



**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY**

Vidya Nagar, Palissery, Karukutty, Kerala 683576

**Criteria 6:**

**Governance, Leadership and Management**

**6.1: Institutional Vision and Leadership**



**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY**

Vidya Nagar, Palissery, Karukutty, Kerala 683576

## **Vision and Mission**

**<https://scmsgroup.org/sset/vision-mission/>**



**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY**

Vidya Nagar, Palissery, Karukutty, Kerala 683576

**Board of Management**



# SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY

Vidya Nagar, Palissery, Karukutty, Kerala 683576

## SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY BOARD OF MANAGEMENT (GOVERNING COUNCIL)

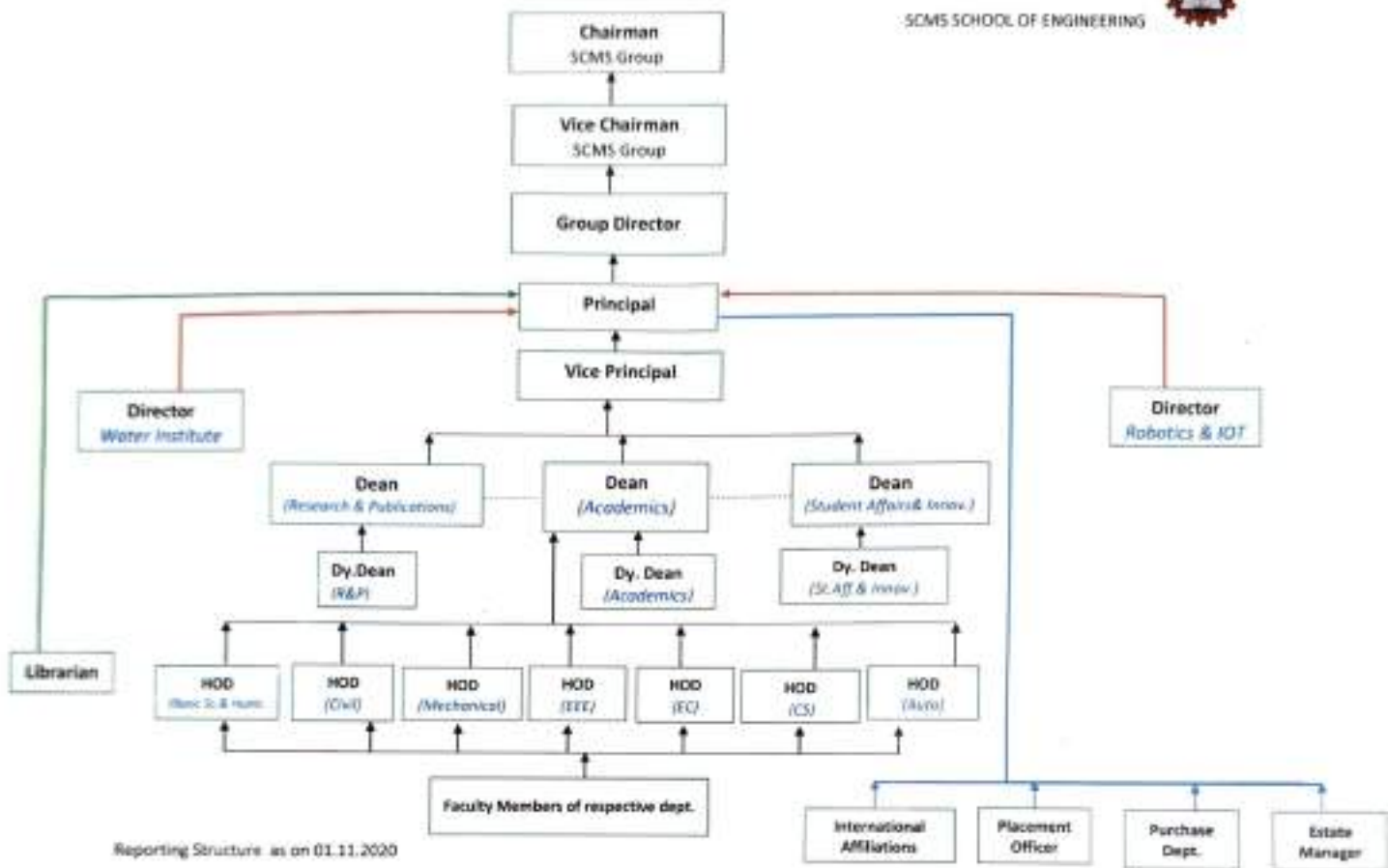
	NAME	POSITION/ DESIGNATION	QUALIFICATION	PORTFOLIO
1	Dr. G.P.C.Nayar	Chairman	B.Sc., B.Jlm, PGDBM, MBA, Ph.D. (USA)	Chairman and Founder, SCMS Group of Educational Institutions
2	Prof. Pramod P. Thevannoor	Vice Chairman	B.Com, MBA	Vice Chairman, SCMS Group of Educational Institutions
3	Dr. Radha Thevannoor	Registrar and Group Director	M.Com, MBA, Ph.D.	Registrar and In Charge of PGDM & Academic Administration
4	Dr. Indu Nair	Group Director	MCA, Ph.D.	Director in Charge of Compliances, Admissions and Alumni
5	Dr. Baiju Radhakrishnan	Group Director	B.Tech., MBA, PhD	Director in Charge of Research and Development and General Administration



