



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 2020-21





SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

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

Minutes of IQAC Meeting held on 05.08.2020.

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

Members Present

Dr. Indu Nair : Group Director, SCMS Group
Mr. T J Subhash : Managing Director,
Supra Hitech Electro Equipment Private
Ltd.
Mr. Vijayakumar Menon N : Chief General Manager,
Hindusthan Organic Chemicals Ltd.
Dr. Sherin Mariam Alex : Vice-principal, SSTM
Dr Harish M : Faculty SSTM, M.Sc
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. Rose Paul : Lecturer, SSTM, B A Economics
Ms. Remya Padmakumar : Student , SSTM
Ms. Subaida C H : Secretary, SSTM
Ms. Geetha N : Librarian , SSTM
Mr. Praveen S Kamath : System Administrator, SSTM

Members Absent:

Mr. P M A Latheef : Liaison Officer , SCMS
Ms. Sini Balachandran : Parent
Mr. Rijo George Thomas : MBA Alumni, SSTM



Agenda of the meeting

- Review of the previous Meeting.
- Action taken report of the previous meeting.
- Review of progress in SSR preparation.
- Review of progress of Online classes and extension activities.

Minutes

- The Principal Dr. Sashi Kumar G welcomed the members. The Principal's address was followed by an assessment of the progress of the online classes in the college in the pandemic situation. The success rate of curricular activities conducted in the online mode were evaluated. The members pointed out the need of conducting co-curricular activities in online mode.
- The Chair was briefed by the NAAC 2020 coordinators regarding the progress made in preparing the SSR. The progress in each criteria was evaluated.
- Considering the current pandemic situation, the faculty members are encouraged to attend FDPs and Webinars in online mode.
- The external members appreciated the management in taking efforts for the conduction of the online classes, providing sufficient training to use online platforms for teaching and steps taken for distributing hand sanitizer prepared by Biotechnology department of SSTM to the neighbourhood communities. They also mentioned the need for organizing training programs for faculty and students in online mode.
- The meeting concluded at 10.30 a.m.

Important Decisions Taken:

- SSR preparation should be evaluated continuously.
- The committee recommended conducting Onam celebration in online mode by including various competitions related to the festival to ensure that the students experience the spirit of Onam even in the time of pandemic.



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- Faculty members should mandatorily attend a minimum of 2 FDPs (minimum 5 days) or online courses during the academic year.
- More Sanitizer to be prepared for distribution in the neighbourhood communities with the help of students.



Dr.G Sashi Kumar

Principal and Chairman IQAC, SSTM



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

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

Minutes of IQAC Meeting held on 10.11.2020.

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

Members Present

Dr. Indu Nair : Group Director, SCMS Group
Mr. T J Subhash : Managing Director,
Supra Hitech Electro Equipment Private
Ltd.
Mr. Vijayakumar Menon N : Chief General Manager,
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Agenda of the meeting

- Review of the previous Meeting.
- Action taken report of the previous meeting.
- Review of progress in SSR preparation.
- Conduction of University Examinations and offline classes for final year students.

Minutes

- The Principal Dr. Sashi Kumar G welcomed the members. The Principal's address was followed by an assessment of the progress of the online classes in the college in the pandemic situation and appreciated the efforts taken by the departments in conducting various online curricular and non-curricular activities and celebrations.
- The Chair was briefed by the NAAC 2020 coordinators regarding the progress made in preparing the SSR. The progress in each criteria was evaluated.
- 25 % of the faculty members achieved the target of attending FDPs and webinars in online mode.
- The external members appreciated the management in taking efforts for conducting offline classes and university examinations in a safer manner by introducing temperature scanning, sanitization of classrooms and examination rooms through fumigation and ensuring social distancing as per the covid protocols.
- The meeting concluded at 10.30 a.m.

Important Decisions Taken:

- SSR preparation should be evaluated continuously.
- More Sanitizer to be prepared for distribution in the classrooms for offline students.

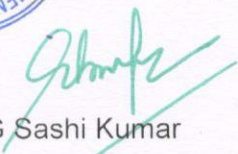


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- External members suggested the conduction of online conferences and encourage students to enrol in online add-on courses to use their time efficiently.




Dr.G Sashi Kumar

Principal and Chairman IQAC, SSTM



Minutes of IQAC Meeting held on 08.02.2021.

