

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, KARUKUTTY

INTERNAL QUALITY ASSURANCE CELL

28.05.2018

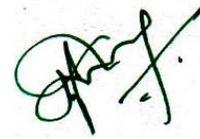
In conformation with the NAAC directives to maintain momentum of quality consciousness in Higher Education Institutions, SCMS School of Engineering & Technology has constituted an Internal Quality Assurance Cell (IQAC). The IQAC channelizes and systematizes the efforts and measures of the Institution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

Dr. Praveensal C J, <i>Principal, SSET</i>	Chairperson, IQAC
Dr. Radha P. Thevannoor, <i>Registrar, SCMS</i>	Management Representative
Prof. S Gopakumar, <i>Senior Group Director</i> <i>Dr. Sunny George,</i> <i>Director, SCMS Water Institute</i> <i>Dr. Sunil Jacob, Director, Centre for Robotics</i> <i>Dr. Varun G Menon, Associate Prof. Dept. of CSE</i> <i>and Placement in-Charge</i> Mr. Radhakrishnan, <i>Librarian</i>	Senior Administrative Officers
Dr. Manoj Kumar B., <i>Assoc. Prof. Dept. of AU</i> Dr. Anitha G. Pillai, Dean Academics, Professor & Head, Dept. of Civil Engg. Dr. Saira Joseph, <i>HOD. Dept. of ECE</i> Ms. Deepa S, <i>Associate. Prof. Dept. of EEE</i> <i>Dr. Venu P., HOD, Dept. of ME</i> <i>Dr. Mini Tom, HOD, Dept. of BS&H</i>	Faculty
Mr.Sajeev Paul Cluster Director of Engineering Kochi & Bengaluru Marriott Hotels	Nominees from Employers/ Industrialists/Stakeholders

Dr. P. S. Harikumar, <i>Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.</i> Ms. Sushitha P K, Parent	
Meera R Nair <i>Managing Partner, Foliage Architects, Kochi.</i>	Nominee from Alumni
Mr. Aneesh K P	Ward Member
Ms. Shana Raj	Third Year Student
Dr. Vinod P., <i>HOD, Dept. of CSE</i>	Coordinator IQAC



Principal

**SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR,
KARUKUTTY - 683 576**

**Minutes of IQAC Meeting held on 6/6/2018
Time and Venue of Meeting: 2 pm, Principal's Office**

CONVENER and CHAIR: Dr. Praveensal C J, *Principal, SSET*

Members present:

- [1] Dr. Radha P. Thevannoor, Registrar, SCMS
- [2] Prof. S Gopakumar, Senior Group Director
- [3] Dr. Sunny George, Director, SCMS Water Institute
- [4] Dr. Sunil Jacob, Director, Centre for Robotics
- [5] Dr. Varun G Menon, Associate Prof. Dept. of CSE and Placement in-Charge
- [6] Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU
- [7] Dr. Vinod P., HOD, Dept. of CSE
- [8] Dr. Mini Tom, HOD, Dept. of BS&H
- [9] Mr. Sajeew Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
- [10] Meera R Nair, Managing Partner, Foliage Architects, Kochi.
- [11] Dr. Anitha G. Pillai, Dean Academics, Professor & Head, Dept. of Civil Engg.

Members Absent:

Dr. Saira Joseph, HOD. Dept. of ECE
Ms. Deepa S, Associate. Prof. Dept. of EEE
Dr. Venu P., HOD, Dept. of ME
Mr. Radhakrishnan, Librarian
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
Mr. Aneesh K P, ward member
Ms. Shana Raj, third year student

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. ISO External Audit

Instructed HoDs to make sure all department files are ready for the external audit which is likely to held on 23rd to 25th July 2018. Internal ISO audit has to be conducted before the external audit.

3. Induction Program for First Years

KTU announced the tentative semester starting date, so It was decided to conduct two days induction days program for first years (Batch 18)

4. Training for Students

Decided to conduct training for pre-final year students by next month to develop there aptitude skills

5. PPTIA 2018

Decision was taken to conduct PPTIA 2018 at the beginning of the next academic year.