**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY**

Vidya Nagar, Palissery, Karukutty, Kerala 683576

## **Organogram**





**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY**

Vidya Nagar, Palissery, Karukutty, Kerala 683576

**ACADEMIC ADVISORY BOARD**



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Accredited by NAAC, Affiliated to APJ Abdul Kalam Technological University, Kerala and Approved by AICTE, Govt. of India  
An ISO 9001:2015 Certified Institution

CAMPUS: VIDYA NAGAR, KARUKUTTY, ERNAKULAM-683 576 PHONE: 0484-2882900, 2450330  
E-mail: sset@scmsgroup.org • Website: www.scmsgroup.org/sset

## Academic Advisory Board of Engineering program

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY ACADEMIC ADVISORY BOARD				
No.	Name	Current Organization and Role	Qualification	Positions held
1	Mr.T.P.Sreenivasan IFS	Former Ambassador and Former Vice Chairman, Higher Education Council, Kerala - Chairperson	IFS	Ex-Ambassador & Educationist
2	Prof. Pramod P.Thevannoor	Vice Chairman, SCMS – Vice Chairperson	B.Com, MBA	Vice Chairman, SCMS
3	Mr.Shibu Balakrishnan	Cognizant Technology - Member	MBA	Vice President - Recruiter
4	Dr.Radha Thevannoor	Registrar and Group Director - Member	M.Com, MBA, Ph.D.	Registrar and Group Director
5	Dr.C.J.Praveensal	Campus Director - Member	M.Tech., MBA, Ph.D.	
6	Mr.Siddharth Sethu	Unisys, Delhi - Member	B.Tech.	
7	Mr.Naveen Philip	Director, Popular Auto Dealers Private Limited - Member	B.Tech., PGDM	
8	Dr.Varun G.Menon	Asso. Professor & HoD, SSET - Member	M.Tech. (CSE), Ph.D.	Asso Professor & HoD, SSET
9	Dr.Anitha G.Pillai	Principal, SSET – Member Secretary	M.Tech., Ph.D.	Principal, SSET



*Anitha G Pillai*  
**PRINCIPAL**



# 5 YEAR STRATEGIC PLAN

2018-2023



**SCMS SCHOOL OF ENGINEERING AND  
TECHNOLOGY**

**Vidya Nagar, Palissery, Karukutty, Ernakulam, Kerala  
683582**

## **About SCMS – SSET**

The Prathap Foundation for Education and Training (PFET) was founded by Dr. G.P.C. Nayar in Kochi in 1976, heralding the beginning of a long journey toward a great future. Dr. Nayar, who held top management positions with leading global corporate houses, wished to impart quality education at affordable costs to aspiring youngsters in India. A sharp focus on quality education soon gave an edge to the institution. Located alongside the NH 544 beyond Kalamassery, in the heart of the industrial and business capital of Kerala, SCMS grew to become a centre of excellence for management and communication studies in a very short period. Today, it enjoys a reputable name across the globe.

With five campuses in Ernakulam (Cochin), PFET has developed a network of institutions under the name SCMS Group of Educational Institutions that offer quality education in a variety of fields, including management, mass communication, information technology, international studies, computer applications, engineering, architecture, polytechnics, biotechnology & biosciences, and water research institute.

