



## SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

VIDYA NAGAR, KARUKUTTY, ERNAKULAM – 683576, PHONE: 0484-2882900, 2450330

E-Mail: [sset@scmsgroup.org](mailto:sset@scmsgroup.org) Website: [www.scmsgroup.org/sset](http://www.scmsgroup.org/sset)

---

### Criteria 6: Governance, Leadership and Management

6.1.2: The effective leadership is visible in various institutional practices such as decentralization and participative management.

#### INSTITUTIONAL GOVERNANCE:

##### Participatory Management Approach:

- The institution adopts a participatory management approach, involving faculty members and operational staff in governing administrative roles
- Committees are formed with teacher-representatives to encourage collaborative administration, ensuring transparency and collective decision-making

##### Review Meetings and Feedback Mechanism:

- Regular meetings at department and institution levels are conducted to review planning, incorporating feedback from various stakeholders, including students, parents, employers, industry, and alumnae.
- Committees, including IQAC, play a vital role in planning, evaluating quality assurance, and reviewing progress quarterly.

##### Role of Heads of Departments (HoDs):

- HoDs and Deans are given the authority to take administrative decisions for their respective departments, promoting decentralized functioning and empowering faculty members
- Committees, involving students, are formed for program planning, academic activities, and examinations, enhancing faculty involvement and decentralization



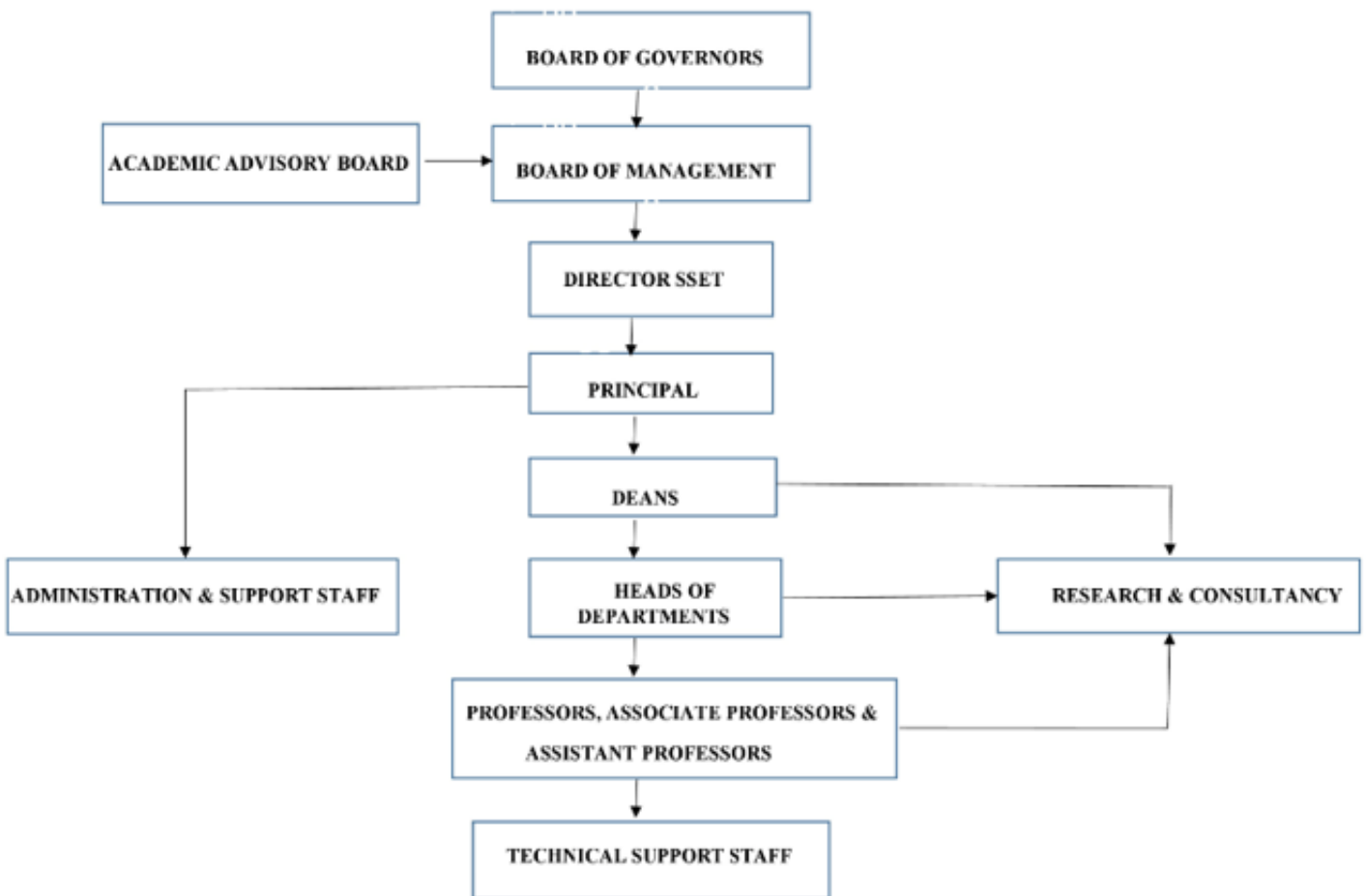
# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

