Aluva -683106

Action Taken Report of
IQAC Meeting held on 14.02.2018

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Annual calendar of events of each department for the year 2018-19	MCA and B. Com department representatives submitted the Annual Calendar 2018-19
2.	Paper publication	Faculty have not published during this period
3.	Toastmasters Club	Yet to start
4.	Updation of files	Department level file updation in progress

Date: 13.05.2018


Dr. Sashi Kumar
Principal

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 14th February 2018

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

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

Members present:

Dr. Sherin Mariam Alex, Vice Principal, SSTM
Dr. Rupa R, Associate Professor, SSTM-MBA
Ms. Rekha Sunny, Assistant Professor, SSTM-MCA
Ms. Ancy Jose, Lecturer, SSTM-B.Com
Ms. Rose Paul, Lecturer, SSTM-BA (Eco)
Dr. Susan Abraham, Professor, SSTM-MBA
Mr. Arun Jacob, Alumni, SSTM
Mr. Ashwin H, MBA student, SSTM

Members absent:

Dr. Indu Nair, Director – MCA, SSTM
Mr. Madhu T.K., HR Manager, Hi-builds Coatings
Dr. Raman Nair V, Group Director, SCMS Group of Institutions
Mr. P M A Latheef, Liaison Officer, SCMS
Dr.C Mohankumar, Director, SSTM-Biotechnology
Ms. Subaida, C H, Secretary, SSTM

The following points were discussed:

1. Review of the previous meeting

The Principal reviewed the minutes of the previous IQAC meeting.

2. Progress of the ongoing semesters (inclusive of all subjects, add-ons, etc)

The department representatives briefed the Chair of the ongoing semesters. All the departments were moving ahead with the completion of the semesters as per schedule. University exams of MBA Semester 1, IMCA Semester 1 and DDMCA Semester 3 had started and progressing as per schedule.

3. Updation of files and records for NAAC reaccreditation 2020

Scrutiny of files and records were planned for the month of March 2018 and communicated to all department representatives.

4. Evaluation according to NAAC requirements.

The Chair informed all the departments that student evaluation has to be according to NAAC requirements, i.e., learning outcome based evaluation using Bloom's Taxonomy. A training program will be organized in the next academic year for all faculty members.

5. Training program for faculty.

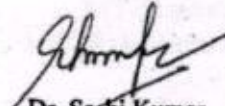
The Chair informed the meeting that Dr. Mary Fatima Cross, Associate Professor, SSTM – MBA gave a One Day Workshop on 'Soft Skills' for the B.Com faculty.

6. Any other matter as permitted by the Chair

The Chair informed the members that in the next IQAC meeting the annual calendar and the various Add-on courses for the next academic year would be discussed.

The meeting concluded at 10 am.

15.02.2018



Dr. Sashi Kumar
Principal

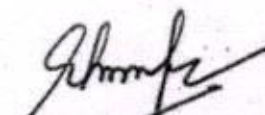
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Muttam, Aluva -683106

**Action Taken Report of
IQAC Meeting held on 14.12.2017**

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Updation of files	The updation of files in all departments was progressing as per plan.
2.	Evaluation according to NAAC requirements	Outcome based evaluation introduced in MBA department
3.	Training programme for teachers	One Day Workshop on 'Soft Skills' for the B.Com faculty was organized.
4.	Article publication	Dr. M A Sanjeev of MBA Departments published two articles

Date: 13.02.2017

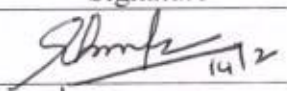
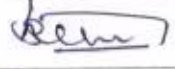
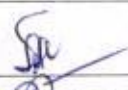

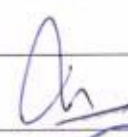


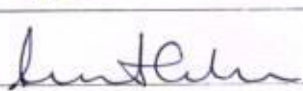

Dr. Sashi Kumar
Principal

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

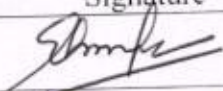
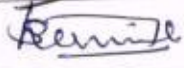

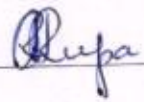
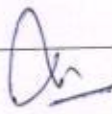
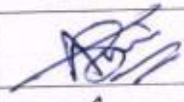
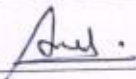
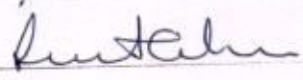
Aluva - 683106

Internal Quality Assessment Cell (IQAC)

The following members were present for the NAAC IQAC meeting held on 14.02.2018 at 9.15 am at the Principal's office.