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

Members Present

Dr. Indu Nair : Group Director, SCMS Group
Mr. T J Subhash : Managing Director,
Supra Hitech Electro Equipment Private Ltd.
Mr. Vijayakumar Menon N : Chief General Manager,
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SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT

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Agenda of the meeting

- Review of the previous Meeting.
- Action taken report of the previous meeting.
- Review of progress in SSR preparation and submission.
- Conduction of University Examinations and offline classes for the students

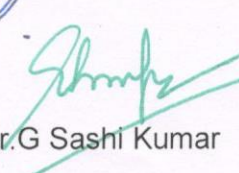
Minutes

- The Principal Dr. Sashi Kumar G welcomed the members. The Principal's address was followed by an assessment of the progress of SSR preparation and submission was to be done on or before March 31st, 2021.
- 60 % of the faculty members achieved the target of attending FDPs and webinars in online mode.
- The external members appreciated the management in taking efforts for conducting online conferences, add-on courses and workshops. The members suggested shifting classes to online mode in the case of increasing covid cases.
- The meeting concluded at 10.30 a.m.

Important Decisions Taken:

- Each criteria coordinators should take necessary steps for uploading the matter and related documents for SSR submission before March 31st.
- 1000 Litres more Sanitizer to be prepared for distribution in the classrooms for offline students.
- External members suggested enhancing the infrastructure by adding lift facility and ramp facility for disabled students.




Dr.G Sashi Kumar

Principal and Chairman IQAC, SSTM



Minutes of IQAC Meeting held on 09.05.2021.

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

Members Present

Dr. Indu Nair : Group Director, SCMS Group
Mr. T J Subhash : Managing Director,
Supra Hitech Electro Equipment Private Ltd.
Mr. Vijayakumar Menon N : Chief General Manager,
Hindusthan Organic Chemicals Ltd.
Dr. Sherin Mariam Alex : Vice-principal, SSTM
Dr Harish M : Faculty SSTM, M.Sc
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Ms. Sini Balachandran

: Parent

Mr. Rijo George Thomas

: MBA Alumni, SSTM

Agenda of the meeting

- Review of the previous Meeting.
- Action taken report of the previous meeting.
- Review of NAAC DVV submission.
- Conduction of University Examinations and online classes for the students

Minutes

- The Principal Dr. Sashi Kumar G welcomed the members. The Principal's address was followed by an assessment of the progress of NAAC DVV and submission was to be done on or before June 6th, 2021.
- 90 % of the faculty members achieved the target of attending FDPs and webinars in online mode.
- The external members appreciated the management in encouraging faculty publications in international and national journals.
- The members suggested classes to continue in online mode until the number of covid cases decreases and suggested introduction of a vaccine drive for faculty and non-teaching members of the institution as a step towards the fight against Covid-19.
- The meeting concluded at 10.30 a.m.

Important Decisions Taken:

- Each criteria coordinators to prepare the supporting documents requested by NAAC as DVV and should be ready for submission on or before 6th June, 2021.
- 1000 Litres more Sanitizer to be prepared for distribution in the classrooms for offline students.




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- As suggested by the external members in the committee a vaccine drive was organised for the staff and their family members in Muttom campus in two phases.




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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 3. 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 2020 organized 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



A handwritten signature in blue ink, appearing to read "Dr. G. Sashi Kumar".

PRINCIPAL
Dr. G. SASHI KUMAR
PRINCIPAL
SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT



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ACTION TAKEN REPORT

Action Taken Report of the IQAC Meeting held on 05.08.2020

- Progress of SSR preparation was audit by external experts.
- Onam celebration was conducted in online mode.
- 2000 Litres of hand sanitizer was prepared and distributed among various neighbourhood communities like Kalamassery Municipality, Co-operative Medical College- Ernakulam.
- Internal assessments were conducted through online examinations and assignment submissions.
- Plan of Action(POA)was designed for every department and communicated to the faculty members.
- As per the POA, all faculty members were informed during the faculty meeting to attend a minimum of 2 FDPs or online courses during the academic year and the progress was evaluated quarterly.
- A list of FDPs and webinars attended by faculty members were collected on regular basis.

Date: 10.11.2020




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ACTION TAKEN REPORT

Action Taken Report of the IQAC Meeting held on 10.11.2020

- Progress of SSR preparation was audit by external experts.
- 1000 Litres of hand sanitizer was prepared additionally for the institutional use.
- The management informed the faculty members to apply for funds for conducting conferences sponsored by government or non-government organizations.
- Plan of Action(POA) was reviewed for every department and areas of improvement was pointed out.
- A list of FDPs , webinars and publications by faculty members were collected.

Date: 08.02.2021




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Principal and Chairman IQAC, SSTM



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ACTION TAKEN REPORT

Action Taken Report of the IQAC Meeting held on 08.02.2021

- SSR was submitted on March 30th, 2021.
- 1000 Litres of hand sanitizer was prepared additionally for the institutional use.
- The management approved for constructing lift and other facilities in the campus for physically challenged students.
- Plan of Action(POA) was reviewed for every department and areas of improvement was pointed out.
- A list of FDPs , webinars and publications by faculty members were collected.

Date: 09.05.2021




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