



SCMS SCHOOL OF TECHNOLOGY AND MANAGEMENT (SSTM)

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

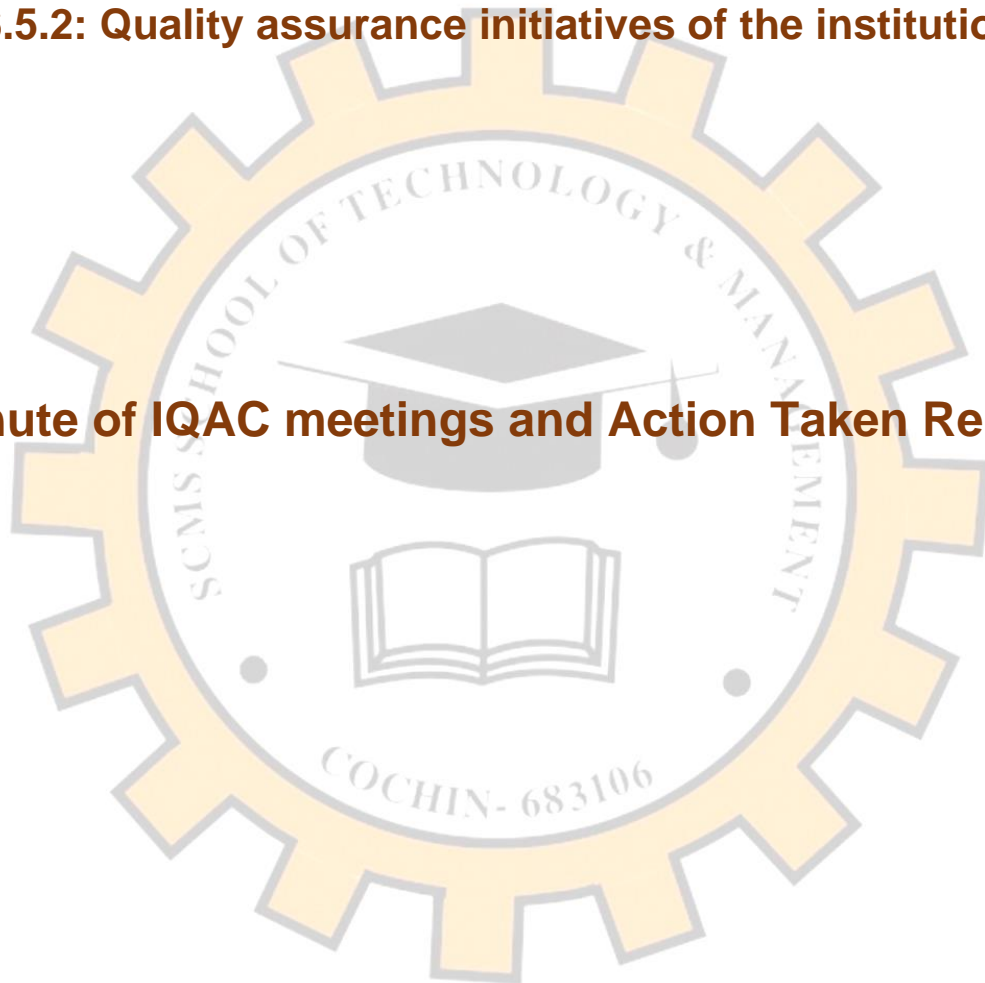
CRITERIA 6 GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.5: Internal Quality Assurance System



6.5.2: Quality assurance initiatives of the institution

Minute of IQAC meetings and Action Taken Report





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ACTION TAKEN REPORT

Action Taken Report of the IQAC Meeting held on 09.05.2021

- Supporting documents for DVV was prepared by the criterion heads and submitted in the HEI portal for verification.
- Preparations towards NAAC Peer team Visit was initiated.
- 1000 Litres of hand sanitizer was prepared additionally to be used in classrooms as college reopened and started with regular offline classes.
- Vaccine drive (First dose) for the faculty, staff and their immediate family members was organised in Muttom Campus in association with Sree Sudheendra Medical Mission Hospital, Kacheripady before the offline classes commenced. A total of 432 doses were administered. The second drive to be organised in September.
- Every department prepared a Plan of Action(POA) for the academic year 2021-22.

Date: 26.08.2021

Dr.G Sashi Kumar

Principal and Chairman IQAC, SSTM

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





Minutes of IQAC Meeting held on 27.08.2021.