VIDYA NAGAR, KARUKUTTY, ERNAKULAM – 683576, PHONE: 0484-2882900, 2450330

E-Mail: sset@scmsgroup.org Website: www.scmsgroup.org/sset

## 6.1.2. Governing, Senate, Academic and Administrative Bodies

### Governing Structure



*Amila*  
30/12/24

PRINCIPAL  
SCMS SCHOOL OF ENGINEERING & TECHNOLOGY  
VIDYANAGAR, PALLISSERY, KARUKUTTY  
ERNAKULAM, KERALA-683 576



## SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

VIDYA NAGAR, KARUKUTTY, ERNAKULAM – 683576, PHONE: 0484-2882900, 2450330

E-Mail: sset@scmsgroup.org Website: www.scmsgroup.org/sset

### Board of Governors

#### Board of Governors of the Institution

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY BOARD OF GOVERNORS				
Sl. No	Name	Position	Qualification	Current organization and Positions held
1	Dr.Subramanian Swamy	Member of Parliament - Chairman	Ph.D.	Formerly Union Minister for Commerce, Law & Justice & Professor, Harvard University
2	Mr.P.C.Chacko	Public Representative - Member	Graduate	Ex-MP., Formerly Minister for Industry, Govt. of Kerala
3	Dr.G.P.C.Nayar	Chairman and Founder, SCMS Group - Member	B.Sc., B.JIm, PGDBM, MBA, Ph.D. (USA)	Chairman SCMS Group of Educational Institutions
4	Prof. Pramod P.Thevanoor	Vice Chairman	B.Com, MBA	Vice Chairman , SCMS Group of Educational Institutions
5	Mr.T.P.Sreenivasan	Ex-Ambassador & Educationist - Member	IFS	Former Chairman, Higher Education Council and Director, NSS Academy of Civil Services, Director General, Kerala International Centre
6	Dr.U.Ramesh	Regional Officer (Addl. Charge) & Director, AICTE - Member		Regional Officer (Addl. Charge) & Director, AICTE
7	Prof.N.C.George	AICTE nominated industry expert - Member	MA & DTFT (UK)	Management Consultant
8	Nominee of the State Government -	Nomination Awaited		
9	Nominee of the State Government (Outside expert from the Region)	Nomination Awaited		
10	Dr. C.V.N.Reddi	Academician and Administrator - Member	Ph.D.	National Professor of Public Relations (UGC)
11	Mr.A.K.Nair	Management expert from Industry - Member	B.Tech., MBA	Ex - Managing Director, KSIDC & KCPL

12	Dr. Praveensal C J	Campus Director, SSET – Member	M.Tech, MBA Ph.D.	Professor , SSET
13	Dr. Anitha G.Pillai	Principal, SSET - Member Secretary	M.Tech., Ph.D.	Professor, SSET
14	Dr.Varun G.Menon	Associate Professor, International Collaborations & Corporate Relations - in charge, Deputy Dean Research, CSE,SSET- Member	M.Tech, PhD	Professor CSE, SSET
15	Mr. Siddharth Sethu	Alumni Representative - Member	B.Tech.	Unisys, Delhi.
16	Mr. Shibu Balakrishnan	Industry Expert- Member	MBA	Cognizant Technologies

*Anitha*  
30/12/24



PRINCIPAL  
SCMS SCHOOL OF ENGINEERING & TECHNOLOGY  
VIDYANAGAR, PALLISSERY, KARUKUTTY  
ERNAKULAM, KERALA-683 576



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

VIDYA NAGAR, KARUKUTTY, ERNAKULAM – 683576, PHONE: 0484-  
2882900, 2450330

---

## Board of Management

The governing body has a participative decision-making process and functions through its executive arm, the Board of Management (BoM).