The meeting concluded at 3 pm.

A handwritten signature in black ink, appearing to be 'A. J. ...', written over a faint grid background.

Principal

Action Taken Report of IQAC Meeting held on 6.6.2018

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Training for Students	Bhavishya training were conducted on 30 th and 31 st July 2018 for 277 students by ICTAK, Kerala
.2.	ISO External Audit	External Audit was conducted on 23 rd to 26 th July 2018, and the auditor was Vijay Mathew and the review of the meeting was done on 6 th and 7 th 2018. Audit was done for all UG and PG courses
3.	Induction Program for First Years	First year classes were commenced on 26 th July 2018 and induction programs were conducted on 27 th and 28 th July 2018
4.	PPTIA 2018	On 20 th June 2018 Dr. PPTIA 2018 Curtain Raiser was held



Principal

**SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR,
KARUKUTTY - 683 576**

**Minutes of IQAC Meeting held on 14/08/2018
Time and Venue of Meeting: 2.15 pm, Principal's Office**

CONVENER and CHAIR: Dr. Praveensal C J, Principal, SSET

Members present:

- [1] Dr. Radha P. Thevannoor, Registrar, SCMS
- [2] Prof. S Gopakumar, Senior Group Director
- [3] Dr. Sunny George, Director, SCMS Water Institute
- [4] Dr. Sunil Jacob, Director, Centre for Robotics
- [5] Dr. Varun G Menon, Associate Prof. Dept. of CSE and Placement in-Charge
- [6] Mr. Radhakrishnan, Librarian
- [7] Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU
- [8] Dr. Vinod P., HOD, Dept. of CSE
- [9] Dr. Saira Joseph, HOD. Dept. of ECE
- [10] Dr. Mini Tom, HOD, Dept. of BS&H
- [11] Mr. Sajeew Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
- [12] Meera R Nair, Managing Partner, Foliage Architects, Kochi.
- [13] Mr. Aneesh K P, ward member
- [14] Ms. Shana Raj, third year student
- [15] Dr. Anitha G. Pillai, Dean Academics, Professor & Head, Dept. of Civil Engg.

Members Absent:

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

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 onwards. Many companies announced the placements for final year students from September.

3. KTU External Audit

KTU audit to take place on November 23rd. All faculty and staff were instructed to keep file ready for internal audit on 22nd.

4. Administration

Heads of department were instructed to follow up on fee defaulters. Use of mobile phones by students in campus to be strictly banned. Prof. R. Sahadevan, Prof. M.L. Paul and Dr. J. K. John have relinquished their post as Professor Emeritus of, Placement & Electronics and Communication Engineering, Electrical and Electronics Engineering and Basic Science and Humanities Department respectively after their meritorious service to the group on September 19th:

5. Celebration

Conduct of annual Onam celebrations was fixed on last working day before vacation and Dr. Venu P was assigned as coordinator for the same.

6. Technology Sharing & Social Outreach Programmes

Decided that the students and faculty need to serve the society by sharing the technology in any means.

7. Ranking & Accreditation

It was decided that Department of Computer Science and Engineering, Civil Engineering and Mechanical Engineering would initiate NBA process. Respective HoDs were instructed to prepare the prequalifier for submission in the latter half of 2019. It was decided that academic year 2018-19 would be considered as CAY.

8. SSET knowledge/ Technology Sharing

Decided to conduct a knowledge sharing session by any two departments within 2 months

The meeting concluded at 3.15 pm.