Sr. no.	Name	Signature
1.	G. Sashi Kumar	
2.	Dr. Sherin Marian Alex	
3.	Dr. Sethulekshmy	
4.	Dr. Rupa R	
5.	Ms. Rekha Sunny	
6.	Ms. Ancy Jose	
7.	Ms. Rose Paul	
8.	Mr. Ashwin H	
9.	Mr. Arun Jacob	
10.	Dr. Susan Abraham	

We have read the minutes of the IQAC meeting

Sr. no.	Name	Signature
1.	G. Sashi Kumar	
2.	Dr. Sherin Mariam Alex	
3.	Dr. Sethulekshmy	
4.	Dr. Rupa R	
5.	Ms. Rekha Sunny	
6.	Ms. Ancy Jose	
7.	Ms. Rose Paul	
8.	Mr. Ashwin H	
9.	Mr. Arun Jacob	
10.	Dr. Susan Abraham	

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 14th December 2017

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

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

Members present:

Mr. Madhu T.K., HR Manager, Hi-builds Coatings
Dr. Raman Nair V, Group Director, SCMS Group of Institutions
Dr. Sherin Mariam Alex, Vice Principal, SSTM
Dr. Rupa R, Associate Professor, SSTM-MBA
Ms. Rekha Sunny, Assistant Professor, SSTM-MCA
Mr. Shanmughadas, Lecturer, SSTM-B.Com
Ms. Rose Paul, Lecturere, SSTM-BA (Eco)
Ms. Subaida, C H, Secretary, SSTM
Dr. Susan Abraham, Professor, SSTM-MBA
Mr. Arun Jacob, Alumni, SSTM
Mr. Ashwin H, MBA student, SSTM

Members absent:

Dr. Indu Nair, Director – MCA, SSTM
Mr. P M A Latheef, Liaison Officer, SCMS
Dr.C Mohankumar, Director, SSTM-Biotechnology

The following points were discussed:

The Principal welcomed two new members to the IQAC.

Dr. Rupa R , Associate Professor, SSTM-MBA in the place of Ms. Catherine Mary Mathew

Mr. Ashwin H, Student, MBA-SSTM.

1. Review of the previous IQAC meeting

The Principal reviewed the minutes of the previous IQAC meeting.

2. Progress of the ongoing semesters (inclusive of all subjects, add-ons, etc)

NPTEL courses – 17 students (two batches) have completed two courses.

TIME courses have been proposed for IMCA and BA Economics students from January 2018 onwards

ACCA and CMA courses are going on for B.com students.

Add-on course on International Finance is proposed to be offered for the First batch of BA Economics students when they reach the third year of the degree course.

Dr. V Raman Nair advised the faculty members to introduce Field visits, Pursuits, visits to export houses, associate with FICCI, CII and Kerala Chambers of Commerce.

With regard to Mentoring, Dr. V Raman Nair said that feedback have to be taken from students at the end of the semester to know the usefulness of mentoring. Mr. Ashwin H added that mentoring has been useful for students.

BA Economics have introduced Multiple Choice Questions in their Internal evaluation system.

Dr. V Raman Nair suggested introducing Exit point Questionnaire for the present senior students who will be leaving campus at the end of the semester.

As part of Soft Skill Development, use of Language Lab will be enhanced among the undergraduate students.

Kalari for self-defense was introduced for first semester students of IMCA.

The Chair informed the members that the Alumni Association is being registered. Ms. Rekha Sunny informed the members that MCA Batch 9 students had an Alumni meet recently.

The Chair informed the meeting that two Vocational Courses on Jewellery making and Doll Making will be introduced for the B.Com students.

3. Topics for conducting a NAAC sponsored Workshop or Seminar

Dr. Raman Nair suggested two topics for submitting proposal to NAAC- 1. Article Writing and publishing, and 2. Literature survey.

