



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 2019-20



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 05.08.2019

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. Harish M, Faculty, SSTM-M.Sc
Dr. Praveena K, Associate Professor, SSTM-MBA
Dr Anjana, Assistant Professor, SSTM-MCA
Ms. Arsha A , Lecturer, SSTM-B.Com
Ms. Rose Paul, Lecturer, SSTM-BA (Eco)
Dr. Susan Abraham, Professor, SSTM-MBA
Mr. Gautam A Kumar MBA Alumni, SSTM
Mr. Rijo George Thomas, Student, SSTM
Ms. Subaida, C H, Secretary, SSTM
Ms.Geetha N, 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 the inclusion of new methods of teaching adopted by faculty after attending various FDPs.

3. Core committee for NAAC 2020

In continuation to the discussions in the previous IQAC meeting, a core committee was formed for NAAC 2020 with the following members.

Criteria 1 - Ms. Rinu Jayaprakash (MBA) and Ms. Sreeja (B com)

Criteria 2 - Dr. Deepa Pillai (MBA) and Dr. Asha Raj (Bio Tech)

Criteria 3 - Dr. Neetha Soma John (Bio Tech) and Dr. Shiny (Bio Tech)

Criteria 4 - Ms. Arsha (B com) and Ms. Vidya Gopinath (MCA)

Criteria 5 - Mr. Vignesh Karthik (MBA) and Ms. Sindhu (Bcom)

Criteria 6 & 7 - Dr. Rajeswari.R, (MBA) Ms. Annie (B com) and Mr. Satheesh (BA)

Overall coordinators - Dr. Rajeswari.R (MBA) and Dr. Anjana Chandran (MCA)

The Core committee will report to the Principal on the progress made in preparing the SSR to be submitted to NAAC.

4. Training programme for students.

The Chair informed the members to introduce training program to students in emerging areas of their specialization.

5. Industry Institute Interface

The Chair informed the members to invite experts from industry to talk to students on latest developments atleast once a month.

6. Research activity by students

The Chair asked the members to identify agencies that would require our students to participate in joint research projects.

7. Outreach activities

The Chair asked the members to initiate outreach activities in association with Government agencies.

8. Seminar/Conference

The Chair informed the members that Seminars need to be organised on socially relevant topics for the benefit of society.

9. Any other matters:

The chair advised the members to publish articles in UGC journals, participate in FDPs and attend conferences as resource persons in the future.

The meeting concluded at 10. 15 am.



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SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Muttom, Aluva -683106

Action Taken Report of IQAC Meeting held on 05.08.2019

Training program for students	Communication Skill by Mr. Praveen Kamath, Systems administrator for 27 B.Com students
	Training session on Waste management, by Mr. Zacaria Joy, an environment consultant, on August 7, 2019 for 100 B.Com students
	Mock Interview Session, by Mr. Sanoop, Alumni, (MCA, Batch 5) Team Lead, Vofox Solutions Pvt Ltd and Mr. Sreejith for 37 students of Batch II DDMCA Semester Xicon August 29, 2019.
III	Mr. Joseph Chaly, Senior Management Consultant and former President and Executive Director of ReGen Powertech Pvt Ltd - Topic - Impact of convergence of technology - August 26, 2019.
Outreach	30 MBA students participated in a public awareness road show 'Memory Walk' organised by Prajnan Udbodh of Cochin University on September 21, 2019 as a step towards Dementia friendly Cochin
Research activity	1. MBA students conducted a survey to understand the impact of 'Numma Oonu', a hunger eradication project in Ernakulam District for Petronet LNG Foundation.
	2. Phytoremediation of water - by B.Sc students - on removal of hardness of water by means of phytoremediation using vertier and Averrhoa bilimbi and water purification using Muringa Oleifera.
Seminar	SSTM arranged a seminar on Water Conservation at Thiruvairanikulam village on October 5, 2019. Dr. Sunny George, Director, SCMS Water Institute presided over the seminar.
Extensioin	Lakshya - imparting training programme for school students on Excel at Government Higher Secondary School, Kalamassery on November 1, 2019.
	Clean Kattepadam on 28th October 2019 by 50 B.Com students
	Flood Relief Activities, August 13 - 15, 2019, organised by SSTM and Mr. Suhas (Collector, Ernakulam)

