

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Vidya Nagar, Palissery, Karukutty

Internal Quality Assurance Cell (IQAC)

Notification of Formation of IQAC

Venue: Conference Room

Meeting Date: 18.04.2023

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&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>	Faculty

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

Shilpa
18/4/23

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Vidya Nagar, Palissery, Karukutty

Internal Quality Assurance Cell (IQAC)

IQAC Meeting – 1

AY 2023-24

Venue: Conference Room

Meeting Date: 06.07.2023

Convener and Chair: Dr. Anitha G. Pillai, Principal, SSET Meeting scheduled start: 09:15 AM

Members Present

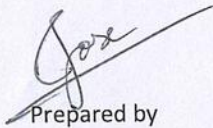
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2. Dr. Radha P. Thevannoor, Group Director, SCMS
3. Dr. Indu Nair, Group Director, SCMS
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26. Ms. Sreeja S., Parent.

Members Absent

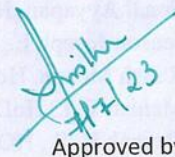
Nil

Meeting Minutes

Sl. No.	Description	Action By
1	To decide on splitting of activities into different categories. 1. Governance 2. Academics 3. Faculty Development 4. Placements / Admissions 5. MoU / Collaborations / Research 6. Co-curricular Activities 7. Arts / Cultural 8. Sports 9. Infrastructure Augmentation 10. Extension Activities 11. Alumni 12. Best Practices	Principal
2	Suggestions on best practices followed in each department	HoD of each department
3	Suggestions on number of activities to be conducted under each head mentioned above	HoD of each department
4	Discussion/Decision on a single online point of digital data entry for all useful data required for NBA, NAAC, NIRF, KTU and other quality audit reports.	IQAC


Prepared by

Mr. Jose Sheril D'cotha


Approved by

Dr. Anitha G. Pillai

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

IQAC Meeting - 1

Action Taken Report
IQAC Meeting held on 06-07-2023

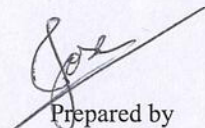
Venue: Conference Room

Meeting Date: 18.08.2023

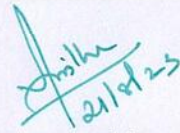
Convener and Chair: Dr. Anitha G. Pillai, Principal, SSET
Meeting scheduled start: 09:15 AM

Action Taken

Sl.No.	Description	Action Taken
1	To decide on splitting of activities into different categories.	The different categories were listed and activities under each was identified.
2	Suggestions on best practices followed in each department	Done by departments and best practice identifications done. Environmental sustainability preferred
3	Suggestions on number of activities to be conducted under each head mentioned above	All students to involve in multiple activities. Two add-on courses to be provided.
4	Discussion/Decision on a single online point of digital data entry for all useful data required for NBA, NAAC, NIRF, KTU and other quality audit reports.	Data consolidation and compilation in progress. In the process of implementation.


Prepared by

Mr. Jose Sheril D'cotha


21/08/23

Approved by

Dr. Anitha G. Pillai

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Vidya Nagar, Palissery, Karukutty

Internal Quality Assurance Cell (IQAC)

IQAC Meeting -2

AY 2023-24

Venue: Conference Room

Meeting Date: 18.08.2023

Convener and Chair: Dr. Anitha G. Pillai, Principal, SSET Meeting scheduled start: 09:15 AM

Members Present

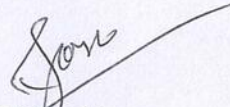
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3. Dr. Indu Nair, Group Director, SCMS
4. Dr. Praveensal C J, Campus Director, SSET-SSA
5. Dr. Sunny George, Director, SCMS Water Institute
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12. Dr. Jenson Joseph E., HOD, Dept. of AU
13. Dr. Ratish Menon, HoD, Dept. of CE
14. Dr. Manish T. I., HoD, Dept. of CSE
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22. Mr. Anil G, Librarian, PTLRC
23. Ms. Divya M. S., Asst. Professor, Dept. of BS&H
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25. Dr. Shyju Thadathil, Superintending Officer, Kerala Water Authority
26. Ms. Sreeja S., Parent.