SCMS School of Engineering and Technology (SSET) is run as an institution of excellence in Engineering and technology education, abiding by the rules and regulations of APJ Abdul Kalam Technological University (KTU). Students are given wide exposure to the latest teaching methodology and industrial experience as provided in top-class institutions. SSET has in all respects kept the tradition and standard on par with those of SCMS, the flagship academy of the Group.

## **Our VISION**

To be a centre of excellence in providing technical education in harmony with the changing global order.

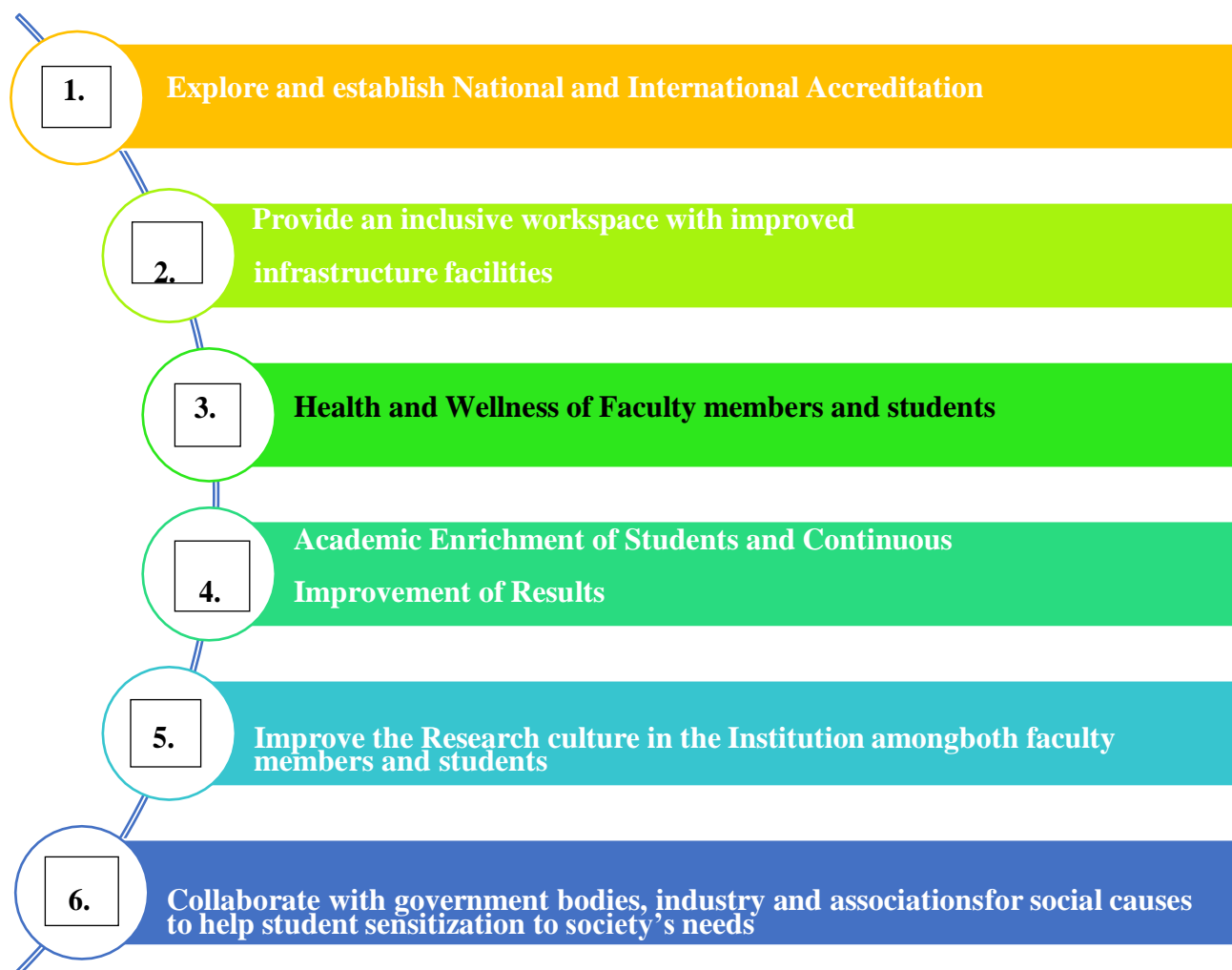
## **Our MISSION**

To offer technology related education of exceptional quality to students by developing their total personality with due emphasis on ethical values and preparing them to meet the growing challenges of the industry and human society.

