

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

**Minutes of IQAC Meeting held on 26.04.2021
Time and Venue of Meeting: 2 pm, Principal's Office**

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

Members present:

- [1] Dr. Indu Nair, Group Director, SCMS
- [2] Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group
- [3] Dr. Radha P. Thevannoor, Group Director, SCMS
- [4] Prof. S. Gopakumar, Group Director, SCMS
- [5] Dr. Sunny George, Director, SCMS Water Institute
- [6] Dr. Manoj Kumar B., HOD, Dept. of AU
- [7] Dr. Varun G Menon., HOD, Dept. of CSE
- [8] Dr. Anandhi V., HOD, Dept. of ECE
- [9] Dr. Nandakumar M., HOD, Dept. of EEE
- [10] Dr. Rag R. L., HOD, Dept. of ME
- [11] Dr. Sreelekha B., HOD, Dept. of BS&H
- [12] Mr. Sajeew Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
- [13] Dr. P. S. Harikumar, *Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.*
- [14] Ms. Sujitha Vinod, Parent.
- [15] Meera R Nair, *Managing Partner, Foliage Architects, Kochi*
- [16] Mr. Rohith M., Student Representative
- [17] Dr. Anitha G. Pillai, Dean Academics, *Professor & Head, Dept. of Civil Engg.*

Members Absent:

Dr. Varun G Menon, Associate Prof. Dept. of CSE and Placement in-Charge
Dr. Manoj Kumar B., HOD, Dept. of AU
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.

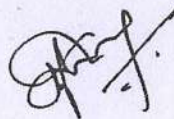
2. New IQAC members

Decision to continue with the current IQAC until December 2021 was taken.

3. Steps to improve admission

Discussed about the SSET Academic Excellence Award Career Quotient Evaluator-2021

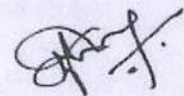
The meeting concluded at 3 pm.



Principal

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR, KARUKUTTY - 683 576
Action Taken Report of IQAC Meeting held on 26.04.2021

| SI No. | Points discussed during IQAC Meeting | Action Taken |
|--------|--------------------------------------|---|
| 1. | New IQAC Members | Same members continuing till December 2021 |
| 2. | Admission Process | SSET Academic Excellence Award Career Quotient Evaluator, stage 1 was completed. The response from different schools were appreciable. Cash prize for cluster 1 toppers were given. |



Principal

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

**Minutes of IQAC Meeting held on 11/02/2021
Time and Venue of Meeting: 9.15 am, Online- G-Meet**

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

Members present:

:

- [1] Dr. Indu Nair, Group Director, 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. Mini Tom, Professor, Dept. of BS&H
- [6] Dr. Manoj Kumar B., HOD, Dept. of AU
- [7] Dr. Varun G Menon., HOD, Dept. of CSE
- [8] Dr. Saira Joseph, HOD, Dept. of ECE
- [9] Dr. Nandakumar M, HOD, Dept. of EEE
- [10] Dr. Sreelekha B, HOD, Dept. of BS&H
- [11] Mr. Sajeew Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
- [12] Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.
- [13] Ms. Sujitha Vinod, Parent.
- [14] Mr. Anil G, Librarian
- [15] Meera R Nair, Managing Partner, Foliage Architects, Kochi.
- [16] Mr. Rohith M, Third year student.
- [17] Dr. Anitha G. Pillai, Dean Academics, Professor & Head, Dept. of Civil Engg.

Members absent:

Dr. Sheeja Janardhanan, HOD, Dept. of ME
Mr. P V Tomy, 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. Preparations for placements:

Decided to conduct online mock interviews / placement training for pre-final year students during July 2021.

4. Steps to improve admission

Decided to form a committee to conduct program at school,

3. Any other matters:

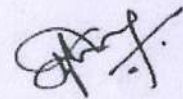
It was decided to hold monthly audit for checking the updation of all files.
The meeting concluded at 10.15 am.

A handwritten signature in black ink, appearing to be 'R. Singh', written in a cursive style.