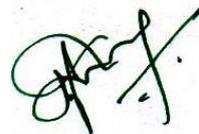
Principal

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR, KARUKUTTY - 683 576

Action Taken Report of IQAC Meeting held on 14.08.2018

SI No.	Points discussed during IQAC Meeting	Action Taken
1.	Technical talk, Aptitude Training Program and placement	<ul style="list-style-type: none"> • Aptitude Training Program was conducted on 3rd,4th,12th,13th , 24th and 25th September also on 8th Oct. 2018 for 360 final year students by Konfidence Group. • Pre-Placement Mock Tests was conducted on 9th Oct. 2018 for 427 students by Reference Globe • Innovations” was conducted for B.Tech Fifth semester Civil Engineering students on September 14. • Technical talk on “Industry Expectation from a Professional” was conducted for B.Tech Seventh semester Computer Science and Engineering students on September 14. • SSET IEEE Student’s Branch celebrated the IEEE week from October 4th to October 12th. • The Department of Mechanical Engineering organized a talk on October 12th by Mr. Muralidharan Gopi Ramesh Program Manager, C&D Segment SUV & EV Business Leader, Nissan Motors India PVT LTD on the Theme: "How To Be Industry Ready?" . • The Electronics and Communication Engineering Department of SSET organized a five-day workshop from September 29th to October 3rd for 5th semester students on Python and Raspberry Pi by Quest Innovative Solutions. • The techno-cultural association of ECE department ‘EXPLORA: 2018-19’ was officially inaugurated on 5th October. The dais was honoured by the presence of Mr. Subyraj P.S, Sr. Project Engineer and Mr. Deepak. P, Sr. Systems Engineer from Aerospace Department, Honeywell. • The Department of Mechanical Engineering celebrated the second anniversary of the American Society of Mechanical Engineers (ASME) SSET Chapter on 11th October with a talk by Ms. Erin Dolan, Program Manager - Technical Units, ASME. • IBS Software Services conducted online test on September 18th. • Indian Navy conducted their SSB selection on October 5th • Infosys Limited conducted their on campus recruitment drive exclusively for final year B.Tech, M.Tech and MCA students during October 10th and

		11th followed by SunTec Business Solutions.
2.	Technology Sharing & Social Outreach Programmes	<ul style="list-style-type: none"> • A group of Automobile Engineering students worked on damaged motorbikes, as part of their service to society in reviving the damaged vehicles during Kerala floods. A one day Awareness Camp to help vehicles survive the floods was organized by Department of Automobile Engineering in association with Lulu Mall, Kochi on September 8th. • Mr. Sujay K briefed the gathering on NSS activities • A Legal Awareness class of Kerala State Legal Service Authority was conducted at SSET by Advocate Jino Jose on October 16th. The topics discussed included anti-ragging awareness, prevention of damage to public property and special marriage act.
3.	KTU External Audit	KTU audit to took place on November 23 rd and the external auditor was Prof. M P Rajan. The internal audit was conducted on 22nd.
4.	Celebration	Conduct of annual Onam celebrations cancelled due to flooding in the state. Students permitted to celebrate Kerala Piravi instead on November 1st
5.	Ranking & Accreditation	Department of Computer Science and Engineering, Civil Engineering and Mechanical Engineering would initiated NBA process. HoDs started sharing the formats and files with their faculty members.
6.	SSET knowledge/ Technology Sharing	<p>Talk on "Cochin Forest Tramway- A Forgotten Engineering Heritage of Kerala" by Dr. Sunny George, Director, SWI, SSET. On 27.09.2018 and</p> <p>"Fluids for Life" by Dr. Sheeja Janardhanan, Professor, Mechanical Engineering, SSET. on 14.11.2018 were delivered.</p> <p>Almost 75% of the Faculty registered for NPTEL and many came in 2 % and 5 % top of the course they registered.</p>



PRINCIPAL

**SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR,
KARUKUTTY - 683 576**

**Minutes of IQAC Meeting held on 15/11/2018
Time and Venue of Meeting: 10.15 am, Principal's Office**

CONVENER and CHAIR: Dr. Praveensal C J, Principal, SSET

Members present:

- [1] Dr. Radha P. Thevannoor, Registrar, SCMS
- [2] Prof. S Gopakumar, Senior Group Director
- [3] Dr. Sunny George, Director, SCMS Water Institute
- [4] Dr. Varun G Menon, Associate Prof. Dept. of CSE and Placement in-Charge
- [5] Dr. Vinod P., HOD, Dept. of CSE
- [6] Ms. Deepa S, Associate. Prof. Dept. of EEE
- [7] Dr. Venu P., HOD, Dept. of ME
- [8] Dr. Mini Tom, HOD, Dept. of BS&H
- [9] Mr. Sajeev Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
- [10] Ms. Meera R Nair, Managing Partner, Foliage Architects, Kochi.
- [11] Ms. Sushitha P K, Parent
- [12] Ms. Shana Raj, third year student
- [13] Dr. Anitha G. Pillai, Dean Academics, Professor & Head, Dept. of Civil Engg.