## OUR 5 YEAR STRATEGIC PLAN

Over the next five years, our higher education institution is embarking on an ambitious strategic plan that will shape the future of our institution and reinforce our commitment to excellence, innovation, and global recognition. This strategic plan outlines our key objectives and initiatives that will guide us towards our vision of becoming a leading institution in the field of higher education. Through collaborative efforts and a focus on continuous improvement, we aim to enhance the quality of our programs, elevate our academic reputation, and create an inclusive and empowering environment for our students, faculty, and staff. Based on the recommendations of the NAAC peer team and a SWOT analysis of the Institution by SSET IQAC team with feedback from all the stakeholders, a strategic plan for the Institution has been developed. With a steadfast commitment to our mission and a clear roadmap for success, we are confident that our institution will thrive and make significant strides in the next five years.

**The six key focus areas identified for the five year period is as below:**



## **1. Explore and establish National and International Accreditation**

Objective: Enhance the reputation and quality of SSET by exploring and achieving accreditation and ranking for our programs and Institution as a whole.

### **Research Accreditation Bodies:**

- Conduct thorough research to identify reputable national and international accreditation bodies relevant to our programs.
- Evaluate the accreditation criteria, processes, and benefits offered by each organization.
- Determine Accreditation Priorities by considering the needs and expectations of our students, faculty, and approval authorities and Department of Higher Education when selecting programs for accreditation.
- Develop action plans to ensure compliance with accreditation standards.

### **Establish Collaborations:**

- Forge partnerships and collaborations with other accredited institutions to gain insights and guidance in the accreditation process.
- Seek guidance from industry experts and professionals to enhance the quality of our programs and services.
- Create a robust documentation system to compile evidence and documentation required for accreditation.
- Ensure accurate and up-to-date records of curriculum, faculty qualifications, student performance, and institutional policies.

### **Continuous Quality Improvement:**

- Implement a culture of continuous quality improvement across all programs and services through a well-structured IQAC.
- Regularly review and update curricula, teaching methodologies, and learning outcomes to meet evolving industry standards.
- Seek feedback from students, faculty, and industry partners to drive improvements.
- Provide professional development opportunities for faculty to enhance their expertise and instructional practices.
- Offer workshops, seminars, and training sessions on best practices related to accreditation requirements and quality assurance.

### **External Reviews and Self-Assessment:**

- Conduct periodic external reviews and self-assessment to evaluate the effectiveness of our programs and services.
- Utilize feedback from external reviewers, industry experts, and stakeholders to identify areas for improvement.

### **Application and Accreditation Process:**

- Prepare and submit accreditation applications to the selected national and international bodies.
- Engage actively in the accreditation process by cooperating with site visits, document submissions, and other requirements.

By pursuing national and international accreditation, our institution will enhance its reputation and ensure the quality of our programs and services. Accreditation will provide external validation of our commitment to excellence and offer numerous benefits, including increased student enrollment, improved industry recognition, and enhanced opportunities for collaborations and partnerships. Through careful planning, collaboration, and continuous quality improvement, we will position ourselves as a leading institution in the higher education landscape.

## **2. Provide an inclusive workspace with improved infrastructure facilities**

Objective: Provide an inclusive workspace that supports the diverse needs of faculty and students through enhanced infrastructure facilities.

### **Accessibility Upgrades:**

- Conduct an assessment to identify areas requiring accessibility improvements.
- Implement modifications to ensure compliance with accessibility standards.
- Enhance physical spaces, technology systems, and resources to promote inclusivity.

### **Technology Infrastructure Enhancement:**

- Upgrade technology infrastructure to facilitate efficient communication and collaboration.
- Improve network connectivity, hardware, and software systems.
- Invest in reliable and secure platforms to support seamless remote work and information sharing.

### **Functional Common Areas:**

- Design common areas that are comfortable and functional for faculty and students.
- Furnish common spaces with appropriate seating, natural lighting, and greenery.
- Create inclusive environments that foster relaxation, collaboration, and a sense of belonging.

### **Safety and Security Measures:**

- Upgrade security systems, including access control and surveillance measures.
- Conduct regular safety drills and provide training on emergency response procedures.
- Ensure a safe and secure environment for all faculty and students.

### **Multi-Purpose Facilities:**

- Develop versatile spaces for meetings, workshops, and events.
- Equip facilities with state-of-the-art amenities and audio-visual capabilities.
- Promote collaboration, creativity, and innovation among faculty and students.

