



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 2018-19



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 04th September 2018

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

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

Members present:

Dr. Mohankumar, Director, SIBBR&D
Dr. Praveena K, Associate Professor, SSTM-MBA
Ms. Rekha Sunny, Assistant Professor, SSTM-MCA
Ms. Ancy Jose, 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 Alumni, SSTM
Mr. Gautam A Kumar, Student, SSTM
Ms. Subaida, C H, Secretary, SSTM
Ms. Maya Sreekumar, Librarian, SSTM
Mr. Praveen Kamath, Systems Administrator, SSTM
Ms. Sini Balachandran, Parent

Members absent:

Dr. Indu Nair, Director – MCA, SSTM
Mr. T J Subhash, MD, Supra Hitech Electro Equipment Pvt Ltd
Mr. Vijayakumar Menon N, Chief General Manager, Hindustan Organic Chemicals Limited
Dr. Sherin Mariam Alex, Vice Principal, SSTM
Mr. P M A Latheef, Liaison Officer, SCMS

The following points were discussed:

1. Introduction of new members of IQAC

The Principal introduced the following members to IQAC.

Dr. Praveena K, Associate Professor, SSTM-MBA
Mr. Gautam A Kumar, Student, SSTM
Ms. Maya Sreekumar, Librarian, SSTM
Mr. Praveen Kamath, Systems Administrator, SSTM
Ms. Sini Balachandran, Parent

2. Review of the previous meeting.

The Action Taken Report was presented by the Principal. The report is appended with this minutes.

3. Discussion on the Essential Metrics for Accreditation of NAAC.

The Principal informed the members about the Essential Metrics for Accreditation of NAAC. Dr. Mohankumar sought more information on AICTE approved NPTEL Online Courses for Biotechnology. The need for concentrating on Extension and Outreach activities was stressed by the Principal. Each department has been informed to submit proposals for Extension and Outreach Activities.

4. Extension and Outreach activities of the Institution for the present year.

Dr. Praveena would be coordinating Lakshya (an initiative to impart Computer Skills to school students).

5. Enrollment to Online Courses for Students and Faculty.

The Principal informed the members that there are AICTE approved NPTEL Courses for faculty and on completion of the said courses, the faculty gets a credit of having completed one FDP by AICTE. The faculty members were informed to enroll for NPTEL courses during the January semester of NPTEL.

6. Suggestions for Research on socially relevant issues involving students.

Dr Praveena submitted a draft proposal for conducting a survey on 'Awareness of consumer rights in Ernakulam District' by MBA Batch 16 students. On analysis of the results, if the awareness is found low, a one day awareness campaign can be organized in the district by these students.

The BA Department has proposed a survey on 'Public Distribution System after the floods in Ernakulam District'.

The other ideas for survey were as follows,

Mr. Ashwin H proposed a 'Study on inflation of essential items after flood'.

Mr. Arun Jacob proposed 'Waste management after floods'.

Ms. Rose Paul proposed 'The effect of flood on Real Estate business in Ernakulam District'.

7. Publishing research papers in UGC Journals.

The Principal congratulated Dr Praveena and Dr Thangaraj for publishing papers in Scopus and UGC Journals. He encouraged other faculty to make efforts to increase the number of paper publications in UGC approved journals.

8. Any other matter as permitted by the Chair

The Principal informed the members that The Toastmasters chapter would be started in the campus by Dr Sethulakshmy, Deputy Director, SIBBR&D.

The meeting concluded at 10.15 am.



PRINCIPAL

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Muttam, Aluva -683106

**Action Taken Report of
IQAC Meeting held on 04.09.2018**

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	NPTEL courses (from January semester 2019) enrolled by first week of December 2018 by faculty and students.	<p>MBA : Tentative list</p> <p>a. Sales & distribution management (Marketing)</p> <p>b. Design thinking - a primer (HR)</p> <p>c. Six sigma (Operations)</p> <p>MCA: Faculty: 1(Ms. Rekha Sunny T)</p> <p>B.Com: Consumer Behaviour Financial Institutions And Markets Financial Statement – Analysis And Reporting Sales And Distribution Management Analysis Of Variance And Design Of Equipments Global Marketing Management Managerial Accounting</p> <p>Biotech: Add on course for final semester B.Sc - Application of PCR Tools on Molecular studies. Certificate course on Apiculture</p> <p>BA: Qualitative Research Methods Introduction to Micro Economics</p>
2.	Extension and Outreach activity during the period September to November 2018.	<p>MBA:</p> <p>1. Lakshya 2018, an outreach program is being done at Govt.VHSS, Kalamassery.</p> <p>2. An Awareness programme on Financial Literacy through Financial Inclusion for the Society along with SBI, Kalamassery.</p> <p>Biotech. Preliminary discussions with faculty members of Electronic Engineering division of SCMS</p>