Members Absent

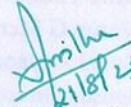
Nil

Meeting Minutes

Sl. No.	Description	Action By
Governance		
1	Departments to prepare their plan of action for the AY 2023-24	Department
Academics		
2	Preparation of Academic Calendar AY 2023-24	IQAC
Faculty Development		
3	The Department Heads shall plan for the conduct of FDP's.	
Placements / Admissions		
4	The placement cell shall target to improve the number of placements compared to the previous academic year.	Placement
MoU / Collaborations / Research		
5	a. Departments shall identify domains of research	Department
Extension Activities		
6	Identify the areas of social concerns and sustainability and concentrate on conducting activities towards these thrust areas.	IQAC / Departments
Best Practices and Institutional Distinctiveness		
7	Departments shall suggest the best practices followed by them	Department


Prepared by

Mr. Jose Sheril
D'cotha


Approved by

Dr. Anitha G. Pillai

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

IQAC Meeting -2

Action Taken Report
IQAC Meeting held on 18-08-2023

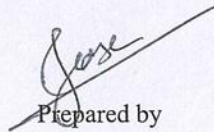
Venue: Conference Room

Meeting Date: 07.11.2023

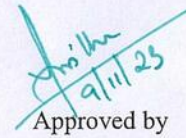
Convener and Chair: Dr. Anitha G. Pillai, Principal, SSET
Meeting scheduled start: 09:15 AM

Action Taken

Sl.No.	Description	Action Taken
1	Preparation of Plan of Action	All Departments had prepared their plan of action and submitted to the Principal
2	Academic Calendar	With reference to the KTU calendar the Academic Calendar for AY 2023-24 was prepared and circulated.
3	Conduct of FDP's	Each department had planned to conduct on FDP each and few of the FDP's are sponsored FDP's/
4	Placements	Emphasis is provided to have more placements from core disciplines.
5	Research	Departments have identified their domain of expertize and research
6	Sustainability	Workshops and Seminars are planned providing more impetus on sustainability and social commitments.
7	Best Practices	Department have identified their best practices.


Prepared by

Mr. Jose Sheril
D'cotha


Approved by

Dr. Anitha G. Pillai

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Vidya Nagar, Palissery, Karukutty

Internal Quality Assurance Cell (IQAC)

IQAC Meeting-3

AY 2023-24

Venue: Conference Room

Meeting Date: 07.11.2023

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. Mr. Jose Sheril D'cotha, Asst. Professor, Dept. of ME
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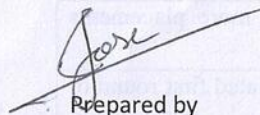
Members Absent

Nil

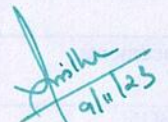
Meeting Minutes

Sl. No.	Description	Action By
Governance		
1	Implementation of OBE through Learning Management Software - Linways	Principal
2	Propagation of banners of upcoming flagship events of SSET with trailing end of all official mails of Faculty and Staff for better publicity for that event.	Principal
3	Unify the various Academic and Administrative process documentation templates and make it available online.	Principal
4	Discussion/Decision on a single online point of digital data entry for all useful data required for NBA, NAAC, NIRF, KTU and other quality audit reports.	IQAC
Academics		
5	a. Curriculum committee meeting (with lesson plan, course plan) semester wise with teachers handling subjects in that semester and DAB before the commencement of each semester. Each lesson / course plan should contain any one or two topics to be handled with one of the student centric methods such as participative learning, experiential learning and problem solving strategy as per the nature of the subject. b. Each department shall identify two best practices practiced in the corresponding department.	Department
Faculty Development		
6	A bridge course to be provided for the newly joined faculty on "Introduction to OBE" and understanding the academic and administrative processes in the Institution/Department.	IQAC
Placements / Admissions		
7	The placement cell shall target to improve the number of placements compared to the previous academic year.	Placement
MoU / Collaborations / Research		
8	a. Departments shall sign Active MoU's with prominent industries promoting research collaborations and student – industry interactions. b. Each Department shall identify an area of Research and take appropriate steps to progress.	Department
Co-curricular Activities		
9	Vocational and Etiquette training for the Second Year Students	BS&H
Arts / Cultural		
10	Ensure student participation of talented students in inter-collegiate events.	Department
Sports		

11	a. Yoga and Meditation Classes for First Year Students. b. Talented first year students for different sports events need to be identified.	Physical Education Department
Infrastructure Augmentation		
12	Learning resource sharing (online materials) and collaboration with sister institutions.	Librarian
Extension Activities		
13	Identify the areas of social concerns and sustainability and concentrate on conducting activities towards these thrust areas.	IQAC / Departments
Alumni		
14	a. Collecting the required Alumni Information through a google form (to be circulated through online platforms). b. Identify strategies and activities to establish better bonding with Alumni.	Department
Best Practices and Institutional Distinctiveness		
15	a. Introducing a quarterly newsletter for the best practices followed in the campus. b. All departments shall publish 2 editions of their department magazine annually.	Department


Prepared by

Mr. Jose Sheril D'cotha


9/11/25

Approved by

Dr. Anitha G. Pillai

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Vidya Nagar, Palissery, Karukutty

Internal Quality Assurance Cell (IQAC)

IQAC Meeting - 4

Venue: Conference Room

Meeting Date: 02.02.2024

Convener and Chair: Dr. Anitha G. Pillai, Principal, SSET Meeting scheduled start: 11:00 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. Dr. Praveensal C J, Campus Director, SSET-SSA
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24. Ms. Jagadamma M. P., Administrative Officer
25. Dr. Shyju Thadathil, Superintending Officer, Kerala Water Authority
26. Ms. Sreeja S., Parent.