### **Environmental Sustainability:**

- Integrate sustainable practices into the infrastructure facilities.
- Implement energy-efficient lighting and water-saving fixtures.
- Promote recycling initiatives and incorporate green spaces to improve well-being.

### **Inclusive Restrooms and Facilities:**

- Install inclusive restrooms to accommodate diverse needs.
- Ensure all facilities are accessible and equipped with necessary features.
- Provide breastfeeding rooms and accommodations for specific requirements.

By implementing these strategic points, our institution will create an inclusive workspace that supports the diverse needs of faculty and students. Through enhanced infrastructure facilities, we will promote inclusivity, collaboration, and well-being. This inclusive workspace will contribute to the overall success and satisfaction of our faculty and students, fostering a supportive environment for teaching, learning, and research.

## **3. Promoting Health and Wellness of Students and Faculty Members**

Objective: Prioritize the health and well-being of students and faculty members by implementing comprehensive programs and initiatives.

### **Establish Health and Wellness Initiatives:**

- Offer resources and activities that focus on physical, mental, and emotional well-being.
- Collaborate with healthcare professionals and wellness experts to provide guidance and support.
- Enhance mental health services and counseling support on campus.
- Provide workshops and training on stress management, resilience, and self-care.

### **Physical Fitness and Healthy Lifestyle Education :**

- Promote physical fitness through access to sports facilities, fitness centers, and recreational activities.
- Offer exercise classes, and outdoor programs to encourage regular physical activity.
- Provide educational workshops and campaigns on nutrition, healthy eating habits, and maintaining a balanced lifestyle.
- Encourage the adoption of healthy habits and behaviors among students and faculty members.

**Work-Life Balance:**

- Promote work-life balance among faculty members by implementing flexible work policies.
- Provide resources and training on time management and stress reduction techniques.
- Establish safe and inclusive spaces that foster a sense of belonging and community.
- Encourage open communication and peer support networks among students and faculty members.

**Health and Wellness Resources:**

- Provide access to healthcare services, counseling, and support groups.
- Collaborate with local healthcare providers and organizations to expand the range of available resources.

**Regular Health Check-ups:**

- Organize health check-up camps and screenings for students and faculty members.
- Promote preventive healthcare measures through awareness campaigns and educational sessions.
- Facilitate access to vaccinations, immunizations, and preventive care services.

By implementing these strategic points, our institution will create a supportive and nurturing environment that prioritizes the health and wellness of students and faculty members. Through comprehensive initiatives, resources, and support, we will foster a culture of well-being that promotes physical, mental, and emotional health. Together, we will ensure that our campus community thrives and flourishes.

**4. Academic Enrichment of Students and Continuous Improvement of Results**

Objective: Enhance the academic enrichment of students and strive for year-on-year improvement in academic performance and outcomes.

**Student Support Services:**

- Strengthen academic support services such as tutoring, mentoring, and counseling.
- Implement interventions to address individual learning needs and enhance student success.
- Provide resources and tools for effective time management, study skills, and exam preparation.

**Engage in Outcome-Based Education:**

- Define clear learning outcomes for each program and course.
- Align teaching strategies, assessments, and evaluation methods with the desired outcomes.
- Regularly assess and monitor student progress towards achieving the defined learning outcomes.

**Implement Effective Assessment Strategies:**

- Utilize a variety of assessment methods to evaluate student learning comprehensively.
- Emphasize formative assessments to provide timely feedback and facilitate improvement.
- Utilize summative assessments to measure overall student achievement.

**Data-Driven Decision Making:**

- Collect and analyze relevant data on student performance and outcomes.
- Use data to identify areas of improvement and make informed decisions.
- Implement evidence-based strategies to address identified challenges and enhance student success.

**Technology Integration:**

- Leverage educational technologies to enhance teaching and learning experiences.
- Incorporate digital tools, virtual resources, and online platforms to supplement classroom instruction.
- Provide faculty and students with training and support to effectively utilize educational technology.

**Continuous Quality Improvement:**

- Establish a quality assurance framework to monitor and assess academic programs.
- Encourage faculty, staff, and student involvement in program reviews and accreditation processes.
- Implement recommendations and best practices from external evaluations to drive continuous improvement.