		college of Engineering about a Device developed by them and its impact on the growth and viability of biological systems. The work was expected to start in the month of December 2018.
3.	Papers published by faculty in UGC Journals between September to November 2018.	<p>MBA: Dr. Reshmi A Rajan - published an article in UGC approved journal.</p> <p>MCA: Paper titled "GLEnc Algorithm to secure public cloud environment" co-authored by Dr.Anjana S. Chandran has been accepted in IEEE conference - International Conference on Advances in Computing, Communications and Informatics (ICACCI'18) held at PES Institute of Technology, South Campus, Bangalore, Karnataka, India during September 19-22, 2018 and for publication in the conference proceedings.</p> <p>Biotech: Integrated technologies for producing eco-friendly coconut biofuel – through cost effective way. Indian journal of coconut, Vol.LX1 (7), Nov 2018, pp 12-14</p>
4.	Survey completed on a socially relevant topic (with the involvement of students).	<p>MBA: 1. A survey on “Awareness of consumer rights” was taken up by MBA b15 students. 2. Another survey is due in tie up with Indian Oil-Adani Gas Pvt. Ltd on " awareenss of CNG among public. This will be conducted in the month of December, 2018.</p> <p>MCA: In accordance with the govt. initiative, a flood survey-‘Rebuilding KERALA’ was conducted by 24 students of IMCA (batch 4 and 5) during the month of september at Pizhala , Choornikara and Kadamakkudi gramapanjayaths of Ernakulam district</p> <p>BA: ‘Public Distribution System after the floods in Ernakulam District’ (Copy of report prepared by Mr. Satheesh C.S.)</p> <p>Planned: Evaluation of TPDS under</p>

		National Food security act, 2013 - with special reference to Kalamassery Nagara Sabha
5.	Toastmaster's Chapter at SSTM by Dr. Sethulekshmy, SIBBR&D	<p>MBA: Speaker's Forum has been started to develop public speaking skills among students of MBA Batch 16.</p> <p>Biotech: On second week of December 2018, Toast masters, Cochin chapter can conduct a demonstration meeting. The specific date will be informed later.</p>

Date: 05.09.2018


PRINCIPAL

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 19th December 2018

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

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

Members present:

Dr. Indu Nair, Group Director, SCMS Group

Mr. T J Subhash, MD, Supra Hitech Electro Equipment Pvt Ltd

Mr. Vijayakumar Menon N, Chief General Manager, Hindustan Organic Chemicals Limited

Dr. Sherin Mariam Alex, Vice Principal, SSTM

Dr. Mohankumar, Director, SIBBR&D

Dr. Praveena K, Associate Professor, SSTM-MBA

Ms. Rekha Sunny, Assistant Professor, SSTM-MCA

Ms. Ancy Jose, Lecturer, SSTM-B.Com

Ms. Rose Paul, Lecturere, SSTM-BA (Eco)

Dr. Susan Abraham, Professor, SSTM-MBA

Mr. Ashwin H, MBA Alumni, SSTM

Mr. Gautam A Kumar, Student, SSTM

Ms. Subaida, C H, Secretary, SSTM

Ms. Maya Sreekumar, Librarian, SSTM

Mr. Praveen Kamath, Systems Administrator, SSTM

Members absent:

Mr. P M A Latheef, Liaison Officer, SCMS

Ms. Sini Balachandran, Parent

The following points were discussed:

1. Introduction of new members of IQAC

The Principal introduced Mr. T J Subhash, MD, Supra Hitech Electro Equipment Pvt Ltd as the representative of the employers in the IQAC.

2. Action Taken Report on the recommendations given during the previous IQAC meeting.

The Principal presented the Action Taken report on the recommendations given in the September meeting of IQAC.