Members Absent:

Dr. Sunil Jacob, Director, Centre for Robotics
Dr. Saira Joseph, HOD. Dept. of ECE
Mr. Radhakrishnan, Librarian
Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU
Mr. Aneesh K P, ward member
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. Resources and Infrastructure

Heads of departments were asked to place requirements for lab equipment/software if needed.

3. Admission

HODs were instructed to collect suggestions from faculty on measures to improve admission.

4. PPTIA 2018

All committee members to be instructed to ensure necessary arrangements are made for proper conduct of the event. In the meeting it was decided to give full effort to make PPTIA 2018 event a grant success.

.

5. NBA Files:

A follow up was done on NBA preparation in all departments

6. Academics

HODs were instructed to hold department meetings with faculty to finalise non department electives at the earliest. Faculty in charge of department time table were asked to prepare time table before Christmas vacation.

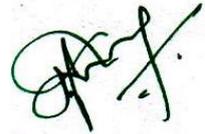
7. Alumni Meet

Decided to conduct alumni meet in the Jan. 2019 and instructed to contact as many students as possible in this regard.

8. Technical Talk & Founders day celebrations

It was conveyed by the Principal as a decision from management about the 1st annual Dr. Pradeep P Thevannoor Commemorative lecture and founders day celebration will be on Jan 2019.

The meeting concluded at 11.15 am.



Principal

Action Taken Report of IQAC Meeting held on 15.11.2018

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Resources and Infrastructure	A proposal has been made to set up an indoor badminton court in the auditorium and was implemented.
2.	PPTIA 2018	Conducted Dr. Pradeep P Thevannoor Innovation Awards 2018 on November 16th and 17th. The Principal commended the efforts taken in making PPTIA 2018 a successful event.
3	Admission	HODs were conducted department meeting and listed the suggestions from faculty and started working on it after the approval from management.
4.	Alumni Meet	The alumni meet to took place on January 12th, 2019
5.	Technical Talk & Founders day celebrations	The 1 st annual Dr. Pradeep P Thevannoor Commemorative lecture was held in the forenoon of January 12th, 2019 and the chief guest was Governor P Sathasivam. Founders' day was celebrated on 23 rd January.
6.	Industrial Visit	As per the dates for second, third and fourth year students almost all branches were gone for the Industrial visit.
7.	Placements	Elite National Level Hunt Test was conducted on 16,17,18-November-2018. IT was benefited for 961 students and was conducted by Wipro Limited



PRINCIPAL

**SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR,
KARUKUTTY - 683 576**

**Minutes of IQAC Meeting held on 14/2/2019
Time and Venue of Meeting: 10.15 am, Principal's Office**

CONVENER and CHAIR: Dr. Praveensal C J, Principal, SSET

Members present:

Dr. Radha P. Thevannoor, Registrar, SCMS
Prof. S Gopakumar, Senior Group Director
Dr. Varun G Menon, Associate Prof. Dept. of CSE and Placement in-Charge
Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU
Dr. Vinod P., HOD, Dept. of CSE
Ms. Deepa S, Associate. Prof. Dept. of EEE
Dr. Saira Joseph, HOD. Dept. of ECE
Dr. Venu P., HOD, Dept. of ME
Dr. Mini Tom, HOD, Dept. of BS&H
Ms. Meera R Nair, Managing Partner, Foliage Architects, Kochi.
Ms. Sushitha P K, Parent
Mr. Aneesh K P, ward member
Ms. Shana Raj, third year student
Dr. Anitha G. Pillai, Dean Academics, Professor & Head, Dept. of Civil Engg.