Principal

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR, KARUKUTTY - 683 576
Action Taken Report of IQAC Meeting held on 11.02.2021

| Sl No. | Points discussed during IQAC Meeting | Action Taken |
|--------|--------------------------------------|--|
| 1. | Steps to improve admission | Committee were formed and Mr. Jenson Joseph was selected as the coordinator for the program. Decided to conduct mock entrance for different clusters. Each cluster can have 10-15 schools. Each school toppers can also be given cash prize. |



Principal

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

**Minutes of IQAC Meeting held on 10/11/2020
Time and Venue of Meeting: 9.15 am, Online- G-Meet**

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

Members present:

:

- [1] Dr. Indu Nair, Group Director, 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. Mini Tom, Professor, Dept. of BS&H
- [6] Dr. Manoj Kumar B., HOD, Dept. of AU
- [7] Dr. Varun G Menon., HOD, Dept. of CSE
- [8] Dr. Saira Joseph, HOD, Dept. of ECE
- [9] Dr. Nandakumar M, HOD, Dept. of EEE
- [10] Dr. Sreelekha B, HOD, Dept. of BS&H
- [11] Mr. Sajeev Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
- [12] Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.
- [13] Ms. Sujitha Vinod, Parent.
- [14] Mr. Anil G, Librarian
- [15] Meera R Nair, Managing Partner, Foliage Architects, Kochi.
- [16] Mr. Rohith M, Third year student.
- [17] Dr. Anitha G. Pillai, Dean Academics, Professor & Head, Dept. of Civil Engg.

Members absent:

Dr. Sheeja Janardhanan, HOD, Dept. of ME
Mr. P V Tomy, 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. First year classes and Induction program

KTU announced the first year classes to start from 30.11.2020 and for one week induction program. This was discussed and took steps to do the needful. and decided to conduct the induction program from 07.12.2020 to 11.12.2020

3. Online Workshop

Decided to conduct Arduino and Tinkercad workshop for prefinal year students of circuit branches

4. KTU External Audit

There will be an external KTU audit within three months, so all the required files should be updated. The internal Audit should be conducted by October 2020.

5. Preparations for placements:

Decided to conduct online placement training and pre-placement talks for final year students.

6. Any other matters:

It was decided to hold monthly audit for checking the updation of all files.

The meeting concluded at 10.15 am.

Principal



Principal

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

Action Taken Report of IQAC Meeting held on 10.11.2020

| Sl No. | Points discussed during IQAC Meeting | Action Taken |
|--------|--|--|
| 1. | First year classes and Induction program | First year classes started on 30.11.2020 and conducted the induction program from 07.12.2020 to 11.12.2020 |



A handwritten signature in blue ink, consisting of stylized, overlapping loops and lines.

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

**Minutes of IQAC Meeting held on 12/08/2020
Time and Venue of Meeting: 9.15 am, Online- G-Meet**

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

Members present:

Dr. Indu Nair, Group Director, SCMS
Prof. S Gopakumar, Senior Group Director
Dr. Sunny George, Director, SCMS Water Institute
Dr. Sunil Jacob, Director, Centre for Robotics
Dr. Mini Tom, Professor, Dept. of BS&H
Dr. Manoj Kumar B., HOD, Dept. of AU
Dr. Varun G Menon., HOD, Dept. of CSE
Dr. Saira Joseph, HOD, Dept. of ECE
Dr. Nandakumar M, HOD, Dept. of EEE
Dr. Sheeja Janardhanan, HOD, Dept. of ME
Dr. Sreelekha B, HOD, Dept. of BS&H
Mr. Sajeev Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources
Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.
Ms. Sujitha Vinod, Parent.
Meera R Nair, Managing Partner, Foliage Architects, Kochi.
Mr. Rohith M, Third year student.
Dr. Anitha G. Pillai, Dean Academics, Professor & Head, Dept. of Civil Engg.

Members absent:

Mr. Anil G, Librarian
Mr. P V Tomy, 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. Higher studies opportunities abroad
It was decided to arrange more talks about higher studies opportunities and career guidance for final year students.
3. Online Workshop
Decided to conduct Arduino and Tinkercad workshop for prefinal year students of circuit branches
4. KTU External Audit
There will be an external KTU audit within three months, so all the required files should be updated. The internal Audit should be conducted by October 2020.

5. Classes of Higher Semester

Higher semester classes were commenced from 17th August 2020 and discussed and viewed the serious issues faced by Faculty and students during online classes.

6. Preparations for placements:

Decision was taken to conduct online placement training and pre-placement talks for final year students.