3. Explore areas for Industry- Institution Interaction.

The members had a discussion on the possible ways to enhance Industry-Institution Interaction. Memorandum Of Understanding will help in various ways to improve Industry-Institution MBA, MCA and B.Com departments have MOUs with industrial establishments. MBA department is planning industrial visits to Carborundum Universal.

4. New Student Centric Methods to be used in classrooms.

The Principal encouraged the faculty to include new student centric methods in classroom teaching. A FDP on Innovative Teaching Methods is being planned to be conducted Dr. Thangaraja A.

5. Alumni engagement initiatives of each department.

It was proposed to include current students to interact with Alumni as a planned activity.

6. Identify activities to enhance contribution of Parents in academic and non-academic endeavors of the Institution.

It was decided to organise parents meeting once in a semester for the undergraduate courses and the faculty have to do a follow-up on the suggestions given by parents.

The meeting concluded at 10 am.



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**Action Taken Report of
IQAC Meeting held on 19.12.2018**

Sl No.	Points discussed during IQAC Meeting	Action Taken
1	Industrial Visits for Students	Carborundum Universal- 11 th March 2019 for 20 students of MBA 16. Frasco Advanced Technology – March 15, 2019 for 15 students of MBA 15.
2	FDP on Innovative Teaching Methods	Half day session handles by Dr. Thangaraja A for teachers on January 19, 2019.
3	Alumni Engagement Activities	MBA Alumni donated books to the Library on 19.12.2018
4	Parents Teachers Meeting	Meeting could not be conducted as Examinations were preponed by the M G University


PRINCIPAL

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 11.02.2019

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

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

Members present:

Dr. Indu Nair, Group Director, SCMS Group

Mr. T J Subhash, MD, Supra Hitech Electro Equipment Pvt Ltd

Mr. Vijayakumar Menon N, Chief General Manager, Hindustan Organic Chemicals Limited

Dr. Sherin Mariam Alex, Vice Principal, SSTM

Dr. Mohankumar, Director, SIBBR&D

Dr. Praveena K, Associate Professor, SSTM-MBA

Ms. Rekha Sunny, Assistant Professor, SSTM-MCA

Ms., Lecturer, SSTM-B.Com

Ms. Rose Paul, Lecturer, SSTM-BA (Eco)

Dr. Susan Abraham, Professor, SSTM-MBA

Mr. Ashwin H, MBA Alumni, SSTM

Mr. Gautam A Kumar, Student, SSTM

Ms. Subaida, C H, Secretary, SSTM

Ms. Maya Sreekumar, Librarian, SSTM

Mr. Praveen Kamath, Systems Administrator, SSTM

Members absent:

Mr. P M A Latheef, Liaison Officer, SCMS

Ms. Sini Balachandran, Parent

The following points were discussed:

1. Introduction of new members of IQAC

The Principal introduced Ms. Assistant Professor, as the representative of the B.Com department in the IQAC.

2. Action Taken Report on the recommendations given during the previous IQAC meeting.

The Principal presented the Action Taken report on the recommendations given in the September meeting of IQAC.

3. Initiatives for the academic year 2019-20.

The members had a discussion on the initiatives to improve teaching, learning and evaluation of all courses. Various suggestions were put forward by the members. Add-on courses, Life skill courses, Value added courses, Training programs for teachers and students, and workshops were discussed. The Chair asked the members to consolidate the list of all the programs and submit the same in two weeks' time.

4.Social Outreach Activities.

The Principal encouraged the faculty to initiate Social Outreach Activities in each department and to search for Outreach Activities in association with governmental and non-governmental bodies. Mr. T J Subhash suggested that companies are doing various CSR activities and our institution can join with them by involving students in the implementation phase.

5. Any other matters.

It was proposed to encourage alumni to participate in various activities of each department in a planned manner. The Chair encouraged the faculty members to publish articles in recognised Journals.

The meeting concluded at 10 am.




