

# SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY

## IQAC

### Minutes of the IQAC Meeting

Venue: Conference Room

Meeting Date: 08.03.2023

Convener and Chair: Dr. Anitha G. Pillai, Principal, SSET

Meeting scheduled start: 09:15 AM

#### Members Present

1. Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group
2. Dr. Radha P. Thevannoor, Group Director, SCMS
3. Dr. Indu Nair, Group Director, SCMS
4. Prof. S. Gopakumar, Group Director, SCMS
5. Dr. Praveensal C J, Campus Director, SSET-SSA
6. Dr. Sunny George, Director, SCMS Water Institute
7. Dr. Jenson Joseph E., HOD, Dept. of AU
8. Dr. Varun G Menon., HOD, Dept. of CSE
9. Dr. Anandhi V., HOD, Dept. of ECE
10. Dr. Rag R. L., HOD, Dept. of ME
11. Dr. Jayanand B., HOD, Dept. of EEE
12. Dr. Sreelekha B., HOD, Dept. of BS&H
13. Mr. Sajeev Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
14. Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala
15. Meera R Nair, *Managing Partner, Foliage Architects, Kochi*
16. Ms. Sujitha Vinod, Parent.
17. Mr. Tom George Kappil, Student Representative
18. Dr. Suresh Kumar, Dean Academics.

#### Members Absent

Nil

#### Meeting Minutes

Sl. No.	Description	Action By
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.	Convener
2	Industrial Visit for Students Students from 2 <sup>nd</sup> , 3 <sup>rd</sup> and 4 <sup>th</sup> shall be permitted to go for industrial visits for 1, 2 and 3 working days respectively.	HoD's
3	Certificate Courses Faculty shall undergo a 30 Hour certificate course during the semester.	HoD's

**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY**  
**IQAC**

4	<b>Student Internships</b> Students shall be encouraged to do internship programs in various industries related to their course of study. Students shall be encouraged to go for a 2 week internship program.	HoD's
5	<b>Audit of EC Department</b> IQAC shall work in tandem with the EC Department to prepare them for their forthcoming NBA Audit.	IQAC
6	<b>Academic Audit of all Departments</b> Academic Audit Team shall complete the audit of all departments before 25-04-2023.	IQAC
7	<b>NBA compliance report audit visit</b> Computer Science and Engineering, Civil Engineering and Mechanical Engineering shall complete their external audit scheduled on 18-04-2023	IQAC

**Prepared by**

**Dr. Suresh Kumar V.**

**Approved by**

**Dr. Anitha G. Pillai**

SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY

IQAC

**Action Taken Report**  
**IQAC Meeting held on 08-03-2023**

Venue: Conference Room

Date: 26.04.2023

Convener and Chair: Dr. Anitha G. Pillai, Principal, SSET

Meeting scheduled start: 09:15 AM

**Action Taken**

Sl. No.	Description	Action Taken
1	Industrial Visit for Students	1. Students are permitted to go for industrial visits as per the scheduled slots given below a. S4 - 1 working days and 2 holidays - 4 <sup>th</sup> and 5 <sup>th</sup> March. b. S6 - 2 working days and 2 holidays - 9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> and 12 <sup>th</sup> March. c. S8 - 3 working days and 2 holidays - 9 <sup>th</sup> to 13 <sup>th</sup> March. 2. After the industrial visit students shall submit their industrial visit certificates to the coordinators.
2	Student Internships	Students shall do their internships during the month of May. Duration of Internships shall be preferably for 2 weeks.
3	Certificate Courses	All faculty shall do a 30 Hour course on Chat GPT. The course fee shall be reimbursed by the management.
4	Audit of EC Department	Audits and visits of the EC Department are conducted by the IQAC team and files are been audited.
5	Academic Audit of Departments	The Academic audit of all departments were successfully completed before 24-04-2023
6	NBA compliance report audit visit	External Audit was conducted on 18-04-2023 by Prof Pramod P. Thevanloor and Dr. Praveena K.

Prepared by

Dr. Suresh Kumar V.

Approved by

Dr. Anitha G. Pillai

**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY**  
**IQAC**

**Minutes of the IQAC Meeting**

**Venue:** Conference Room

**Meeting Date:** 10.01.2023

**Convener and Chair:** Dr. Anitha G. Pillai, Principal, SSET

**Meeting scheduled start:** 09:15 AM

**Members Present**

1. Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group
2. Dr. Radha P. Thevannoor, Group Director, SCMS
3. Dr. Indu Nair, Group Director, SCMS
4. Dr. Praveensal C J, Campus Director, SSET-SSA
5. Dr. Sunny George, Director, SCMS Water Institute
6. Dr. Jenson Joseph E., 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. Jayanand B., HOD, Dept. of EEE
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. Mr. Tom George Kappil, Student Representative
16. Dr. Suresh Kumar, Dean Academics.