The Chair suggested to organize a Workshop for MCA faculty on 'Mentoring'.

4. Pursuant to the Workshop on Writing Effective Course Outcomes, each department to appraise the Chair on the implementation of the outcomes of the Workshop.

All the faculty members informed the Chair that all the faculty have written their Course plans as per the requirements of NAAC.

The meeting concluded at 10.15 am.

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Agenda for IQAC Meeting to be held on 14.02.2018

Time and Venue of Meeting: 9.00 am, Principal's Cabin

The agenda:

1. Review of the previous meeting.
2. Progress of the ongoing semesters (inclusive of all subjects, add-ons, etc)
3. Updation of files and records for NAAC reaccreditation 2020
4. Evaluation according to NAAC requirements.
5. Training program for faculty
6. Any other matter as permitted by the Chair

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 14th December 2017

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

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

Members present:

Mr. Madhu T.K., HR Manager, Hi-builds Coatings
Dr. Raman Nair V, Group Director, SCMS Group of Institutions
Dr. Sherin Mariam Alex, Vice Principal, SSTM
Dr. Rupa R, Associate Professor, SSTM-MBA
Ms. Rekha Sunny, Assistant Professor, SSTM-MCA
Mr. Shanmughadas, Lecturer, SSTM-B.Com
Ms. Rose Paul, Lecturere, SSTM-BA (Eco)
Ms. Subaida, C H, Secretary, SSTM
Dr. Susan Abraham, Professor, SSTM-MBA
Mr. Arun Jacob, Alumni, SSTM
Mr. Ashwin H, MBA student, SSTM

Members absent:

Dr. Indu Nair, Director – MCA, SSTM
Mr. P M A Latheef, Liaison Officer, SCMS
Dr. C Mohankumar, Director, SSTM-Biotechnology

The following points were discussed:

The Principal welcomed two new members to the IQAC.

Dr. Rupa R , Associate Professor, SSTM-MBA in the place of Ms. Catherine Mary Mathew

Mr. Ashwin H, Student, MBA-SSTM.

1. Review of the previous IQAC meeting

The Principal reviewed the minutes of the previous IQAC meeting.

2. Progress of the ongoing semesters (inclusive of all subjects, add-ons, etc)

NPTEL courses – 17 students (two batches) have completed two courses.

TIME courses have been proposed for IMCA and BA Economics students from January 2018 onwards

ACCA and CMA courses are going on for B.com students.

Add-on course on International Finance is proposed to be offered for the First batch of BA Economics students when they reach the third year of the degree course.

Dr. V Raman Nair advised the faculty members to introduce Field visits, Pursuits, visits to export houses, associate with FICCI, CII and Kerala Chambers of Commerce.

With regard to Mentoring, Dr. V Raman Nair said that feedback have to be taken from students at the end of the semester to know the usefulness of mentoring. Mr. Ashwin H added that mentoring has been useful for students.

BA Economics have introduced Multiple Choice Questions in their Internal evaluation system.

Dr. V Raman Nair suggested introducing Exit point Questionnaire for the present senior students who will be leaving campus at the end of the semester.

As part of Soft Skill Development, use of Language Lab will be enhanced among the undergraduate students.

Kalari for self-defense was introduced for first semester students of IMCA.

The Chair informed the members that the Alumni Association is being registered. Ms. Rekha Sunny informed the members that MCA Batch 9 students had an Alumni meet recently.

The Chair informed the meeting that two Vocational Courses on Jewellery making and Doll Making will be introduced for the B.Com students.

3. Topics for conducting a NAAC sponsored Workshop or Seminar

Dr. Raman Nair suggested two topics for submitting proposal to NAAC- 1. Article Writing and publishing, and 2. Literature survey.

The Chair suggested to organize a Workshop for MCA faculty on 'Mentoring'.

4. Pursuant to the Workshop on Writing Effective Course Outcomes, each department to appraise the Chair on the implementation of the outcomes of the Workshop.

All the faculty members informed the Chair that all the faculty have written their Course plans as per the requirements of NAAC.

The meeting concluded at 10.15 am.