	Unnat Bharat Abhiyan, MCA department have conducted a preliminary survey in Edathala village, to find their essential needs and requirements of the villagers.
Recognition received	Dr. Deepa Pillai, Associate Professor, received a certificate of Appreciation, 'Teacher Innovation Award' on September 30, 2019.
	Dr. Divya Sreekumar received Best Paper Award in National Conference on Molecular Tools and disease Diagnosis organised by Dept of Engineering, Shardhya College of Engineering and Technology, Kodakara, Kerala with AICTE in October 2019.
	Mr. Vipul Kumar, Assistant professor, Teaching Excellence Award, awarded by Department of Management Studies, KMM College, Thrikkakara
Resource persons	Mr. Vignesh Karthik, Assistant Professor - One Day National Conference on 'Step ahead in Research methodology with software applications' organised by the Department of Business Administration, at Wavoo Wajeetha Womens College of Arts and Science, Kayalpatnam, Thoothukudi district, Tamil Nadu on September 20, 2019.
	Dr. Harish M, Scientist, Biotechnology Division - Role of Real Time PCR in diagnosis - organised by UniBiosys Biotech Research Labs, Cochin - September 14, 2019.
Any other matters	1. Industrial Visit - Dr. Shobha Menon, Associate professor participated in the Industrial Visit to Nitta Gelatin organised by ISTD on August 24, 2019.
	2. Articles published
	K Latha, Arunkumar M, An analysis of Tax management and financial performance of selected pharmaceutical companies in BSE Listed, A journal of composition Theory, published 12/8/2019
	A Vital Health Beverage from Coconut Palms: Harvesting, Processing and Quality Analysis by Mohankumar Chinnamma, Salini Bhasker, Malavika Binitha Hari, Divyaa Sreekumar and Harish Madhav Beverages 2019, 5(1), 22
	3. FDP attended
	Ms. Devi S. Nair attended the 'National level Workshop on NIRF India Ranking' organized by IQAC Marian College Kuttikkanam (Autonomous) in association with the Institute for Academic Excellence, Hyderabad on

	21 st November 2019.
	Ms. Devi S. Nair attended the ‘International conference on Alzheimer's Disease: in Science & Society’ organized by Udbodh, Department of Bio-Technology, CUSAT (1 st - 3 rd Nov.2019).



PRINCIPAL

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 05.12.2019

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. Harish M, Faculty, SSTM-M.Sc
Dr. Praveena K, Associate Professor, SSTM-MBA
Dr Anjana, Assistant Professor, SSTM-MCA
Ms. Arsha A , Lecturer, SSTM-B.Com
Ms. Rose Paul, Lecturer, SSTM-BA (Eco)
Dr. Susan Abraham, Professor, SSTM-MBA
Mr. Gautam A Kumar MBA Alumni, SSTM
Mr. Rijo George Thomas, Student, SSTM
Ms. Subaida, C H, Secretary, SSTM
Ms.Geetha N, 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 the feedback from students about the various training programs they had attended.

3. Review of progress in SSR preparation.

The Chair was briefed by the NAAC 2020 coordinators regarding the progress made in preparing the SSR and also highlighted the need for the departments to keep ready the supporting documents.

4. Add-on and Certificate courses

The Chair asked the members to work on introducing Add-on and Certificate courses to help students in getting placed.

5. Paper publications

The members briefed the Chair on the progress made by the faculty members in preparing papers for publication and assured to show the published articles before the next meeting.

6. FDPs attended

The Chair informed the members to organise or participate in FDPs organised by industry associations to help gain knowledge on current industry trends.

7. Any other matters

The chair advised the members to be resource persons in Seminars and Conferences as it adds value to the institution.

The meeting concluded at 10. 15 am.



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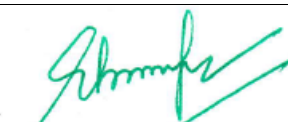
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Muttom, Aluva -683106

