SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, KARUKUTTY

INTERNAL QUALITY ASSURANCE CELL

22.05.2017

In conformation with the NAAC directives to maintain momentum of quality consciousness in Higher Education Institutions, SCMS School of Engineering & Technology has constituted an Internal Quality Assurance Cell (IQAC). The IQAC channelizes and systematizes the efforts and measures of the Institution towards academic excellence with the following objectives.

- To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

SSET - IQAC committee

Prof. M. Madhavan, Director, SSET	Chairperson, IQAC
Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group	Senior Administrative Officers
Dr. Radha P. Thevannoor, Group Director, SCMS	
Dr. Sunny George, Director, SCMS Water Institute	
Dr. Praveensal C. J., Vice Principal, SSET	
Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU	Faculty
Dr. Vinod P., Prof., Dept. of CS	
Dr. Anitha G. Pillai, Prof. & Head, Dept. of Civil Engg	
Dr. Ratish Menon, Assoc. Prof. Dept. of CE	
Dr. Sunil Jacob, Prof. Dept. of EC	
Mr. K. Narayanan, Asst. Prof. Dept. of EE	
Dr. Sheeja Janardhanan, Assoc. Prof. Dept. of ME	
Dr. Mini Tom, Prof. Dept. of BS	
Mr. Arun Babu,	Nominees from
Lead Talent Acquisition, Infosys Ltd.	Industrialists/stakeholders

Dr. P. S. Harikumar,	
Director, Water Quality Division, Centre for Water	
Resources Development & Management (Govt. of	
Kerala), Kunnamangalam, Kozhikode, Kerala.	
Sreedevi B. G.,	Nominee from Alumni
Assistant Professor, Department of Civil	
Engineering, Govt. Engineering College, Thrissur.	
Dr. Venu P., Prof. Dept. of ME	Coordinator IQAC

The functions of the IQAC wing of SCMS School of Engineering & Technology are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- d) Dissemination of information on various quality parameters of higher education
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- f) Documentation of the various programmes/activities leading to quality improvement
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
- i) Development of Quality Culture in the institution
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC

Prof. M. Madhavan Principal, SSET

Minutes of IQAC Meeting held on 12/06/2017 Time and Venue of Meeting: 2 pm, Principal's Office

CONVENER and CHAIR: Prof. M. Madhavan, Director, SSET

Members present:

- [1] Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group
- [2] Dr. Radha P. Thevannoor, Group Director, SCMS
- [3] Dr. Sunny George, Director, SCMS Water Institute
- [4] Dr. Praveensal C. J., Vice Principal, SSET
- [5] Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU
- [6] Dr. Vinod P., Prof., Dept. of CS
- [7] Dr. Ratish Menon, Assoc. Prof. Dept. of CE
- [8] Dr. Sunil Jacob, Prof. Dept. of EC
- [9] Mr. K. Narayanan, Asst. Prof. Dept. of EE
- [10] Dr. Venu P., Prof. Dept. of ME
- [11] Dr. Mini Tom, Prof. Dept. of BS
- [12] Sreedevi B. G., Assistant Professor, Department of Civil Engineering, Govt. Engineering College, Thrissur
- [13] Dr. Anitha G. Pillai, Prof. & Head, Dept. of Civil Engg.

Members Absent:

Dr. Sheeja Janardhanan, Assoc. Prof. Dept. of ME

Mr. Arun Babu, Lead Talent Acquisition, Infosys Ltd.

Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources

Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.

The following points were discussed:

1. Review of the previous IQAC meeting

The Chair reviewed the proceedings of the previous meeting and ensured that all the necessary actions were taken to implement initiatives discussed.

2. Technical talk and Training Program

Since the odd semesters are started, decided to conduct technical talk, aptitude training programs and mock interviews for final year students from August.

3. ISO External Audit

Recertification audit and external audit was decided to conduct on July- Aug 2017.