**Members Absent**

1. Meera R Nair, *Managing Partner, Foliage Architects, Kochi*

**Meeting Minutes**

Sl. No.	Description	Action By
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.	Convener
2	Participation in Conferences Faculty shall be motivated to attend more number of National and International Conferences.	HoD's
3	IPR Related seminars More research and IPR related seminars shall be organized by the Departments / IEDC Cell.	IEDC Cell

**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY**  
**IQAC**

4	<b>Student Internships</b> Students shall be encouraged to do internship programs in various industries related to their course of study.	HoD's
5	<b>Value Added and Add-on Courses</b> The departments of Mechanical Engineering, Electronics and Communications and Electrical and Electronics Engineering shall conduct Add-on or Value Added courses in the coming semesters.	HoD's

**Prepared by**

**Dr. Rag R L**

**Approved by**

**Dr. Anitha G Pillai**

**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY**

**IQAC**

**Action Taken Report**  
**IQAC Meeting held on 10-01-2023**

**Venue:** Conference Room

**Meeting Date:** 10.01.2023

**Convener and Chair:** Dr. Anitha G. Pillai, Principal, SSET

**Meeting scheduled start:** 09:15 AM

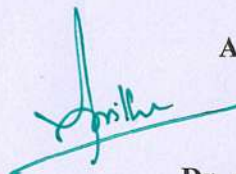
**Action Taken**

<b>Sl. No.</b>	<b>Description</b>	<b>Action Taken</b>
1	Participation in Conferences	Reimbursements shall be provided to all faculty who had attended and participated in conferences during the AY 2022-2023
2	IPR Related seminars	The IEDC cell had organized IPR related workshops during the month of February and March
3	Student Internships	The class coordinators have advised students to apply for internships in reputed industrial firms for the month of May
4	Value Added and Add-on Courses	Konfidence Group shall conduct aptitude training courses in the month of February and March 2023.

**Prepared by**

**Dr. Rag R L**

**Approved by**



**Dr. Anitha G Pillai**

# SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY

## IQAC

### Minutes of the IQAC Meeting

Venue: Conference Room

Meeting Date: 19.10.2022

Convener and Chair: Dr. Anitha G. Pillai, Principal, SSET

Meeting scheduled start: 09:30 AM

#### Members Present

1. Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group
2. Dr. Radha P. Thevannoor, Group Director, SCMS
3. Dr. Indu Nair, Group Director, SCMS
4. Prof. S. Gopakumar, Group Director, SCMS
5. Dr. Praveensal C J, Campus Director, SSET-SSA
6. Dr. Sunny George, Director, SCMS Water Institute
7. Dr. Jenson Joseph E., HOD, Dept. of AU
8. Dr. Varun G Menon., HOD, Dept. of CSE
9. Dr. Anandhi V., HOD, Dept. of ECE
10. Dr. Rag R. L., HOD, Dept. of ME
11. Dr. Sreelekha B., HOD, Dept. of BS&H
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. Tom George Kappil, Student Representative
15. Dr. Suresh Kumar, Dean Academics, *Professor & Dean.*

#### Members Absent

1. Mr.Sajeev Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
2. Meera R Nair, *Managing Partner, Foliage Architects, Kochi*

#### Meeting Minutes

Sl. No.	Description	Action By
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.	Convener
2	Evaluation of IQAC Audit and Preparedness for NAAC The Departments shall opt for tentative deadlines for completion of Department files which shall be finalized by the IQAC Team	HoD's / IQAC
3	Campus Placements Measures shall be adopted to improve the placements for final year students.	Placement
4	Student Technical Programs	HoD's

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**IQAC**

	Students shall be encouraged to take memberships in professional associations. Also the departments may organize technical events for the students.	
5	Workshops / Seminars / Conferences Seminars/ Conferences and Workshops to be organized by all departments to enhance the research skills of the students.	HoD's
6	PTA Meetings and Conduct of Series Exam	HoD's