**Action Taken Report of
IQAC Meeting held on 05.12.2019**

Add-on and Certificate courses	Add-on:
	B.Com: 1) CMA-VidyaRupa School of Management Studies
	2) ACCA- Global FTI
	Biotechnology in Diagnostic Applications for BSc students: Conducted at Metropolis lab. Cochin. (From July-2019 to July 2020)
	MBA: Corporate Taxation, Organisation Change and Development, Developing Leaders, Excel for Business Applications, Logistics Planning and warehouse management
	Certificate courses:
	B.Com 1) Soft Skills Course on Communicative English
	2) Certificate Course on Microsoft Office
	3) Foundation Programme in Banking And Finance- Hedge School Of applied Economics
	4) Tally Ace-Manvish Info Solutions
	5) Digital Marketing Course-IMS ProSchool
	MBA: Corporate Taxation, Marketing Research
Papers published	Dr. Deepa Pillai and Dr. Rajeswari.R, authored the book entitled 'DEERA A cluster of case-lets in OB and HR', published by Notion Press.
	Dr. Deepa Pillai and Dr. Rajeswari.R, published the paper entitled 'Education 4.0 in India and Challenges in teaching-learning process', in the International Journal of analytical and experimental model analysis, Vol. XI, Issue XIII, December 2019.

	<p>Dr. Deepa Pillai and Dr. Rajeswari.R, published the paper entitled 'A conceptual Model of Employee Work habits for learning organisations' in the Journal of Interdisciplinary cycle research Vol. XI Issue XII, December 2019.</p>
	<p>Dr.Deepak A. published the paper entitled 'Consumer decision making styles and gender differences – An empirical study on young Indian Consumers' ,in the International journal of analytical and experimental modal analysis' , Vol. XI (XII), pp 1926-1937.</p>
	<p>Dr. Shobha Menon has published the book "Collaborative Destination Marketing through Trade Shows –A Study of Kerala Travel Mart" (Publishers – Archers & Elevators Publishing House). ISBN no. is 978-93-88805-75-9.</p>
FDP/MDP/Workshops attended	<p>Praveen Kamath, Workshop on design thinking and innovations by institutions innovation council of MHRD innovation cell, 26-02-2020 ,27-02-2020</p>
	<p>Dr Shobha Menon attended the 2 day MDP on "Digital Marketing' conducted at XIME on Sept 24 and 25th, 2019.</p>
Resource person	<p>Dr Sethulekshmy Nair delivered a lecture on Intellectual property Rights, in the National Research Conference conducted by St Teresas College Ernakulam. On 5th December 2019.</p>
Training for teachers	<p>1. Characterization of Quinone in Banana fruit wall (epicarp) during ripening, A project utilization of banana epicarp as part of effective utilization of environmental waste.</p>
	<p>2. Isolation and Identification of heavy metal tolerant bacteria from Periyar River at Ernakulum district, Kerala.</p>
	<p>3. Identification of Soil degrading bacteria from contaminated soil samples.</p>
	<p>4. Molecular modelling of SARS COV-2 to delineate pathogenic strains and human to animal infection of COVID-19.</p>


 PRINCIPAL

SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 05.02.2020

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. Harish M, Faculty, SSTM-M.Sc
Dr. Praveena K, Associate Professor, SSTM-MBA
Dr Anjana, Assistant Professor, SSTM-MCA
Ms. Arsha A , Lecturer, SSTM-B.Com
Ms. Rose Paul, Lecturer, SSTM-BA (Eco)
Dr. Susan Abraham, Professor, SSTM-MBA
Mr. Gautam A Kumar MBA Alumni, SSTM
Mr. Rijo George Thomas, Student, SSTM
Ms. Subaida, C H, Secretary, SSTM
Ms.Geetha N, 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 the feedback from students about the various training programs they had attended.

3. Review of progress in SSR preparation.

The Chair was briefed by the NAAC 2020 coordinators regarding the progress made in preparing the SSR.

4. Training for faculty and students.

The Chair informed the members that with the increase in COVID-19 cases the teachers and students have to be trained in online classes and asked the members to identify trainable topics in their areas of expertise to be taught online.

5. Participation in FDPs.

The Chair informed the members that faculty has to participate in FDPs that will enhance their skill for online activities.

6. Paper publications.

The Chair was briefed by the members on the number of publications from each department. The Chair encouraged the members to publish in ABDC journals in the future.

7. Any other matters.

The Chair advised the members to arrange for Industrial Visit for MBA students to get the needed exposure to industry practices in management.

The meeting ended at 10 am.



