



Minutes of IQAC Meeting held on 27th June 2022.

Time and Venue of the Meeting : 1.30 P M, Training Hall
Chair of the Meeting : Mrs. Shoby Sunny, IQAC- Coordinator

Members Present

Dr Harish M : IQAC- Co- Coordinator
Dr Susan Abraham : Professor, SSTM-MBA
Dr Sethulekshmy Nair : Dy. Director, SSTM-Biotechnology
Dr Praveena Kamath : Head of the Department, SSTM-MBA
Dr Anjana Chandran : Head of the Department, SSTM-MCA
Mrs Arsha : Head of the Department, SSTM-B. Com
Dr.K.Latha, : Associate Professor, SSTM-B.Com
Dr.Rekha : Asst.Professor , SSTM- Psychology
Ms.Anitha Krishnan :Asst.Professor, SSTM-MCA
Dr.Shinil Sebastian :Associate Professor, SSTM-MBA
Mr.Satheesh C S :Asst.Professor, SSTM-Economics
Dr Deepthi D C : Asst.Professor, SSTM-Biotechnology

Agenda of the meeting

To discuss plan of action (POA) of 2022-23 with various department heads and to set an achievable target for the smooth functioning of the various programs.



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Report

- The IQAC coordinator introduced all the criteria coordinators to the various head of the departments of the institute.
- All criteria heads presented their criteria to others and targets were fixed.
- It has been decided that IQAC Meetings which includes external representatives will be held quarterly.
- The committee members decided to meet on the last Wednesday of every month for evaluating the progress of the plan of action.
- The meeting concluded at 3.15 PM.

Important Decisions Taken:

- POA for all departments have been decided.
- Activities planned by every department as per the POA to be informed to IQAC in advance.
- Institution has decided to go for reassessment of NAAC accreditation.
- Celebration of Important days have been decided for the quarter.
- Scholarships and free-ships provided to the students for the academic year have been finalized.
- Reservation policy for the academic year has been decided.
- Heads of the departments are to ensure that the academic sessions are not affected by the various activities in campus.



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ACTION TAKEN REPORT

Action Taken Report of the Meeting held on 27th June 2022

- Add-on courses as planned in the POA has been initiated.
- Extension and outreach activities are carried out by all departments.
- Hearing screening for public carrier vehicle drivers was organized by SSTM in association with MVD and association of Otolaryngologists of India.
- Management training programme for drivers and conductors of JKSRTC Swift was conducted.
- UBA activates have been initiated in the villages adopted under the scheme.
- Rigorous monitoring of data preparation is carried out as part of NAAC reassessment.
- Independence Day, World Photography Day, Yoga DAY, Reading Day, Kargil Divas, was organized.
- As part of the Anti-Drug Campaign initiated by the state government, talks were delivered to the students.

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