4. SSET knowledge/ Technology Sharing

To update the knowledge of faculty, decision was taken to conduct a knowledge sharing session from October 2017 onwards.

5. Co-curricular and extra- curricular Activities

As per the mail from central Government, decided to celebrate Yoga day.

6. Academics First year classes were commenced by KTU on 27th July 2017.

The meeting concluded at 3 pm.

Prof. M. Madhavan Principal, SSET

Sl No.	Points discussed during IQAC	Action Taken
	Meeting	
1.	Internship	 Talk on World After B.Tech was on 4th August 2017 and 422 students attended. It was conducted by Campus Route Educational Solutions Bhavishya training was on 28th and 29th July 2017 by ICTAK Kerala. 413 students attended it. Training Program was on 20th,21st 31st July, 1st,8th and 9th August 2017 for 630 students organised by Konfidence Group.
2.	ISO External Audit	Recertification Audit by Vijay Mathew was held on 21 st July 2017. The internal audit was done on 11 th July 2017. The external audit was from 28 th to 31 st July 2017 and the auditors were Vijay Mathew (T.L), Cyril Augustus Arokiasamy Amalorpavanathan (Co- Teamer)
3.	Co-curricular and extra- curricular Activities	Yoga day was celebrated on 21 st July 2017.

Action Taken Report of IQAC Meeting held on 12.6.2017

Prof. M. Madhavan Principal, SSET

Minutes of IQAC Meeting held on 10/08/2017 Time and Venue of Meeting: 10.15 am, Principal's Office

CONVENER and CHAIR: Prof. M. Madhavan, Director, SSET

Members present:

Prof. Pramod P. Thevannoor, Vice Chairman, SCMS GroupDr. Radha P. Thevannoor, Group Director, SCMSDr. Sunny George, Director, SCMS Water InstituteDr. Praveensal C. J., Vice Principal, SSETDr. Vinod P., Prof., Dept. of CSDr. Venu P., Prof. Dept. of MEDr. Sheeja Janardhanan, Assoc. Prof. Dept. of ME

Dr. Ratish Menon, Assoc. Prof. Dept. of CE
Dr. Sunil Jacob, Prof. Dept. of EC
Dr. Mini Tom, Prof. Dept. of BS
Sreedevi B. G., Assistant Professor, Department of Civil Engineering, Govt. Engineering
College, Thrissur.
Dr. Anitha G. Pillai, Prof. & Head, Dept. of Civil Engg., Professor & Head, Dept. of Civil Engg.

Members Absent:

Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU

Mr. K. Narayanan, Asst. Prof. Dept. of EE Mr. Arun Babu, Lead Talent Acquisition, Infosys Ltd. Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala

The following points were discussed:

1. Review of the previous IQAC meeting

The Chair reviewed the proceedings of the previous meeting and ensured that all the necessary actions were taken to implement initiatives discussed.

2. Technical talk, Aptitude Training Program and placements for final years

Since the odd semesters are started, decided to conduct technical talk, aptitude training programs and mock interviews for pre-final and final year students from September. Many companies announced the placements for final year students from September.

3. KTU External Audit

To make files ready by the faculty, it was decided to conduct internal audit on 3rd Oct. 2017, before the external audit which is likely to conduct on first week of Oct. 2017.

4. SSET knowledge/ Technology Sharing

Decision was to conduct a knowledge sharing session by computer department on this month.

5. Co-curricular and extra- curricular Activities Conduct of annual Onam celebrations was fixed on 26thAug. 2017. Union day was decided to celebrate on 23rd Oct. 2017. PPTIA Curtain Raiser on 17th Nov. 2017

6. Academics Internal test dates were fixed

The meeting concluded at 11.15 am.