19/12/17

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106


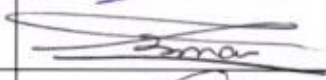


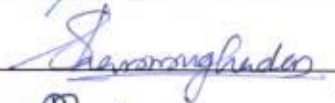
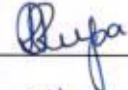

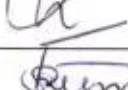
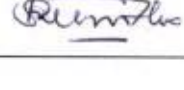
Agenda for IQAC Meeting to be held on 14.12.2017

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

The meeting agenda:

1. Introduction of new member from MBA Department.
2. Review of the previous IQAC meeting
3. Progress of the ongoing semesters (inclusive of all subjects, add-ons, etc)
4. Topics for conducting a NAAC sponsored Workshop or Seminar (each department to submit atleast one topic during the meeting).
5. Pursuant to the Workshop on Writing Effective Course Outcomes, each department to appraise the Chair on the implementation of the outcomes of the Workshop.
- 6.. Any other matter as permitted by the Chair.

We have read the minutes of the IQAC meeting

Sr. no.	Name	Signature
1	Madhu TK	
2	Dr. V. Raman Nair	
3	Ashwin H	
4	ARUN JACOB	
5	Shanmugadas K G	
6	Dr. R. RUPA	
7	Rekha Sany T	
8	Rose Paul	
9	DR. SHERIN MARIAM ALEX	

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 22nd August 2017

Time and Venue of Meeting: 9.00 am, Principal's Office

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

Members present:

Mr. Madhu T.K., HR Manager, Indigo Paints
Dr. Sherin Mariam Alex, Vice Principal, SSTM
Ms. Catherine Mary Mathew, Assistant Professor, SSTM-MBA
Ms. Rekha Sunny, Assistant Professor, SSTM-MCA
Mr. Shanmughadas, Lecturer, SSTM-B.Com
Ms. Subaida, C H, Secretary, SSTM
Dr. Susan Abraham, Professor, SSTM-MBA
Mr. Arun Jacob, Alumni, SSTM
Dr. Rupa R, Assistant Professor, SSTM

Members absent:

Dr. Indu Nair, Director – MCA, SSTM
Mr. Ashwin H, MBA Student, SSTM
Mr. P M A Latheef, Liaison Officer, SCMS
Dr. V. Raman Nair, Group Director, SCMS Group of Institutions
Dr. C Mohankumar, Director, SSTM-Biotechnology

The following points were discussed:

1. Review of the previous IQAC meeting

The Chairperson reviewed the minutes of the previous IQAC meeting held in May 2017.

2. Progress of the ongoing semesters (inclusive of all subjects, add-ons, etc)

The representatives of each department briefed the Chair on the progress made in the respective semesters. Dr. Rekha Sunny informed the members that the MCA department was planning to organize an FDP on Awareness on NPTEL MOOC courses for faculty in the second week of September 2017. Mr. Shanmughadas (B. Com department) informed the members that two new training courses for B. Com students were in the final stages of planning – CIMA – USA and training for Competitive Exams from T.I.M.E.

3. Appraising members of the new accreditation process of NAAC.

The Chair gave a detailed overview of the New Assessment and Accreditation Process of NAAC from July 2017. The details are as follows.

The new Assessment and Accreditation Process of NAAC

- **The assessment process will be carried out in three stages:**
 - ☞ Self study report (SSR)
 - ☞ Student Satisfaction Survey
 - ☞ Peer Team Report
- **The SSR has two kinds of metrics**
 - ☞ Quantitative (65%)
 - ☞ Qualitative (35%)

Total number of metrics: 121

- **Assessment is done on 7 criteria:**

Criteria	Weightage
1. Curricular aspects	100
2. Teaching-learning and Evaluation	350
3. Research, Innovations and Extension	120
4. Infrastructure and Learning resources	100
5. Student Support and Progression	130
6. Governance, leadership and Management	100
7. Institutional values and Best Practices	100
Total	1000

- **Assessment process**

Step 1: Institution publishes SSR on its website alongwith required documents

Step 2: The data submitted will be subjected to validation exercise by NAAC to its Validation and Verification (V&V) partners. Process takes 30 days.

Step 3: If the institution gets 30% of the allotted points, NAAC will inform the pre-qualifier result to the Institution in 10 days time.