6. Any other matters:

It was decided to hold monthly audit for checking the updation of all files.

The meeting concluded at 10.15 am.



Principal

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, KARUKUTTY
INTERNAL QUALITY ASSURANCE CELL

11.08.2020

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. Indu Nair, <i>Group Director, SCMS</i> | Management Representative |
| Dr. Manoj Kumar B., <i>HOD, Dept. of AU</i> Dr. Sreelekha B, <i>HOD, Dept. of BS&H</i> Dr. Varun G Menon., <i>HOD, Dept. of CSE</i> Dr. Sheeja Janardhanan, <i>HOD, Dept. of ME</i> Dr. Saira Joseph, <i>HOD, Dept. of ECE</i> Dr. Nandakumar M, <i>HOD, Dept. of EEE</i> | Faculty |
| Prof. S Gopakumar, <i>Senior Group Director</i> Dr. Mini Tom, <i>HOD, Dept. of BS&H</i> Dr. Sunny George, <i>Director, SCMS Water Institute</i> Dr. Sunil Jacob, <i>Director, Centre for Robotics</i> Mr. Anil G <i>Librarian</i> | Senior Administrative Officers |
| Meera R Nair <i>Managing Partner, Foliage Architects, Kochi.</i> | Nominee from Alumni |

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

Action Taken Report of IQAC Meeting held on 20.08.2020

| SI No. | Points discussed during IQAC Meeting | Action Taken |
|--------|--------------------------------------|--|
| 1. | Online Workshop | Conducted Arduino and Tinkercad workshop for 5EE and 5EC students from 4 th to 6 th Nov., 2020 by ECE Dept. in association with IEDC |
| 2. | KTU External Audit | KTU External audit was conducted on 3 rd Nov, 2020, due to the pandemic situation external auditor was the Dean Academics and report was submitted to KTU. |
| 3. | Classes of Higher Semester | The timings of higher semesters were changed and made morning session complete online classes. |
| 4. | Preparations for placements | conducted online placement training on 12 th 13 th and 14 th August 2020 for 175, 175 and 150 final year students respectively by Dr. Varun G Menon and pre-placement talk was conducted on 1 st Oct.2020 for 144 students by Capitaire career excellence,H&R Block. |


PRINCIPAL

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR, KARUKUTTY - 683 576
Action Taken Report of IQAC Meeting held on 08.06.2020

| Sl No. | Points discussed during IQAC Meeting | Action Taken |
|---------------|---|---|
| 1. | Emergency meeting-Pandemic Situation | Conducted lot of webinars, FDP and talks by all the departments and the list of programs are attached below. The Coursera institution registration was done. Many faculty utilised that opportunity to improve the knowledge in different fields. |
| 2. | Effectiveness of online Classes | Feedback Link for each subjects were shared with students and analysed. The timings were rescheduled |
| 3. | Induction Program | The programs for induction programs were fixed, but due to the pandemic situations classes for first years were not commenced by University. |



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

**Minutes of IQAC Meeting held on 08/06/2020
Time and Venue of Meeting: 9.15 am, Online- G-Meet**

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

Members present:

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
Dr. Manoj Kumar B., HOD, Dept. of AU
Dr. Vinod P., HOD, Dept. of CSE
Dr. Saira Joseph, HOD. Dept. of ECE
Ms. Deepa S, Associate. Prof. Dept. of EEE
Dr. Venu P., HOD, Dept. of ME
Dr. Mini Tom, HOD, Dept. of BS&H
Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources
Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala
Mr. Sajeew Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
Ms. Sushitha P K, Parent
Ms. Meera R Nair, Managing Partner, Foliage Architects, Kochi.
Mr. Rohit M, Student Representative
Dr. Anitha G. Pillai, Dean Academics, Professor & Head, Dept. of Civil Engg.

Members Absent:

Ms. Jagadhamma M P, Administrative Officer
Mr. P V Tomy, 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. Emergency meeting

During the pandemic situation, emergency meeting was held on online on 21.3.2020, and decided to conduct classes, trainings programs, FDP, value added courses for students and for faculty through online.

3. Effectiveness of online Classes:

The effectiveness and the issues raised by the students about online classes were discussed and decided to take feedbacks and timings for next semesters were allotted accordingly.

