



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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

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

## 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&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. Rag R. L., <i>HoD, Dept. of ME</i> Dr. Jayanand B., <i>HoD, Dept. of EEE</i>	Faculty

<p>Dr. Nuja M. Unnikrishnan.,  <i>HoD, Dept. of BS&amp;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&amp;H</i></p>	
<p>Dr. Shyju Thadathil,  <i>Superintending Officer, Kerala Water Authority</i>  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



# 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**

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
7. Dr. Anu V. R., Assoc. Professor, Dept. of CSE
8. Mr. Ajith Joseph, Asst. Professor, Dept. of ECE
9. Dr. Mini Tom, Dy. Dean
10. Dr. Varun G Menon., Dy. Dean, Research
11. Dr. Sonal Ayyapan, HoD, AI&DS
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
15. Dr. Deepak K. S., HOD, Dept. of ECE
16. Dr. Rag R. L., HOD, Dept. of ME
17. Dr. Jayanand B., HOD, Dept. of EEE
18. Dr. Nuja M. Unnikrishnan., HOD, Dept. of BS&H
19. Dr. Lakshmipriya, Asst. Professor, Dept. of CE
20. Ms. Sindhya K Nambiar, Dept. of CSE
21. Dr. Parvathy M. Assoc. Professor, Dept. of ECE
22. Mr. Anil G, Librarian, PTLRC
23. Ms. Divya M. S., Asst. Professor, Dept. of BS&H
24. Ms. Jagadhamma M. P., Administrative Officer
25. Dr. Shyju Thadathil, Superintending Officer, Kerala Water Authority
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

  
Dr. Anitha G. Pillai  
Head of the Institution



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



Dr. Anitha G. Pillai  
Head of the Institution



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

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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14. Dr. Manish T. I., HoD, Dept. of CSE
15. Dr. Deepak K. S., HOD, Dept. of ECE
16. Dr. Rag R. L., HOD, Dept. of ME
17. Dr. Jayanand B., HOD, Dept. of EEE
18. Dr. Nuja M. Unnikrishnan., HOD, Dept. of BS&H
19. Dr. Lakshmipriya, Asst. Professor, Dept. of CE
20. Ms. Sindhya K Nambiar, Dept. of CSE
21. Dr. Parvathy M. Assoc. Professor, Dept. of ECE
22. Mr. Anil G, Librarian, PTLRC
23. Ms. Divya M. S., Asst. Professor, Dept. of BS&H
24. Ms. Jagadhamma M. P., Administrative Officer
25. Dr. Shyju Thadathil, Superintending Officer, Kerala Water Authority
26. Ms. Sreeja S., Parent.


### Members Absent

Nil

### Meeting Minutes

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

Prepared by  
Mr. Jose Sheril  
D'cotha

  
Dr. Anitha G. Pillai  
Head of the Institution  
  
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 expertise 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

  
Dr. Anitha G. Pillai  
Head of the Institution



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
7. Dr. Anu V. R., Assoc. Professor, Dept. of CSE
8. Mr. Ajith Joseph, Asst. Professor, Dept. of ECE
9. Dr. Mini Tom, Dy. Dean
10. Dr. Varun G Menon., Dy. Dean, Research
11. Dr. Sonal Ayyapan, HoD, AI&DS
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
15. Dr. Deepak K. S., HOD, Dept. of ECE
16. Dr. Rag R. L., HOD, Dept. of ME
17. Dr. Jayanand B., HOD, Dept. of EEE
18. Dr. Nuja M. Unnikrishnan., HOD, Dept. of BS&H
19. Dr. Lakshmipriya, Asst. Professor, Dept. of CE
20. Ms. Sindhya K Nambiar, Dept. of CSE
21. Dr. Parvathy M. Assoc. Professor, Dept. of ECE
22. Mr. Anil G, Librarian, PTLRC
23. Ms. Divya M. S., Asst. Professor, Dept. of BS&H
24. Ms. Jagadhamma M. P., Administrative Officer
25. Dr. Shyju Thadathil, Superintending Officer, Kerala Water Authority
26. Ms. Sreeja S., Parent.

### Members Absent

Nil

### Meeting Minutes

Sl. No.	Description	Action By
<b>Governance</b>		
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
<b>Academics</b>		
5	<p>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.</p> <p>b. Each department shall identify two best practices practiced in the corresponding department.</p>	Department
<b>Faculty Development</b>		
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
<b>Placements / Admissions</b>		
7	The placement cell shall target to improve the number of placements compared to the previous academic year.	Placement
<b>MoU / Collaborations / Research</b>		
8	<p>a. Departments shall sign Active MoU’s with prominent industries promoting research collaborations and student – industry interactions.</p> <p>b. Each Department shall identify an area of Research and take appropriate steps to progress.</p>	Department
<b>Co-curricular Activities</b>		
9	Vocational and Etiquette training for the Second Year Students	BS&H
<b>Arts / Cultural</b>		
10	Ensure student participation of talented students in inter-collegiate events.	Department
<b>Sports</b>		

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
<b>Infrastructure Augmentation</b>		
12	Learning resource sharing (online materials) and collaboration with sister institutions.	Librarian
<b>Extension Activities</b>		
13	Identify the areas of social concerns and sustainability and concentrate on conducting activities towards these thrust areas.	IQAC / Departments
<b>Alumni</b>		
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
<b>Best Practices and Institutional Distinctiveness</b>		
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

  
Dr. Anitha G. Pillai  
Head of the Institution



Approved by

Dr. Anitha G. Pillai

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

**IQAC**

**Action Taken Report**  
IQAC Meeting held on 07-11-2023

Venue: Conference Room

Meeting Date: 02.02.2024

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

Meeting scheduled start: 09:15 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

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

# 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
5. Dr. Sunny George, Director, SCMS Water Institute
6. Mr. Jose Sheril D'cotha, Asst. Professor, Dept. of ME
7. Dr. Anu V. R., Assoc. Professor, Dept. of CSE
8. Mr. Ajith Joseph, Asst. Professor, Dept. of ECE
9. Dr. Mini Tom, Dy. Dean
10. Dr. Varun G Menon., Dy. Dean, Research
11. Dr. Sonal Ayyapan, HoD, AI&DS
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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23. Ms. Divya M. S., Asst. Professor, Dept. of BS&H
24. Ms. Jagadhamma 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
<b>NAAC Criterion 3</b>		
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
<b>NAAC Criterion 4</b>		
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
<b>NAAC Criterion 5</b>		
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
<b>NAAC Criterion 6</b>		
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

  
20/12/24

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

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

Meeting Date: 18.04.2024

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