Prof. M. Madhavan

Principal, SSET

Action Taken Report of IQAC Meeting held on 10.8.2017

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Technical talk, Aptitude Training Program and placement	 Aptitude Training Program was conducted on 4th,5^{th h} September also on 19th 20th Oct. 2017 for 660 students by Konfidence Group. Career Guidance Class on16th September 2017 for 122 students by The Gate Academy, Kochi Workshop on Internet of Things on 25th and 26th September 2017 for 22 students by Infosys Limited In house Placement Training on 26th and 28th September 2017 for 306 students by Mr. Varun G Menon, Assistant Professor, Dept. of CSE AICTE Wheebox Employability Test was conducted on 27th October 2017 for 208 students by AICTE .
2.	SSET knowledge/ Technology Sharing	On the topic Avoiding Fake/Hijacked Journals Mr. Varun G Menon, Assistant Professor, Computer Science and Engineering, SSET delivered a talk on 29.08.2017 at Seminar Hall, 1st Floor, Administrative Block, SSET
3.	KTU External Audit	KTU audit took place on 5 th October 2017 and the external auditor was Ms. Jessy John. The internal audit was conducted on 3 rd Oct. 2017
4.	Co-curricular and extra- curricular Activities	Annual Onam was celebrated on 26 th Aug. 2017. Union day named "AGNEYA" was on 23 rd Oct. 2017. PPTIA Curtain Raiser on 17 th Nov. 2017. E Yantra lab Set up Initiative and Robotics Lab were held on 30 th Nov. 2017.
5.	Academics	Internal test dates were fixed Internal Test 1-11 th -14 th Sept. 2017 Internal Test 2- 31 st , Oct., 1 st & 2 nd Nov. 2017 :

Prof. M. Madhavan Principal, SSET

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR, KARUKUTTY - 683 576 Minutes of IQAC Meeting held on 10/11/2017 Time and Venue of Meeting: 10.15 am, Principal's Office

CONVENER and CHAIR: Prof. M. Madhavan, Director, SSET

Members present:

- [1] Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group
- [2] Dr. Radha P. Thevannoor, Group Director, SCMS
- [3] Dr. Praveensal C. J., Vice Principal, SSET
- [4] Dr. Vinod P., Prof., Dept. of CS
- [5] Dr. Venu P., Prof. Dept. of ME
- [6] Dr. Sheeja Janardhanan, Assoc. Prof. Dept. of ME
- [7] Dr. Ratish Menon, Assoc. Prof. Dept. of CE
- [8] Dr. Sunil Jacob, Prof. Dept. of EC
- [9] Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU
- [10] Mr. K. Narayanan, Asst. Prof. Dept. of EE
- [11] Dr. Mini Tom, Prof. Dept. of BS
- [12] Sreedevi B. G., Assistant Professor, Department of Civil Engineering, Govt. Engineering College, Thrissur.
- [13] Dr. Anitha G. Pillai, Prof. & Head, Dept. of Civil Engg., Professor & Head, Dept. of Civil Engg.

Members Absent:

Dr. Sunny George, Director, SCMS Water Institute

Arun Babu, Lead Talent Acquisition, Infosys Ltd.

Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.

The following points were discussed:

1. Review of the previous IQAC meeting

The Chair reviewed the proceedings of the previous meeting and ensured that all the necessary actions were taken to implement initiatives discussed.

2. Technical talk, Hands on workshop and for Pre-placements final years To fill the gap between academy and industries lot of training programs are decided to conduct for pre-final and final year students .

3. 2nd KTU External Audit

Instructed HoDs to make sure all department files are ready by all the faculty, before 30th Nov. 2017, as there is an the external audit which is likely to conduct on first week of Dec. 2017.

4. Co-curricular and extra- curricular Activities

To encourage students to serve people blood donation camp is decided to hold. Decided to conduct SSET Staff Badminton Tournament on 7th to 12th Dec. 2017.Conduct of annual X-

Mas celebrations was fixed on 22nd Dec. 2017. PPTIA 2017 Curtain Raiser on 17th Nov. and PPTIA 2017 to be conducted on 2nd and 3rd Feb. 2017.

The meeting concluded at 11.15 am.

