

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

Minutes of IQAC Meeting held on 27/04/2022

Time and Venue of Meeting: 9.15 am. Conference Hall, Administrative Block

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. Rag R. L., HOD, Dept. of ME
- [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] Meera R Nair, *Managing Partner, Foliage Architects, Kochi*
- [15] Mr. Rohith M., Student Representative
- [16] Dr. Anitha G. Pillai, Dean Academics, *Professor & Head, Dept. of Civil Engg.*

Members Absent:

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. Formation of new IQAC

Current POA with five parameters to be modified to include all seven parameters included in NAAC. This POA will be in place from 2022 July onwards.

3. College Committees

All committees as mandated by AICTE and KTU to be reconstituted for the period 2022-2023. Committees mandated by KTU to be formed taking into consideration constitution as mandated in KTU statutes.

4. Celebrating days of Importance

It was decided that the departments on rotation celebrate days of importance and a tab on this be maintained.

5. Institution Calendar

With all activities now back to offline calendar for 2022-2023 to be formed with involvement of all eleven key units and seven departments of SSET.

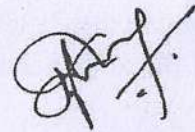
6. Fund allocation for sports and arts to be held in May- June 2022 were finalised.

7. July 2022 onwards Rs.25000/- will be allocated per quarter to every department for conduct of departmental activities.

8. Admission Committee in-charge detailed on activities under taken towards admissions 2022-2023.

9. NAAC DVV clarifications were discussed.

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



Principal

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR, KARUKUTTY - 683 576
Action Taken Report of IQAC Meeting held on 27.04.2022

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Formation of new IQAC	The Internal Quality Assurance Cell of SCMS School of Engineering and Technology has been constituted for the academic year 2022-2023.

Dr. Praveensal C J, <i>Principal, SSET</i>	Chairperson, IQAC
Dr. Indu Nair, <i>Group Director, SCMS</i>	Management Representative
Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group Dr. Radha P. Thevannoor, Group Director, SCMS Prof. S. Gopakumar , Group Director, SCMS Dr. Sunny George, Director, SCMS Water Institute	Senior Administrative Officers
Dr. Jenson Joseph., HOD, Dept. of AU Dr. Varun G Menon., HOD, Dept. of CSE Dr. Anandhi V., HOD, Dept. of ECE Dr. Rag R. L., HOD, Dept. of ME Dr. Jayanand B., HOD, Dept. of EE Dr. Sreelekha B., HOD, Dept. of BS&H Dr. Mini Tom, Deputy Dean, Dept. of BS&H Dr. Anu V R. CS Dept. Dr. Sam Joshy, ME Dept. Ms. Lakshmi Priya , CE Dept. Ms. Sindhya K Nambiar, CS Dept. Dr. Parvathy M, EC Dept., Ms. Febini M Joseph, BSH Dept.	Faculty
Mr. Sajeew Paul Cluster Director of Engineering Kochi & Bengaluru Marriott Hotels Dr. P. S. Harikumar, <i>Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.</i> Ms. Sujitha Vinod, Parent.	Nominees from Employers/Industrialists/stakeholders
Meera R Nair <i>Managing Partner, Foliage Architects, Kochi.</i>	Nominee from Alumni
Mr. Rohith M	Fourth Year Student
Dr. Anitha G. Pillai, Dean Academics, <i>Professor & Dean Academics SSET.</i>	Coordinator IQAC

2	College Committees	Thirty one committees were formed as per AICTE and KTU requirement.
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PRINCIPAL

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

**Minutes of IQAC Meeting held on 8/11/2021
Time and Venue of Meeting: 9.15 am.**

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. Rag R. L., HOD, Dept. of ME
- [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] Meera R Nair, *Managing Partner, Foliage Architects, Kochi*
- [15] Mr. Rohith M., Student Representative
- [16] Dr. Anitha G. Pillai, Dean Academics, *Professor & Head, Dept. of Civil Engg.*

Members Absent:

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

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 B Tech classes to start from 22.11.2021 and for one week induction program. This was discussed and took steps to do the needful and decided to conduct the induction program from 22.11.2021 to 27.11.2021. Also S3 & S5 classes are commenced on 15th and 18th Nov. 2021.