Members Absent:

Dr. Sunny George, Director, SCMS Water Institute
Dr. Sunil Jacob, Director, Centre for Robotics
Mr. Radhakrishnan, Librarian
Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources
Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.
Mr. Sajeev Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels

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. Academics

Decided to identify a senior faculty from a sister department as per KTU norms, for final semester Project evaluation.

HODs were also instructed

to complete subject allotment by May 24th, 2019 and to ensure that faculty handled new subjects to broaden knowledge base.

to nominate two faculty from each department to coordinate placement activities with training and placement cell.

4. Technology Sharing & Social Outreach Programmes

Decided that the students and faculty need to serve the society by sharing the technology in any means.

5. Ranking & Accreditation

NBA prequalifier to be applied by June 2019, and SAR to be finalized and submitted by September 2019.

6. Administration

Since it was noticed about the traffic block faced by the faculty and students during evening time, it was decided to revise the class timings.

The meeting concluded at 11.15 am



Principal

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR, KARUKUTTY - 683 576
Action Taken Report of IQAC Meeting held on 14.2.2019

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Training and Placement	<ul style="list-style-type: none"> • 284 job offers for 2019 passout batch with 131 offers from Infosys. • Offers from 49 different companies in 2019. • Conduct of placement training program for final year students in Odd semester of 2019-2020 academic year. • One day was allotted for students to wear formal/executive.
2.	Technology Sharing & Social Outreach Programmes	<ul style="list-style-type: none"> • Robotic Skill Development workshop was conducted for school students of 14 different schools in April by Dr. Sunil Jacob • Preparations are ongoing for a two week Summer Internship for students of Daffodil International University, Bangladesh. • A program related to antinarcotic campaign was conducted among the student's community jointly by Kerala HEALTH MISSION and KARUKUTTY GRAMA PANCHAYATH in the campus on behalf of National Service Scheme unit. A skit depicting the dangerous and pathetic situation of narcotic consumption was demonstrated by the Star Jesus school students, Karukutty.
3.	Ranking & Accreditation	NBA prequalifier was applied on June 2019.
	Administration	Revision of class timings was done to avoid delay in evenings due to traffic block. Recruitment of faculty/staff was placed by heads of departments. Revision to leave policies of the institution were done by the management and circulated.



Principal

**SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR,
KARUKUTTY - 683 576**

**Minutes of IQAC Meeting held on 27/5/2019
Time and Venue of Meeting: 1 pm, Principal's Office**

CONVENER and CHAIR: Dr. Praveensal C J, Principal, SSET

Members present:

- [1] Dr. Radha P. Thevannoor, Registrar, SCMS
- [2] Prof. S Gopakumar, Senior Group Director
- [3] Dr. Varun G Menon, Associate Prof. Dept. of CSE and Placement in-Charge
- [4] Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU
- [5] Dr. Vinod P., HOD, Dept. of CSE
- [6] Ms. Deepa S, Associate. Prof. Dept. of EEE
- [7] Dr. Saira Joseph, HOD. Dept. of ECE
- [8] Dr. Venu P., HOD, Dept. of ME
- [9] Dr. Mini Tom, HOD, Dept. of BS&H
- [10] Ms. Meera R Nair, Managing Partner, Foliage Architects, Kochi.
- [11] Ms. Sushitha P K, Parent
- [12] Ms. Shana Raj, third year student
- [13] Dr. Anitha G. Pillai, Dean Academics, Professor & Head, Dept. of Civil Engg.

Members Absent:

Dr. Sunny George, Director, SCMS Water Institute
Dr. Sunil Jacob, Director, Centre for Robotics
Mr. Radhakrishnan, Librarian
Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources
Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.
Mr. Sajeev Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
Mr. Aneesh K P, ward member

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 2 pm



Principal

Action Taken Report of IQAC Meeting held on 27.5.2019

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	New IQAC Members	<p>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 Mr. Ajay S Kumar , 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</p>



Principal