Step 4: Concurrently with the V&V, the Student Satisfaction Survey will be conducted online by NAAC.

Step 5: NAAC will organize the Peer Team Visit within 30 days from the date of clearing the pre-qualifier stage. The Peer Team will focus on qualitative metrics only.
- **Assessment outcome: (NAAC Accreditation Outcome)**

The final result of the Assessment and Accreditation exercise will be a System Generated Score (SGS) which is a combination of evaluation of Qualitative and Quantitative metrics. This will be compiled in a document comprising 3 parts.

Part I: Peer Team Report

Part II: System Generated Quality Profile (Statistical analysis of quantitative indicators)

Part III: Software generated Institutional Grade Sheet (qualitative indicators, quantitative indicators and Student satisfaction Survey).
- **Grading system:**

After Assessment, the Cumulative Grade Point Average (CGPA) of an Institution is computed for those institutions which clear the grade qualifiers.

Grade qualifier:

This is based on the overall score of the Institution (SGS + Perr Team Visit Score).

In order to qualify for any grade (C to A++) institution needs to score atleast 30% of the quantitative (SGS) + qualitative score in each criterion.

Grade	Minimum score	Criterion
A, A=, A++	3.01	2 and 5
B, B+, B++	2.01	2 and 5
C	1.51	2 and 5

- **The Final Grade**

Range of CGPA	Grade	Status
3.76 – 4.00	A++	Accredited
3.51 – 3.75	A+	Accredited
3.01 – 3.50	A	Accredited
2.76 – 3.00	B++	Accredited
2.51 – 2.75	B+	Accredited
2.01 – 2.50	B	Accredited
1.51 – 2.00	C	Accredited
< 1.50	D	Not Accredited

The Chair also gave a note on the measures which the faculty must incorporate in their curriculum and other extra-curricular activities for students.

- **Important points of Criterion 2 and 5**

- **Criterion 2:**

1. Student enrolment
2. Catering to student diversity
 - ☞ Foundation Course
3. Teaching – learning process:
 - ☞ Experiential learning, participative learning and problem-solving methodologies
 - ☞ Use of ICT in teaching
 - ☞ Mentoring
 - ☞ Innovation and creativity in teaching-learning
4. Teacher profile and quality
 - ☞ Teachers with Ph.D
 - ☞ Teachers receiving awards from state, national and international level.
5. Evaluation process and reforms
 - ☞ Reforms in Continuous Internal Evaluation
 - ☞ Transparency in internal assessment
6. Student performance and Learning Outcome
 - ☞ Average pass percentage

- ☞ Question papers should reflect course outcome
7. Student satisfaction Survey (Online)

The list of all enrolled students have to be uploaded with Aadhar, mobile numbers and e-mail ID.

Criterion 5:

1. Student Support

- ☞ Students receiving government scholarships
- ☞ Capability enhancement and development schemes
 1. Guidance for competitive exams
 2. Career Counselling
 3. Soft skill development
 4. Remedial coaching
 5. Language lab
 6. Bridge courses
 7. Yoga and meditation
 8. Personal Counselling

2. Student progression

- ☞ Student placement
- ☞ Students pursuing higher studies
- ☞ Students clearing NET/GMAT/CAT/ Civil services, etc

3. Student participation and Activities

- ☞ Awards for students in sports and cultural activities (national/ International)
- ☞ Sports and cultural events in the college

4. Alumni Engagement

- ☞ Alumni association (Registered)
- ☞ Alumni meet

The Chair instructed all the faculty members to take necessary steps to incorporate the above requirements while preparing documents for NAAC.

4. Any other matter as permitted by the Chair.

The Chair reminded the members to write and publish articles in Scopus indexed journals and UGC approved journals.

The meeting concluded at 10 am.

23.8.2017


Principal

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT
Prathap Nagar, Muttam, Aluva 683 106

Agenda for IQAC Meeting to be held on 22.08.2017

Time and Venue of Meeting: 9.00 am, Principal's Cabin

The meeting agenda:

1. Review of the previous meeting
2. Progress of the ongoing semesters (inclusive of all subjects, add-on, etc)
3. Appraising members of the new accreditation process of NAAC.
4. Any other matter as permitted by the Chair.