### Members of Board of Management – SCMS Group of Educational Institutions

- Dr. G.P.C.Nayar - Chairman, SCMS Group of Educational Institutions
- Prof. Pramod P. Thevannoor - Vice Chairman, SCMS Group of Educational Institutions
- Prof. S. Gopakumar - Group Director, SCMS Group
- Dr. Radha Thevannoor - Group Director, SCMS Group
- Dr. Indu Nair - Group Director, SCMS Group
- Prof. Baiju R. Nair - Director, SCMS Group

  
  
PRINCIPAL  
SCMS SCHOOL OF ENGINEERING & TECHNOLOGY  
VIDYANAGAR, PALLISSERY, KARUKUTTY  
ERNAKULAM, KERALA-683 576



## SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

VIDYA NAGAR, KARUKUTTY, ERNAKULAM – 683576, PHONE: 0484-2882900, 2450330

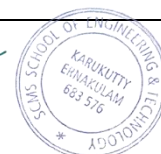
E-Mail: sset@scmsgroup.org Website: www.scmsgroup.org/sset

### Academic Advisory Board

Academic Advisory Boards consist of Vice Chairman, Registrar, Group Director, Principal, Head of the Department and stakeholder representatives from recruiters, alumni and academic experts. The committee acts as advisory to the Board of Management on new programmes, MDPs, FDPs, innovations, introduction of new add-on courses etc. The committee reviews strengths and weaknesses of the current programme in terms of structure, design of the courses and master academic calendar, program outcomes, admission and placement.

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY ACADEMIC ADVISORY BOARD				
Sl No	Name	Current Organization and Role	Qualification	Positions Held
1	Prof. Pramod P. Thevanoor	Vice Chairman, SCMS Group of Institutions	B.Com, MBA	Vice Chairman
2	Dr Radha Thevanoor	Registrar , SCMS Group of Institutions	M.Com, MBA, Ph.D.	Registrar
3	Dr.Praveensal C J	Campus Director, SSET – Member	M.Tech, MBA,Ph.D.	Professor , SSET
4	Dr.Anitha G.Pillai	Principal, SSET - Member Secretary	M.Tech., Ph.D.	Professor, SSET
5	Dr Jenson Joseph	HoD- AU	M.Tech., Ph.D.	Professor, SSET
6	Dr. Ratish Menon	HoD-CE	M.Tech, PhD	Professor,SSET
7	Dr. Sonal Ayappan	HoD- AI & DS	M.Tech, PhD	Professor, SSET
8	Dr. Manish T I	HoD- CSE	M.Tech., Ph.D.	Professor, SSET
9	Dr Jayanand B	HoD- EE	M.Tech., Ph.D.	Professor, SSET
10	Dr. Deepak K S	HoD- EC	M.Tech, PhD	Professor,SSET
11	Dr. Vidya Chandran	HoD- ME	M.S., Ph.D.	Associate Professor, SSET
12	Dr. Nuja M Unnikrishnan	HoD-BSH	M.Sc, PhD	Associate Professor, SSET

*Amila*  
30/12/24



PRINCIPAL  
SCMS SCHOOL OF ENGINEERING & TECHNOLOGY  
VIDYANAGAR, PALLISSERY, KARUKUTTY  
ERNAKULAM, KERALA-683 576



## SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

VIDYA NAGAR, KARUKUTTY, ERNAKULAM – 683576, PHONE: 0484-2882900, 2450330

E-Mail: sset@scmsgroup.org Website: www.scmsgroup.org/sset

### Decentralization in Working and Grievance Redressal Mechanism

List of faculty members who have been delegated powers for taking administrative decisions are listed

Sl. No	Name	Designation
1	Dr. Mini Tom	Deputy Dean
2	Dr. Jenson Joseph	HoD- AU
3	Dr. Ratish Menon	HoD- CE
4	Dr. Manish T I	HoD- CS
5	Dr. Sonal Ayappan	HoD- AI & DS
6	Dr. Jayanand B	HoD- EEE
7	Dr. Deepak K s	HoD- EC
8	Dr. Vidya Chandran	HoD- ME
9	Dr. Nuja M Unnikrishnan	HoD-BSH

*Amila*  
30/12/24

PRINCIPAL  
SCMS SCHOOL OF ENGINEERING & TECHNOLOGY  
VIDYANAGAR, PALLISSERY, KARUKUTTY  
ERNAKULAM, KERALA-683 576



## SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

VIDYA NAGAR, KARUKUTTY, ERNAKULAM – 683576, PHONE: 0484-2882900, 2450330

E-Mail: sset@scmsgroup.org Website: www.scmsgroup.org/sset

### Decentralization in working

#### a. Administration

The overall administration is carried out by the principal with the assistance of office assistants as listed in table, who are in-charge of affairs related to hostels, transportation, admissions, academics, establishments, scholarships etc. Finances are handled by the accounts section of the office.