By implementing these strategic points, our institution will foster an environment of academic excellence and continuous improvement. By enhancing the curriculum, supporting faculty development, and providing robust student support services, we will empower students to achieve their full potential. Through data-driven decision making and the integration of technology, we will continually enhance teaching and assessment practices. Together, we will celebrate academic achievements and ensure year-on-year improvement in student outcomes.



## **5. Improve the Research culture in the Institution among both faculty members and students**

Objective: Foster a vibrant research culture among faculty members and students, positioning our institution as a hub for knowledge creation and innovation.

### **Promote Research Engagement:**

- Encourage faculty members and students to actively engage in research activities.
- Create a supportive environment that nurtures curiosity, critical thinking, and intellectual growth.
- Provide resources and infrastructure to facilitate research endeavors.

### **Enhance Professional Development:**

- Support faculty members in staying updated with the latest advancements in their fields.
- Facilitate opportunities for faculty members to present and publish their research findings.
- Offer grants, fellowships, and research funding to encourage faculty members' professional growth.

### **Empower Students as Researchers:**

- Promote undergraduate and postgraduate research programs across disciplines.
- Integrate research opportunities into the curriculum to enhance students' academic journey.
- Establish mentorship programs to guide students in their research endeavors.

### **Support Research Funding:**

- Actively seek external funding and grants to support faculty and student research projects.
- Provide guidance and resources for grant applications and project management.
- Establish internal funding programs to encourage innovative research initiatives.

### **Cultivate Research Networks:**

- Facilitate participation in conferences, symposiums, and workshops.
- Encourage faculty members and students to present their research findings.
- Foster collaborations and partnerships with national and international researchers and institutions.

### **Recognize and Celebrate Research Excellence:**

- Establish awards and recognition programs for outstanding research achievements.
- Showcase and promote faculty and student research through publications and events.
- Highlight research accomplishments to enhance the institution's reputation.

By implementing these strategic points, Institution will create an environment that fosters research excellence, innovation, and intellectual growth. These would empower faculty members and students

to make significant contributions to their fields of study, enriching institution's reputation and advancing knowledge for the betterment of society.

## **6. Collaborate with governmental bodies, industry and associations for Social causes – studentsensitization to society and its needs**

Objective: Collaborate with governmental bodies, industry partners, and associations to sensitize students to societal needs and promote active engagement in addressing social challenges.

### **Establish Partnerships:**

- Form collaborations with governmental bodies, industry partners, and associations dedicated to social causes.
- Identify strategic partners aligned with our institution's mission and values.
- Foster long-term relationships to ensure sustainable impact.

### **Provide Experiential Learning Opportunities:**

- Facilitate internships, fieldwork, and community-based projects with partnering organizations.
- Enable students to apply theoretical knowledge to real-world situations.
- Encourage reflection and critical analysis of the social impact of their experiences.

### **Engage in Community Outreach:**

- Organize social awareness campaigns, public forums, and volunteer initiatives.
- Collaborate with local communities to understand their needs and challenges.
- Empower students to contribute actively to community development and positive change.

### **Promote Industry Collaboration:**

- Foster partnerships with industry associations to address social issues in relevant sectors.
- Facilitate research projects and innovation initiatives that tackle industry-related societal challenges.
- Offer students opportunities to work on real-world problems alongside industry professionals.

### **Facilitate Networking and Mentorship:**

- Connect students with professionals, experts, and change-makers in relevant fields.
- Organize mentorship programs that provide guidance and support for students' social initiatives.
- Encourage alumni engagement to share experiences and provide career guidance in social causes.

**Raise Social Awareness:**

- Organize workshops, seminars, and awareness campaigns on pressing societal issues.
- Collaborate with partnering organizations to bring experts and thought leaders to campus.
- Create platforms for dialogue and critical discussions to foster social consciousness.

**Foster Global Citizenship:**

- Promote international collaborations and partnerships for cross-cultural understanding.
- Encourage students to explore global social issues and engage in initiatives beyond local boundaries.
- Provide opportunities for students to participate in international conferences and exchanges.

By implementing these strategic points, our institution will create a culture of social awareness and responsibility among students. Through collaborations with governmental bodies, industry partners, and associations, we will enable students to actively contribute to addressing societal needs. Together, we will prepare our students to become compassionate, socially conscious citizens who strive to make a positive impact in the world.