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
Mr. T J Subhash : Managing Director,
Supra Hitech Electro Equipment Private Ltd.
Mr.Vijayakumar Menon N : Chief General Manager,
Hindusthan Organic Chemicals Ltd.
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. 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



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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 NAAC DVV submission and preparation for Peer Team Visit.
- Progress of offline classes.
- Vaccine drive for second dose of the vaccine.
- Preparation for conducting University examination in campus.

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.
- As per the data analysis from NAAC data, it was noticed that two areas that require immediate attention were research and publication. Decisions were made to improve these aspects.
- Possibilities in obtaining grants for research to be considered with high priority.
- Conferences planned for the academic year were discussed.
- Vaccine drive to be organised again in September.
- Arrangements regarding peer team visit were discussed.
- Guidelines for conducting offline university examinations were formulated.
- Guidelines for students attending offline classes were formulated and circulated. Strict instructions regarding hand washing, wearing mask and regular temperature checks were informed to students before the commencement of classes.
- The meeting concluded at 10.30 a.m.

Important Decisions Taken:

- All faculty members are to attend a minimum of 2 FDPs and complete 2 paper publications in Scopus indexed/ WoS journals mandatorily.
- All departments have to submit proposals for at least one funded project (govt. or non-govt.)



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- 2 conferences funded by AICTE to be conducted online to ensure maximum participation.
- 1000 Litres more Sanitizer to be prepared for distribution in the classrooms for offline students and classroom sanitization to be done compulsorily every day after class.
- Second vaccine drive to be organised for the staff and their family members in Muttom campus on September 11th,2021.
- Examination results to be analysed strictly for all courses.

Date: 28.08.2021

Dr.G Sashi Kumar

Principal and Chairman IQAC, SSTM

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 27.08.2021

- 90% faculty members completed at least one FDP through ATAL FDP portal.
- 2 proposals were submitted in AICTE Portal for funded projects.
- 2 Conferences funded by AICTE was conducted online'
 - International Conference on Cyber Security and Ethical Hacking using Blockchain Technology(29th Sept- 1st Oct).
 - National Conference on Education 4.0- Now to Next(Nov 26th and 27th).
- Classroom sanitization is being done every day after class by the non-teaching staff members.
- Second Vaccine drive for the faculty, staff and their immediate family members was organised in Muttom Campus in association with Sree Sudheendra Medical Mission Hospital, Kacheripady on 11th September, 2021. A total of 242 doses were administered.
- Examination result analysis was done by every department to analyse the performance during online classes.

Date: 25.11.2021

Dr.G Sashi Kumar

Principal and Chairman IQAC, SSTM

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





Minutes of IQAC Meeting held on 26.11.2021.

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
Mr. T J Subhash : Managing Director,
Supra Hitech Electro Equipment Private Ltd.
Mr.Vijayakumar Menon N : Chief General Manager,
Hindusthan Organic Chemicals Ltd.
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. Archana T : Student , SSTM
Ms. Kavitha James : Secretary, SSTM
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Agenda of the meeting

- Review of the minutes of the previous Meeting.
- Action taken report of the previous meeting.
- Preparation for NAAC Peer Team Visit.
- Progress of offline classes.
- Review of POA for all departments.
- Evaluation of Results for various semesters.

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.
- Committee List for the NAAC Peer Team Visit was prepared.
- Offline classes are regular with no pending sessions.
- The progress of the POA was discussed. Most departments were able to fulfil the committed targets.
- Results of various semesters were discussed and was found to be satisfactory.
- Initiatives are to be taken to reapply for the management research centre and establishment of an IPR cell.
- The meeting concluded at 10.30 a.m.

Important Decisions Taken:

- Committee List for NAAC Peer Team was circulated among faculty.
- Principal will proceed with reapplying for the management research centre (affiliated to M G University) and establishment of an IPR cell in the institution through KSCSTE, Govt. of Kerala.
- Introduction of Booster classes for advanced learners were proposed with the aim to achieve University Ranks.

Date: 27.11.2021

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 27.11.2021

- NAAC Peer Team Visit was completed.
- Application for management research centre(affiliated to M G University) was submitted to M G University.
- Application for IPR Cell in the institution was submitted to KSCSTE.
- Booster classes were introduced and Remedial classes were continued as usual.
- POA evaluation for the second quarter was completed.

Date: 24.02.2022

Dr.G Sashi Kumar

Principal and Chairman IQAC, SSTM


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





Minutes of IQAC Meeting held on 25.02.2022.