Sl. No.	Name	Designation
1	Ms. Jagadamma M P	Administrative Officer
2	Mr. Manoj Kumar R	Estate Supervisor
3	Ms. Shini Thomas	Asst. Accounts Officer
4	Ms. Anjanan Nandakumar	Office Assistant
5	Asha E. Prabhakaran	Office Secretary
6	Ms. Saritha K	Office Assistant
7	Ms. Anju N Raj	Office Assistant
8	Mr. Jino Paul	Office Assistant

*Anil*  
30/12/24

PRINCIPAL  
SCMS SCHOOL OF ENGINEERING & TECHNOLOGY  
VIDYANAGAR, PALLISSERY, KARUKUTTY  
ERNAKULAM, KERALA-683 576





## SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

VIDYA NAGAR, KARUKUTTY, ERNAKULAM – 683576, PHONE: 0484-2882900, 2450330

E-Mail: sset@scmsgroup.org Website: www.scmsgroup.org/sset

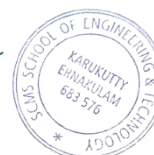
### Decentralization in working

#### b. Academics

The heads of various departments have been delegated the authority to take administrative decisions for their respective department after consulting the Principal and Dean-Academic Affairs. The faculty members who have been delegated powers for taking administrative decisions are listed in Table

Sl. No	Name	Designation
1	Dr. Mini Tom	Deputy Dean
2	Dr. Jenson Joseph	HoD- AU
3	Dr. Rathish Menon	HoD- CE
4	Dr. Manish T	HoD- CS
5	Dr. Sonal Ayappan	HoD- AI & DS
6	Dr. Jayanand B	HoD- EEE
7	Dr. Deepak K S	HoD- ECE
8	Dr. Vidya Chandran	HoD- ME
9	Dr. Nuja M Unnikrishnan	HoD-BSH

*Mini*  
30/12/24



PRINCIPAL  
SCMS SCHOOL OF ENGINEERING & TECHNOLOGY  
VIDYANAGAR, PALLISSERY, KARUKUTTY  
ERNAKULAM, KERALA-683 576



## SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

VIDYA NAGAR, KARUKUTTY, ERNAKULAM – 683576, PHONE: 0484-2882900, 2450330

E-Mail: sset@scmsgroup.org Website: www.scmsgroup.org/sset

### Decentralization in working

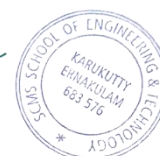
#### c. Examinations

All the internal and university examination matters are handled by the Examination committee headed by the Chief Superintendent. He/ She is assisted by faculty representatives from all departments, technical staff and office assistants. These faculty members are shuffled periodically. For internal examinations, faculty handover the question paper to the committee members of their respective departments who in turn hand over the question papers to the Chief Superintendent. Question papers of the university exams are downloaded from a confidential mail ID provided by the University in the presence of an Observer appointed by the University. Examination Cell members collect the answer sheets after completion of the examination and bundle up the same as per the University regulations.

The list of members of the Committee is given in table

SI No:	Name	Designation
1	Dr. Sanju Sreedharan	Chief Superintendent
2	Mr. Anoop M S	Member
3	Ms. Tenu Syriac	Member
4	Ms. Neenu Sebastian	Member
5	Ms. Demmy Devassy	Member
6	Ms. Deepa S	Member
7	Ms. Mary Catherine	Member
8	Mr. Vishnu H	Member
9	Ms. Reshma K. V	Member
10	Dr. Santhosh M V	Member

*Amila*  
30/12/24



PRINCIPAL  
SCMS SCHOOL OF ENGINEERING & TECHNOLOGY  
VIDYANAGAR, PALLISSERY, KARUKUTTY  
ERNAKULAM, KERALA-683 576



## SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

VIDYA NAGAR, KARUKUTTY, ERNAKULAM – 683576, PHONE: 0484-2882900, 2450330

E-Mail: sset@scmsgroup.org Website: www.scmsgroup.org/sset

### d. Grievance Redressal Committee

The Grievance Redressal Committee is set up to settle any grievances of students/their parents/staff who are the primary stakeholders of the organization. Students/ staff may share their grievances at the class committee meetings held during the semester or privately. Grievances brought forward verbally or in writing are discussed by the department head, group tutor and a senior faculty member before any action is taken. However, if the complainant is not satisfied with the redressal, they may approach the Grievance Redressal Committee for a further inquiry and follow up on the issue. The committee ensures appropriate action is taken in a timely manner.