**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY**

Vidya Nagar, Palissery, Karukutty, Kerala 683576

**STUDENT COUNCIL**



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E-mail: sset@scmsgroup.org • Website: www.scmsgroup.org/sset

## Student Council 2019-20

- |                       |                       |
|-----------------------|-----------------------|
| 1. Dr. Praveensal C J | Principal             |
| 2. Dr. Venu P         | Dean, Student Affairs |
| 3. Rayan Joseph Jaise | Chairman              |
| 4. Shanavas V N       | Vice-chairman         |
| 5. Amal Prasanan      | General Secretary     |
| 6. Vivek C Varghese   | Arts Club Secretary   |
| 7. Sayooj Suresh      | Magazine Editor       |
| 8. Joyal P Jose       | UUC                   |
| 9. Arun MA            | UUC                   |



  
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## Student Council 2020-21

- |                       |                     |
|-----------------------|---------------------|
| 1. Dr. Praveensal C J | Principal           |
| 2. Dr. Jenson Joseph  | Staff Advisor       |
| 3. Shon Saji          | Chairman            |
| 4. Shilpa Pushpam N J | Vice-chairman       |
| 5. Mohammed Yaseen    | General Secretary   |
| 6. Naveen J Muttath   | Arts Club Secretary |
| 7. Irin Pappachan     | Magazine Editor     |
| 8. Amal James         | UUC                 |
| 9. Vishnu M           | UUC                 |

  
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## Abstract

### Constitution of Student Council

Order No. SSET/135.1/23

Date: 10.02.2023

#### Ref.

1. Letter No. KTU/ASST(ACADEMIC)/6243/2020 dated 31/01/2023
2. KTU/ASST1(STUDENT AFFAIRS)/1849/2023
3. U.O No 1492/2023/KTU dated 16.06.2023

#### ORDER

As per the ref.1-3, and the college union election held on 9<sup>th</sup> February, 2023 student council were formed with following members. The members excluding chairman and exofficio should be in the council for one year from the date of this order or the completion of their course which among this is earlier.

Sr. No	Name	Designation	Position	Email and Phone No.
1	Dr. Anitha G Pillai	Principal	Chairman	principal@scmsgroup.org 9497775295
2	Dr. Mini Tom	Deputy Dean (Academics)	Ex officio member	minitom@scmsgroup.org 9447710995
3	Dr. Varun G. Menon	Deputy Dean (Research)	Ex officio member	rd.sset@scmsgroup.org 8714504684
4	Mr. Rakesh A.	NSS Programme Officer	Ex officio member	rakesha@scmsgroup.org 9946290608
5	Mr. Russel Kabeer T.	College Union Chairman	Member	SCM19AU017
6	Mr. Aswin N.	College Union General Secretary	Member	SCM19CS024
7	Ms. Gadha Sudheer	College Union Vice Chairperson	Member	SCM19EC011
8	Mr. Aswin N.	General Secretary	Member	SCM19CS024
9	Mr. Mohad K.	Magazine Editor	Member	SCM19CS078
10	Mr. Muthu B. Shanavas	Arts Club Secretary	Member	SCM19CE027
11	Ms. Gouthami S. P.	University Union Councilor	Member	SCM19CE029
12	Alocious K. Jose	University Union Councilor	Member	SCM20CS013

The composition and functions of student council is indicated in the attached guidelines.

Copy to:

- HOD's, Faculty rooms
- Institution and Department Notice boards
- Office
- File



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## Guidelines of Student Council

### Composition of the Student Council

1. Chairman: Principal
2. Member 1: Deputy Dean of Academics
3. Member 2: Deputy Dean of Research
4. Member 3: Officer of National Service Scheme
5. Member 4: College student's Union Chairman
6. Member 5: College student's Union General Secretary
7. Six members nominated from college student's union

### The Role of Student Council

- The purpose of the Student Council (SC) is to serve as the effective communication medium between the administration and students.
- Student Council acts as the interactive body facilitating primary level of communication
- Student Council also assists in planning and development of various cultural, sports, social, recreational, and other educational interests of students in the institution
- To promote an environment conducive to educational and personal development
- To support the management, administrative officials, and faculty in the development of the Institution by means of sharing the opinion/suggestion/feedback of the council
- To represent the views of the students on matters of general concern.

### Functions of the Committee

The council shall work with the administration in the planning and development activities of the students.