Members Absent

1. Mr. Ajith Joseph, Asst. Professor, Dept. of ECE

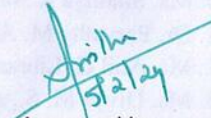
Meeting Minutes

For the fulfilments of completion of few metrics for NAAC documentation, a meeting was conducted with the Finance Manager and the following requirements were discussed.

Sl. No.	Description	Action By
NAAC Criterion 3		
1	Audited statement of incentives given to the faculty for each academic year for research publications signed by auditor and principal or management.	Finance Manager
2	Audited statement of grants received from college bank accounts and those received by each individual.	Finance Manager
NAAC Criterion 4		
1	Ledger copy of the expenses listed under the head of FDP and Miscellaneous expenses in the Income Expenditure Statement for each AY.	Finance Manager
NAAC Criterion 5		
1	Scholarship Policy document for issuing/sanction scholarship under value added fee waiving scheme, for the period AY 2020-21 and AY 2021-22.	Finance Manager
2	Provide the audited statement supporting the granting of scholarships for students. Attached please find the document (Value added fee waiver scheme) pertaining to the issue of scholarships containing the number of students.	Finance Manager
NAAC Criterion 6		
1	6.2.2 a. Institutional expenditure statements for the budget heads of e-governance implementation ERP Document and Meritto (Admission software) b. Bills for the expenditure on implementation of e-governance in the areas of operation (We received the invoice, but directed to give the bill)	Finance Manager
2	6.3.2 Audited statement of account highlighting the financial support to teachers to attend conference/ seminar/ professional body membership.	Finance Manager


Prepared by

Mr. Jose Sheril D'cotha


Approved by

Dr. Anitha G. Pillai

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

IQAC

Action Taken Report
IQAC Meeting held on 02-02-2024

Venue: Conference Room

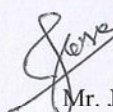
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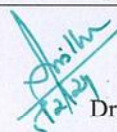
Convener and Chair: Dr. Anitha G. Pillai, Principal, SSET

Meeting scheduled start: 11:00 AM

Action Taken

Sl.No.	Description	Action Taken
1,2,3	OBE-Linways, Academic and Administrative process	Discussions in progress
4	Single online point of digital data entry	Data consolidation and compilation in progress. In the process of implementation.
5	Curriculum committee meeting and Best practices	Done by departments and best practice identifications done
6	Introduction to OBE	Bridge course to be conducted during the semester break
7	Placements	Emphasis is provided to have more placements from core disciplines.
8	MoU's	Dept. of ECE and ME have initiated first round of discussions with industries and govt. organizations.
9	Vocational Training	Y2P classes were conducted for the students of S3
10	Student participation in inter-collegiate events	Students participated in nearly 7 different events with few students nominated to participate in nationals
11	Identification of Talented Students	List of students interested in sports and other co-curricular activities is prepared.
12	Learning resource sharing	Updating work in progress
13	Extension Activities	Environmental sustainability related social commitments was identified as the need of the hour.
14	Alumni	Alumni interactions and data collection has improved.
15	Department Magazines	Departments in the process of printing magazines

 Prepared by
Mr. Jose Sheril D'cotha

 Approved by
Dr. Anitha G. Pillai

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Vidya Nagar, Palissery, Karukutty

Internal Quality Assurance Cell (IQAC)

Notification of Formation of IQAC

Venue: Conference Room

Meeting Date: 24.05.2024

The Internal Quality Assurance Cell of SCMS School of Engineering and Technology has been constituted for the Academic Year 2024-2025 with the following members.

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<p>Dr. Vidya Chandra., HoD, Dept. of ME</p> <p>Dr. Jayanand B., HoD, Dept. of EEE</p> <p>Dr. Nuja M. Unnikrishnan., HoD, Dept. of BS&H</p> <p>Dr. Lakshmi Priya, Asst. Professor, Dept. of CE</p> <p>Ms. Sindhya K Nambiar, Asst. Professor, Dept. of CSE</p> <p>Dr. Parvathy M. Assoc. Professor, Dept. of ECE</p> <p>Mr. Anil G, Librarian, PTLRC</p> <p>Ms. Divya M. S., Asst. Professor, Dept. of BS&H</p>	
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Ms. Sreeja S., Parent.	Nominees from Parents
	Student Nominee
	Alumni Nominee

Anil G
24/5/24