**Prepared by**

Dr. Rag R L

 **Approved by**

Dr. Anitha G. Pillai



# SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY

## IQAC

### Action Taken Report IQAC Meeting held on 19-10-2022

Venue: Conference Room

Meeting Date: 19.10.2022

Convener and Chair: Dr. Anitha G. Pillai, Principal, SSET

Meeting scheduled start: 10:00 AM

#### Action Taken

Sl. No.	Description	Action Taken
1	NAAC Audit Preparation	Academic Audit of each department shall be conducted by the IQAC team in the 3 <sup>rd</sup> week of September. Departments shall keep all the files updated for the audit.
2	Campus Placements	Mock interviews both Technical and HR levels were conducted by faculty for students to improve their preparedness for interviews.
3	Student Technical Programs	<p>The Department of Mechanical Engineering had conducted an</p> <ul style="list-style-type: none"><li>➤ Idea Pitching Competition to identify the utilization of Renewable Energy Resource in association with Association of Energy Engineers.</li><li>➤ Conducted a modelling competition on Clean Water and Sanitation (UNSDG 6) and Affordable and Clean Energy (UNSDG 7) in association with the Association of Energy Engineers</li></ul> <p>A 3 day training session on ICT Computing Skills was organized by SSET IEDC and Department of Civil Engineering.</p>
4	Workshops	<ol style="list-style-type: none"><li>1. The Department of Mechanical Engineering had conducted a Mechanical Skill Enhancement program (M-SEP) which was attended by 40 students.</li><li>2. The Department of Automobile Engineering had conducted,<ul style="list-style-type: none"><li>➤ Workshop Autodesk Fusion 360 Beginners Boot Camp</li><li>➤ Basic Vehicle Maintenance Workshop</li><li>➤ First Aid &amp; Trauma Care Workshop</li></ul></li><li>3. The Department of Electronics and Communication Engineering had conducted a Skill Development Workshop On 3d Printing</li><li>4. The Department of Electrical and Electronics Engineering had conducted an Arduino Programming, Simulation, PCB Designing and Led Bulb Manufacturing / Repair.</li><li>5. The Department of Computer Science and Engineering had conducted a hands-on workshop on Full stack web development.</li></ol>

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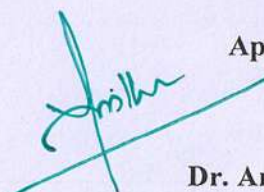
**IQAC**

5	Series I Examinations	The First Internal Test was conducted from 14 <sup>th</sup> to 16 <sup>th</sup> of November. Based on the evaluation of Internal Exams, student evaluation was done and PTA meetings were held.
6	Series II Examinations	The Second Internal Test was conducted from 12 <sup>th</sup> to 14 <sup>th</sup> of December 2022.

**Prepared by**

**Dr. Rag R. L.**

**Approved by**



**Dr. Anitha G Pillai.**

# SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY

## IQAC

### Minutes of the IQAC Meeting

Venue: Conference Room

Meeting Date: 03.08.2022

Convener and Chair: Dr. Anitha G. Pillai, Principal, SSET

Meeting scheduled start: 10:00 AM

#### Members Present

1. Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group
2. Dr. Radha P. Thevannoor, Group Director, SCMS
3. Dr. Indu Nair, Group Director, SCMS
4. Prof. S. Gopakumar, Group Director, SCMS
5. Dr. Praveensal C J, Campus Director, SSET-SSA
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11. Dr. Sreelekha B., HOD, Dept. of BS&H
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. Tom George Kappil, Student Representative

#### Members Absent

1. Mr. Sajeew Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
2. Meera R Nair, *Managing Partner, Foliage Architects, Kochi*

#### Meeting Minutes

Sl. No.	Description	Action By
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.	Convener
2	FDP's / Workshops Each department shall make efforts to conduct Government funded FDP's or workshops	HoD's
3	Industry Collaborations The departments shall make efforts to make department collaborations with industries to promote internships and student projects.	HoD's / Placement
4	Preparations for Accreditation The IQAC Team shall conduct periodic academic audits and assist	IQAC

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IQAC

	the departments in their preparations for the NAAC Audit	
5	Student Projects and Seminar Students shall give preference to undergo projects pertaining eco-friendly, socially relevant, green and industrial.	HoD's
6	Life Skills program Review on the conduct of Health and Physical hygiene session titled "Stay-Fit and Stay – Healthy" for the students, to be organized by Mr. Sunil (Physical Education).	Mr. Sunil (Physical Education Dept.)

**Prepared by**

Dr. Rag R. L.

*Anitha*  
**Approved by**

Dr. Anitha G. Pillai

SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY, KARUKUTTY

IQAC

**Action Taken Report**  
**IQAC Meeting held on 03-08-2023**

Venue: Conference Room

Meeting Date: 03.08.2022

Convener and Chair: Dr. Anitha G Pillai, Principal, SSET

Meeting scheduled start: 10:00 AM

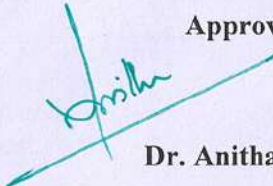
**Action Taken**

Sl. No.	Description	Action Taken
1	FDP's / Workshops	KTU funded FDP on International Conference on Emerging Trends in Communication, Microelectronics, Computing and Signal Processing was conducted by the Department of Electronics and Communication Engineering from 22 <sup>nd</sup> to 26 <sup>th</sup> August.
2	Industry Collaborations	Departments have started identifying possible industries and technical offices to be considered for collaborations.
3	Preparations for Accreditation	IQAC conducted audits of all the departments to review the status of File updates.
4	Student Projects and Seminar	Seminar Topics selected shall be related to their project works. The seminar presentations shall have references from reputed journals. This is to be communicated with the students by the project coordinators.
5	Life Skills program	Session titled "Stay-Fit and Stay – Healthy" for the students, to be organized by Mr. Sunil (Physical Education), shall be conducted on 26.10.2022

Prepared by

Dr. Rag R. L.

Approved by

  
Dr. Anitha G. Pillai