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**Action Taken Report of
IQAC Meeting held on 11.02.2019**

Sl No.	Points discussed during IQAC Meeting	Action Taken
1	New Initiatives for the academic year 2019-20	
	Add-on courses for academic year 2019-20	HR Analytics Competency Mapping Personnel Management and Industrial Relations Commodities Market Retail Business Management NISM NPTEL courses Joomla! Microsoft Project WEKA PHP GST
	Life Skills	UGC NET Training Soft Skills Training MS Office Aptitude Training
	Value Added Courses	Apiculture Tally Foundation Course in Banking and Finance
	Training programme for students	MS Excel Creative Thinking
	Training programme for Teachers	How to effectively use videos in teaching
	New methods in teaching	Flipped classroom for BA students
	New processes in evaluation	Application oriented assignments Online exams Evaluation using video content
	Workshop	Research methods using SPSS
2	Social Outreach activities	Road Safety week was organized alongwith the Motor Vehicles Department on 7 th February 2019. 50 students and 20 faculty members participated in the event. Unnat Bharat Abhiyan – Baseline Survey at Chengamanad Panchayat on 3 rd April 2019. 7 students participated in it.


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

Members present:

Dr. Indu Nair, Group Director, SCMS Group

Mr. T J Subhash, MD, Supra Hitech Electro Equipment Pvt Ltd

Mr. Vijayakumar Menon N, Chief General Manager, Hindustan Organic Chemicals Limited

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Ms. Arsha A , Lecturer, SSTM-B.Com

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Mr. Ashwin H, MBA Alumni, SSTM

Mr. Gautam A Kumar, Student, SSTM

Ms. Subaida, C H, Secretary, SSTM

Ms. Maya Sreekumar, Librarian, SSTM

Mr. Praveen Kamath, Systems Administrator, SSTM

Members absent:

Mr. P M A Latheef, Liaison Officer, SCMS

Ms. Sini Balachandran, Parent

The following points were discussed:

1. Review of the previous meeting

The Chair highlighted the important points of the previous IQAC meeting.

2. Action Taken Report of the previous meeting

The Chair presented the Action Taken Report of the previous IQAC meeting and asked for clarification regarding new initiatives and faculty publications.

3. Preparation for compiling data for SSR for NAAC reaccreditation in 2020.

The IQAC Coordinator briefed the members about the essential requirements of SSR and the seven criteria of NAAC. The Chair instructed the members to form teams and work towards compiling data for the SSR. The IQAC coordinator would assist the members in this process.

4. Workshops and Seminars to be organized.

The Chair informed the members to submit proposals to AICTE, ICSSR, KSCSTE and other funding agencies for organizing seminars and workshops. The Biotechnology department informed the members that they have received a grant from KSCSTE to conduct a Seminar on Technology Start-ups.

5. Training Programmes for teachers.

The Chair asked the members to organize training programmes for teachers on topics such as new teaching methods, student involvement in learning and new methods of evaluation.

Mr. Vijayakumar Menon, Chief General Manager, HOCL said that both teachers and students have to be trained in MS Excel and Advanced Excel as it improves productivity.

6. Faculty publications

The Chair advised the members to work in cross functional teams to write articles that can be published in SCOPUS indexed journals. The Chair said that a list of faculty publications has to be prepared and submitted to him in two weeks' time.

7. Any other matters.

Mr. T J Subhash suggested that Industry Institution Interface programmes have to be increased to update the students with the latest happenings in the industry.

The meeting concluded at 10 am.



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**Action Taken Report of
IQAC Meeting held on 14.05.2019**

Sl No.	Points discussed during IQAC Meeting	Action Taken
1	NAAC 2020 SSR preparation	Faculty members have been grouped into 6 teams. Each team is responsible for consolidating data for a given criteria. Weekly meetings will be held to update the Principal with regard to the extent of data gathering.
2	Seminars and Workshops	Seminar on Technology Start-ups for the New World funded by KSCSTE, Govt of Kerala on May 15th, 2019
3	Training programmes for teachers	a) FDP on Teaching Methodologies by Mr. Praveen Kamath, GM and HR Head, WIPRO on July 20, 2019. b) FDP on Outcome Based Learning by Dr. Praveena K on June 20, 2019. c) Talk on Lively Classrooms by Dr. Deepa Pillai on July 27, 2019. d) Training programme on OBE Settings in Linways by Ms. Devi S Nair on July 23, 2019.
4	Article published	Assessing Impact of Demonitisation on Digital Literacy of elderly people by Dr. Radha Thevennoor, Dr. Praveena K and Ms, Rinu Jayaprakash in International Journal of Management, Technology and Engineering (UGC Listed), Volume IX, Issue VII.


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