Sl. No.	Name	Designation
1	Dr. Anitha G Pillai	Principal
2	Dr. Praveensal C J	Campus Director
3	Dr. Mini Tom	Professor and Deputy Dean
4	Dr. Sreeja K A	Associate Professor, Dept. of ECE
5	Mr. Aravind P V	Assistant Professor, Dept. of Automobile Engineering
6	Dr. Nuja M Unnikrishnan	HoD, Dept. of Basic Science & Humanities
7	Dr. Lakshmi Priya	Assistant Professor, Dept. of Civil Engineering
8	Ms Bini Oommen	Assistant Professor, Dept. of CSE
9	Dr. Divyanath K	Associate Professor, Dept. of EEE
10	Dr. Vidya Chandran	HoD, Dept. of Mechanical Engineering
11	Mr. Francis Thomas	Assistant Professor, Dept. of Mechanical Engineering
12	Ms Jagadamma M P	Administrative Officer

*Anitha*  
30/12/24



PRINCIPAL  
SCMS SCHOOL OF ENGINEERING & TECHNOLOGY  
VIDYANAGAR, PALLISSERY, KARUKUTTY  
ERNAKULAM, KERALA-683 576



## SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

VIDYA NAGAR, KARUKUTTY, ERNAKULAM – 683576, PHONE: 0484-2882900, 2450330

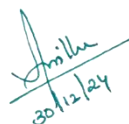

E-Mail: [sset@scmsgroup.org](mailto:sset@scmsgroup.org) Website: [www.scmsgroup.org/sset](http://www.scmsgroup.org/sset)

### Internal Quality Assurance Cell (IQAC)

The Internal Quality Assurance Cell of SCMS School of Engineering and Technology has been constituted for the Academic Year 2023-2024 with the following members.

Dr. Anitha G. Pillai, <i>Principal, SSET</i>	Chair Person, IQAC
Dr. Indu Nair, <i>Group Director, SCMS</i>	Management Representative
Prof. Pramod P. Thevannoor, <i>Vice Chairman, SCMS Group</i> Dr. Radha P. Thevannoor, <i>Group Director, SCMS</i> Dr. Praveensal C J, <i>Campus Director, SSET-SSA</i> Dr. Sunny George, <i>Director, SCMS Water Institute</i>	Senior Administrative Officers
Mr. Jose Sheril D'cotha, <i>Asst. Professor, Dept. of ME</i>	IQAC Coordinator
Dr. Anu V. R., <i>Assoc. Professor, Dept. of CSE</i> Mr. Ajith Joseph, <i>Asst. Professor, Dept. of ECE</i> Dr. Mini Tom, <i>Dy. Dean</i> Dr. Varun G Menon., <i>Dy. Dean, Research</i> Dr. Sonal Ayyapan, <i>HoD, AI&amp;DS</i> Dr. Jenson Joseph E., <i>HOD, Dept. of AU</i> Dr. Ratish Menon, <i>HoD, Dept. of CE</i> Dr. Manish T. I., <i>HoD, Dept. of CSE</i> Dr. Deepak K. S., <i>HOD, Dept. of ECE</i> Dr. Vidya Chandra., <i>HoD, Dept. of ME</i> Dr. Jayanand B.,	Faculty

<p><i>HoD</i>, Dept. of EEE  Dr. Nuja M. Unnikrishnan.,  <i>HoD</i>, Dept. of BS&amp;H  Dr. Lakshmipriya,  <i>Asst. Professor</i>, Dept. of CE  Ms. Sindhya K Nambiar,  <i>Asst. Professor</i>, Dept. of CSE  Dr. Parvathy M.  <i>Assoc. Professor</i>, Dept. of ECE  Mr. Anil G,  <i>Librarian</i>, PTLRC  Ms. Divya M. S.,  <i>Asst. Professor</i>, Dept. of BS&amp;H</p>	
<p>Dr. Shyju Thadathil,  <i>Superintending Officer</i>, Kerala Water Authority  Ms. Jagadhamma M. P.,  <i>Administrative Officer</i></p>	Nominees from Employers /Industrialists/Stakeholders
<p>Ms. Sreeja S., Parent.</p>	Nominees from Parents
	Student Nominee
	Alumni Nominee

  
  
PRINCIPAL  
SCMS SCHOOL OF ENGINEERING & TECHNOLOGY  
VIDYANAGAR, PALLISSERY, KARUKUTTY  
ERNAKULAM, KERALA-683 576