4

Prof. M. Madhavan Principal, SSET

Sl No.	Points discussed during IQAC	Action Taken
	Meeting	
1.	Technical talk, Hands on workshop and for Pre-placements final years	 Pre-Placement Test practise was conducted on 20th January 2018 for 111 students by First Naukri Gate Awareness Program talk was delivered on 16th January 2018 for 82 students b Vani Institute Personality Development Workshop was on 27th October 2017 on 5th January 2018 for 421 students by Global Talent Track
2.	KTU External Audit	KTU audit took place on 5 th October 2017 and the external auditor was Ms. Jessy John. The internal audit was conducted on 05.12.2017
3.	Co-curricular and extra- curricular Activities	Blood donation camp was held on 29 th Nov. 2017 SSET Staff Badminton Tournament on conducted 7th to 12th Dec. 2017 and gave trophies for winners and runners of different categories. Annual X-Mas was celebrated on 22nd Dec. 2017. PPTIA Curtain Raiser on hosted 17th Nov and winners were given cash prizes. 2017 and it was a grant success. PPTIA 2017 was held on 2 nd and 3 rd Feb 2017. Winners and runner-up school and college level students were appreciated with cash prizes.

Action Taken Report of IQAC Meeting held on 10.11.2017

rof. M. Madhavan

Principal, SSET

Minutes of IQAC Meeting held on 12/2/2018

Time and Venue of Meeting: 1 pm, Principal's Office

CONVENER and CHAIR: Prof. M. Madhavan, Director, SSET

Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group
Dr. Radha P. Thevannoor, Group Director, SCMS
Dr. Sunny George, Director, SCMS Water Institute
Dr. Praveensal C. J., Vice Principal, SSET
Dr. Vinod P., Prof., Dept. of CS
Dr. Venu P., Prof. Dept. of ME
Mr. K. Narayanan, Asst. Prof. Dept. of EE
Mr. Arun Babu, Lead Talent Acquisition, Infosys Ltd.
Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources
Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.
Sreedevi B. G., Assistant Professor, Department of Civil Engineering, Govt. Engineering
College, Thrissur.
Dr. Anitha G. Pillai, Prof. & Head, Dept. of Civil Engg., Professor & Head, Dept. of Civil

Members Absent:

Dr. Sheeja Janardhanan, Assoc. Prof. Dept. of ME Dr. Ratish Menon, Assoc. Prof. Dept. of CE Dr. Sunil Jacob, Prof. Dept. of EC Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU Dr. Mini Tom, Prof. Dept. of **BS**

The following points were discussed:

1. Review of the previous IQAC meeting

The Chair reviewed the proceedings of the previous meeting and ensured that all the necessary actions were taken to implement initiatives discussed.

2. Training and Placement

It was decided that at least once in a semester, students would be instructed to attend classes in formal/executive wear to improve placement opportunities.

3. 3rd KTU External Audit

Decision was taken to make sure all department files are ready by all the faculty, before 15th Feb. 2018, as there is an the external audit which is likely to conduct on fourth week of Feb. 2018.

4. Co-curricular and extra- curricular Activities

Conduct of IEEE Asendio was fixed on 16th Feb. 2017. Conduct of Blood donation on 2nd March 2017. Decision was taken to conduct Volley ball tournament and Igniz the technical and cultural event of SSET and Environmental Day in grant manner.