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Muttom, Aluva -683106

**Action Taken Report of
IQAC Meeting held on 05.02.2020**

Training for faculty	Excel advanced training, attended by 30 faculty members on March 18, 2020
	Online class software training (Google Classroom), 14 faculty members attended on March 20,2020
Training for students	Placement oriented programme – Skill development for Aptitude test – Series I for 47 students of Batch III DDMCA Semester VIII on February 19, 2020
	Competitive exams training -: Subhakiran Academy 37 B.Com students participated
Papers published	Dr. Anjana S Chandran, A Research Study On Distributed Computing & It's Application With Development Trend Analysis, IJCSMA, Feb-20
	Dr. Anjana S Chandran, Comparative Analysis Of Algorithms Used In Credit Card Fraud Detection System, IJCSMA, Mar-20
	Dr. Anjana S Chandran, Literature Review On Speech Emotion Recognition, IJCRT, Mar-20
	Dr. Anjana S Chandran, Literature Survey On Customer Churn Prediction, IJRAR, Mar-20
	Dr. Anjana S Chandran, Literature Survey On Different Techniques Used For Predicting Diabetes Mellitus, IJCRT, Apr-20
FDP attended by faculty	Anjali Muraleedharan, Mariadas Ronnie C.P, Remya Raveendran, National Initiative for technical Teachers training, 17/03/2020
	Sindhu Manoj, Arun Kumar M, Dr. Sujith M S , Aathira S Nair, Arsha. A, Innovative teaching and learning methods, St.Xaviers College,Aluva
	Rashmi R Varier, Arun Krishnan, Data Analysis Using Spreadsheet, Kristu Jayanti College, Bangalore

Industrial visit	MBA Batch 17 A students accompanied by Mr.Vignesh Karthik and Mr.Dibin K.K. visited Nitta Gelatin ltd, Koratty division on March 9 the 2020 as part of their IV.
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SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Prathap Nagar, Muttom, Aluva 683 106

Minutes of IQAC Meeting held on 05.05.2020

Time and Venue of Meeting: 9.15 am, Mode: Google Meet

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. Harish M, Faculty, SSTM-M.Sc
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3. Review of progress in SSR preparation.

The Chair was briefed by the NAAC 2020 coordinators regarding the progress made in preparing the SSR. They also stated that the IIQA can be filed in the last week of June 2020.

4. Online activities

The Chair was briefed by the members on the progress made in various online activities introduced since the start of lockdown. The Chair advised the members to prepare a list of activities that was completed during the lockdown.

5. Webinars

With the introduction of lockdown the faculty were encouraged to attend Webinars in diverse areas to know the impact of COVID-19 and measures taken by various sectors to tide over the uncertain situations.

6. Outreach activity

The members briefed the Chair on the possibility of preparing hand sanitizer in the campus as there is shortage of the same in the market.

7. Any other matter.

The Principal encouraged the faculty to engage the students in diverse online activities before the commencement of University exams.

The meeting concluded at 10 am.



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SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

Muttom, Aluva -683106

**Action Taken Report of
IQAC Meeting held on 05.05.2020**

Online classes	M.Sc, B.Sc. B.Com and MBA students had online classes to cover the syllabus of the semester
Training for students	MBA students were provided with online Placement training by the faculty on Verbal ability, Quantitative ability, GD and Business knowledge
Webinars attended	Dr. Susan Abraham, Dr. Dulari S S and Dr. Shobha Menon attended a AICTE Webinar on Research Workflow Management - Shubra Dutta, (AICTE) on May 14th
	Dr. Praveena K attended a webinar on "Outcome Based Education - Road-map to E-learning & Accreditation" by informatics publishing. Resource person: Dr N J Rao (who has been Former member of Core committees that defined the present NBA Accreditation process, and the new Accreditation processes of NAAC) on 29.05.2020.
	Ms. Devi S Nair attended a Webinar on NAAC Awareness Program - Affiliated / Constituent Colleges by NAAC Team, Govt. of India.(3-5pm) 11th May.
	Ms. Rinu Jayaprakash attended the Webinar on NAAC Awareness Program - Affiliated / Constituent Colleges on May 11th by NAAC Bangalore – India.
Online FDPs attended	Dr Deepa Pillai attended 1. 3 day workshop on - Online Course Design, Development and Delivery" organized by UGC - Human Resource Development Centre, University of Hyderabad from 11th to 13th May 2020. 2. National FDP on Decoding Examinations during and post COVID -19 on 8th May 2020organized by SKILLSLATE and powered by Zovy Studios Pune

Extension and Outreach activity	In May 2020: Preparation of hand sanitizer was initiated standardized in the context of COVID-19, the sanitizer was prepared in bulk batches by SIBB R&D and distributed to various organizations by SCMS
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