3. Dr. PPTIA 2021 talk series

Decided to conduct one week Dr. PPTIA 2021 talk series by different entrepreneurs and Dr. Varun G menon was given in-charge for this

4. Classes of Higher Semester

Higher semester classes (S3, S5 B Tech, 5MCA) were commenced from 15th November and 18th November 2021 respectively and discussed and viewed the serious issues faced by Faculty and students during online classes and discussed about the changes of offline classes. Internal exam dates were fixed.

5. Cultural Fest – AARAVAM and Xmas celebration

Decided to conduct cultural fest – AARAVAM on 23rd December 2021. Faculty from each department was selected and a committee was formed to organise the same. Xmas celebration for first years are decided to celebrate on 22nd December 2021.

6. IEDC Workshop

Decided to conduct Class representatives orientation workshop on 20th and 21st December 2021.

7. Any other matters:

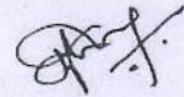
It was decided to hold monthly audit for checking the updation of all files.
The meeting concluded at 10.15 am.



Principal

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Action Taken Report of IQAC Meeting held on 8/11/2021

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Commencement of S1 Class	Inauguration of S1 classes were on 20 th November and induction program were conducted from 22 nd to 27 th November 2021
2.	Dr. PPTIA 2021 talk series	Talk series were from 17 th November to 24 th November 2021.
3.	IEDC Workshop	Conducted Class representatives orientation workshop on 20 th and 21 st December 2021. Dean academics, Nodal officers and many faculty members were the resource person for the workshop.
4.	Cultural Fest	AARAVAM curtain raiser were on 22 nd December 2021 and fest was on 23 rd December 2021.
5.	X- mas Celebration	Celebration for first year students was on 22 nd December 2021



Principal

**SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR,
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**Minutes of IQAC Meeting held on 9/08/2021
Time and Venue of Meeting: 9.15 am.**

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. Rag R. L., HOD, Dept. of ME
- [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] Meera R Nair, *Managing Partner, Foliage Architects, Kochi*
- [15] Mr. Rohith M, , Student Representative
- [16] Dr. Anitha G. Pillai, Dean Academics, *Professor & Head, Dept. of Civil Engg.*

Members Absent:

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

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. Classes of Higher Semester

Higher semester classes (S7 B Tech, 5MCA) were commenced from 27th Sept. and 1st Sept. 2021 respectively and discussed and viewed the serious issues faced by Faculty and students during online classes and discussed about the changes of offline classes. Internal exam dates were fixed. S3 & S5 classes will be commenced on November.

4. Covid Vaccine Drive

The Vaccination drive for students are decided to conduct after the arrival of students in campus.

5. Discussion regarding admission

The steps to improve admissions and the status of process we

re discussed.

6. Any other matters:

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

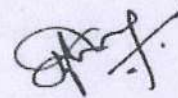
The meeting concluded at 10.15 am.



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Action Taken Report of IQAC Meeting held on 9/08/2021

SI No.	Points discussed during IQAC Meeting	Action Taken
1.	Covid Vaccine Drive	Conducted covid vaccine drive for students in the month of November after the arrival of all the higher semester students in campus.
2.	Commencement of classes	S7 Classes were started online on 27 th Sept. 21 and converted to conventional mode on 25 th October 2021.
4.	Admission process	The SSET Academic excellence award career quotient evaluator 2021 reached its final stage, Cash Prize were also decided for the topper (10,000/-).



Principal

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Minutes of IQAC Meeting held on 7/06/2021

Time and Venue of Meeting: 9.15 am.

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
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- [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. Cultural Fest – Vipanchika 2021

Decided to conduct virtual cultural fest – Vipanchika from 12th to 15th June 2021. Faculty from each department was selected and a committee was formed to organise the same.

3. Admission improvement – Steps

The present status of SSET Academic Excellence Award career quotient Evaluator 2021 were discussed.

4. POA audit

POA audit of academic year 2020-21 will be conducted in the month of June 2021.

5. Any other matters:

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

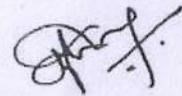
The meeting concluded at 10.15 am.



Principal

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Action Taken Report of IQAC Meeting held on 7/06/2021

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Cultural Fest – Vipanchika 2021	cultural fest – Vipanchika was conducted from 12 th to 15 th June 2021.
2.	POA Audit	Presentation and file checking process of POA – 2020-21 were done for each department by the audit committee.



Principal