6. Academics Internal test dates were fixed The meeting concluded at 2.15 pm.

Prof. M. Madhavan Principal, SSET

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Internship	 Internship Online Test was conducted on 21st, 22nd February, 7th and 8th March 2018 for 684 students by Fourth Ambit Bhavishya 30,31-July-2018 277 ICTAK, Kerala
2.	KTU External Audit	3 rd KTU external audit in this academic year took place on 22 nd February 2018 and the external auditor was Ms. Jessy John. The internal audit was conducted on 15.2.2018
3.	Academics	7th -9th Feb 2018 :Internal exam 1 (S2,S4,S6) 26th -28th Feb 2018 :Internal exam 1 (S8) 19th ,21st&23rd March 2018 :Internal exam 2 (S2,S4,S6,S8) 24th ,26th& 28th :Model Exam (S1)
4.	Co-curricular and extra- curricular Activities	Conducted of IEEE Asendio was on 16th Feb. 2017. Blood donation was done students and staff on 2nd March 2017. conducted Volley ball tournament from 12 th to 20 th March 2018 by the name of "Dr. PPT Memorial all Kerala Volley ball Tournament (Mens & Womens)" 6th and 7th April 2018 was the Igniz 2017 which is the technical and cultural event of SSET. On 4 th June 2018 World Environment Day was celebrated by SWI

Action Taken Report of IQAC Meeting held on 12.2.2018

Prof. M. Madhavan Principal, SSET

Minutes of IQAC Meeting held on 28/5/2018 Time and Venue of Meeting: 2 pm, Principal's Office

CONVENER and CHAIR: Prof. M. Madhavan, Director, SSET

Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group
Dr. Radha P. Thevannoor, Group Director, SCMS
Dr. Praveensal C. J., Vice Principal, SSET
Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU
Dr. Vinod P., Prof., Dept. of CS
Dr. Ratish Menon, Assoc. Prof. Dept. of CE
Dr. Sheeja Janardhanan, Assoc. Prof. Dept. of ME
Dr. Venu P., Prof. Dept. of ME
Dr. Sunil Jacob, Prof. Dept. of EC
Dr. Mini Tom, Prof. Dept. of BS
Dr. Anitha G. Pillai, Prof. & Head, Dept. of Civil Engg., Professor & Head, Dept. of Civil Engg.

Members Absent:

Dr. Sunny George, Director, SCMS Water Institute
Mr. K. Narayanan, Asst. Prof. Dept. of EE
Mr. Arun Babu, Lead Talent Acquisition, Infosys Ltd.
Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources
Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.
Sreedevi B. G., Assistant Professor, Department of Civil Engineering, Govt. Engineering
College, Thrissur.

The following points were discussed:

1. Review of the previous IQAC meeting The Chair reviewed the proceedings of the previous meeting and ensured that all the necessary actions were taken to implement initiatives discussed.

2. New IQAC members

Decisions to constitute new IQAC for the academic year 2018-2019 were decided

The meeting concluded at 3 pm

Prof. M. Madhavan Principal, SSET

Sl No.	Points discussed during IQAC	Action Taken
1	Meeting	
1.	New IQAC Members	Dr. Praveensal C J, Principal, SSET
		Dr. Radha P. Thevannoor, Registrar, SCMS
		Prof. S Gopakumar, Senior Group Director
		Dr. Sunny George, Director, SCMS Water Institute
		Dr. Sunil Jacob, Director, Centre for Robotics
		Dr. Varun G Menon, Associate Prof. Dept. of CSE and
		Placement in-Charge
		Mr. Radhakrishnan, Librarian
		Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU
		Dr. Vinod P., HOD, Dept. of CSE
		Dr. Saira Joseph, HOD. Dept. of ECE
		Dr. Mini Tom, HOD, Dept. of BS&H
		Mr.Sajeev Paul, Cluster Director of Engineering, Kochi &
		Bengaluru Marriott Hotels
		Meera R Nair, Managing Partner, Foliage Architects,
		Kochi.
		Mr. Aneesh K P, ward member
		Ms. Shana Raj, third year student
		Dr. Anitha G. Pillai, Dean Academics, Professor & Head,
		Dept. of Civil Engg.
		Ms. Deepa S, Associate. Prof. Dept. of EEE
		Dr. Venu P., HOD, Dept. of ME
		Dr. P. S. Harikumar, Director, Water Quality Division,
		Centre for Water Resources Development & Management
		(Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.
		Ms. Sushitha P K, Parent

Action Taken Report of IQAC Meeting held on 28.5.2018

Prof. M. Madhavan Principal, SSET