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
Mr. T J Subhash : Managing Director,
Supra Hitech Electro Equipment Private Ltd.
Mr.Vijayakumar Menon N : Chief General Manager,
Hindusthan Organic Chemicals Ltd.
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. 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
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Agenda of the meeting

- Review of the minutes of the previous Meeting.
- Action taken report of the previous meeting.
- Progress of offline classes.
- Inclusion of Sports and Cultural activities in offline mode.
- FDPs and Paper publications of Faculty members to be reviewed.
- Placement, skill development and career guidance activities to be reviewed.
- NBA Accreditation of MBA Programme.

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.
- Follow up on the application for IPR Cell submitted to KSCSTE.
- Offline classes for all semester have resumed on regular basis. Internal Examinations and other evaluations are done as per university norms.
- Possibilities for organizing Sports Day by March or April to be looked into.
- Cultural Programme for SSTM to be planned for March or April month.
- Offline workshops, awareness programmes to be conducted in offline mode.
- Participation of teaching and non-teaching faculty has been reviewed and supporting documents are collected.
- Placement, skill development and career guidance activities to be introduced back in offline mode.
- The meeting concluded at 10.30 a.m.



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Important Decisions Taken:

- Cultural Programme to be completed before commencement of semester exams in March.
- Sports Day to be conducted by March last week or first week of April.
- Minimum of 2 workshops/ awareness programmes to be conducted by April.
- Session b Konfidence Walk to be reintroduced. Students to be prepared for offline placement drives.
- Possibilities for M.SC Psychology and MSW programmes to be looked into.
- SAR for NBA accreditation of MBA to be submitted by May, 2022.

Date: 25.02.2022

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 27.11.2021

- “Samvrat” an inter-department cultural fest was conducted on March 25th, 2022.
- Sports day was organised on 29th March to 1st April, 2022 at Govt. Polytechnic Ground Kalamassery.
- World Autism Awareness programme was observed on 2nd April 2022.
- Workshop on Jewellery making was organised by Swara the women’s Club on 22nd April, 2022.
- An MoU with Hedge School of Applied Economics and IMS Proschool was signed .
- Extension activities like Cloth collection Drive- Solace, visit to children’s home – Swanthanam were conducted.
- SAR for NBA accreditation of MBA to be submitted by May, 2022.
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Date: 27.05.2022

Dr.G Sashi Kumar

Principal and Chairman IQAC, SSTM

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Minutes of IQAC Meeting held on 31.05.2022.

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
Mr. T J Subhash : Managing Director,
Supra Hitech Electro Equipment Private Ltd.
Mr.Vijayakumar Menon N : Chief General Manager,
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Mr. P M A Latheef : Liaison Officer , SCMS
Ms. Leny Samuel : Parent
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Agenda of the meeting

- Review of the minutes of the previous Meeting.
- Action taken report of the previous meeting.
- Reassessment of NAAC.
- Discussion on feedback from Various Stakeholders.
- PoA for the next academic year 2022-23.
- Programme Outcomes to be discussed.
- NBA accreditation preparation.

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.
- Possibilities for Reassessment in NAAC Accreditation was discussed.
- Feedback taken from various stakeholders (students, Faculty, employers and alumni) were analysed. Based on the analysis, the necessary actions to be taken were recommended to the Board of Governance.
- Heads of the departments are to prepare the plan of Action spanning July 2022 to June 2023 on a quarterly basis.
- Programme outcomes for all programmes were discussed and necessary suggestions were provided for improvement of outcome.
- MBA to conduct internal audit to ensure documents are in place for NBA.
- The committee recommended field trips, classes and activities on gender equity, environment sustainability, cultural heritage and human values to be incorporated in every programme from academic year 2022-23 onwards.
- Committee recommended creating an awareness on various government and non-government scholarship programmes that may be availed by students.
- The meeting concluded at 10.30 a.m.



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Important Decisions Taken:

- The institution decided to go for reassessment for NAAC after December 27th, 2022.
- IQAC recommended to reconstitute the Internal NAAC Committee.
- POA to be reviewed quarterly.
- Every course should ensure that any one of the student centric methods are incorporated in their course plan.
- All first year Under Graduate students to be taken to Kerala History Museum to impart awareness on the rich culture and traditions of Kerala.
- All HoDs to inform students on various government and non-government scholarship programmes that may be availed by them.

Date: 31.05.2022

Dr.G Sashi Kumar

Principal and Chairman IQAC, SSTM

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