- Work closely with the administrative officials, teachers and students
- Should be easily reachable to the students in the institution
- Involve as many students as possible in the student development activities of the institution

*Smilka*  
10/12/23



**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY**

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**INTERNAL COMPLAINTS COMMITTEE**



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## Members of the Internal Complaints Committee 2018-19

	Position	Name and Designation
1	Presiding Officer	Dr. Mini Tom Professor, Basic Science and Humanities Department
2	Member	M <sup>s</sup> . Deepa K. Associate Professor, MCA Department
3	Member	Mrs. Jagadamma M P Administrative Officer
4	Member	Dr. P V Metilda Rtd. Principal, Maharajas College



  
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## Members of the Internal Complaints Committee 2019-20

	Position	Name and Designation
1	Presiding Officer	Dr. Mini Tom Professor, Basic Science and Humanities Department
2	Member	Ms. Deepa K Associate Professor, MCA Department
3	Member	Mrs. Jagadhamma M P Administrative Officer
4	Member	Dr. P V Metilda Rtd. Principal, Maharajas College



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## Members of the Internal Complaints Committee 2020-21

	Position	Name and Designation
1	Presiding Officer	Dr. Mini Tom Professor, Basic Science and Humanities Department
2	Member	Ms Deepa K Associate Professor, MCA Department
3	Member	Mrs. Jagadamma M P Administrative Officer
4	Member	Dr. P V Metilda Rtd. Principal, Maharajas College



  
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E-mail: sset@scmsgroup.org • Website: www.scmsgroup.org/sset

Order No.: SSET/118.1/22

Date: 11/07/2022

## ORDER

### Formation of Internal Complaints Committee

As per APJ Abdul Kalam Technological University Circular No. KTU/ASST6(ADMIN)/1902/2021 dated 29/06/2021, the following Internal Complaints committee has been reconstituted with the following members to ensure proper reporting of complaints, verify and to administer necessary actions to the complaints received from the student and employee community.

Sr. No	Name	Designation	Position	Email and Phone No.
1	Dr. Mini Tom	Deputy Dean, Student Affairs	Member	9447710995
2	Dr. Deepa K.	Associate Professor	Member	9446503448
3	Ms. Arshey M.	Assistant Professor	Member	9946060615
4	Ms. Jagadamma M. P.	Administrative Officer	Member	9446836521
5	Ms. Jyothy Lekshmi S.	Lab Instructor	Member	9496805905
6	Mr. Delvin M Shinoy	Student	Member	7034262319
7	Ms. Devi Chandana A. P.	Student	Member	9895607575
8	Ms. Gopika Rajeev	Student	Member	7306388174
9	Dr. P. V. Metilda	Retd. Principal, Maharajas College	Member	9388605198

  
11/7/22  
PRINCIPAL

Copy to:

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- Staff
- Institution and Department Notice boards
- Office
- File





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**STUDENT'S GRIEVANCES REDRESSAL COMMITTEE**



# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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An ISO 9001:2015 Certified Institution

CAMPUS: VIDYA NAGAR, KARUKUTTY, ERNAKULAM-683 576 PHONE: 0484-2882900, 2450330  
E-mail: sset@scmsgroup.org • Website: www.scmsgroup.org/sset

## Student's Grievances Redressal Committee 2018-19

1. Dr. Anitha G Pillai	Dean, Academics
2. Dr. Venu P	Dean, Student Affairs
3. Ms. Sanju Sreedharan	Associate Professor, CE
4. Ms. Divya Nath K	Assistant Professor, EE
5. Ms. Susmi Jacob	Assistant Professor, CS
6. Ms. Sreeja K A	Assistant Professor, EC
7. Mr. Aravind P V	Assistant Professor, AU
8. Ms. Jesna Sebastian	Assistant Professor, BSH
9. Shamith Krishnan	Student Representative
10. Ancy Baby	Student Representative
11. Chaithanya	Student Representative
12. Vishnuprasad M	Student Representative
13. Sooraj Sudarshanan	Student Representative
14. Neeraj M	Student Representative

**PRINCIPAL**







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## Student's Grievances Redressal Committee 2019-20

- |                         |                          |
|-------------------------|--------------------------|
| 1. Dr. Anitha G Pillai  | Dean, Academics          |
| 2. Dr. Venu P           | Dean, Student Affairs    |
| 3. Ms. Sanju Sreedharan | Associate Professor, CE  |
| 4. Ms. Divya Nath K     | Assistant Professor, EE  |
| 5. Ms. Susmi Jacob      | Assistant Professor, CS  |
| 6. Ms. Sreeja K A       | Assistant Professor, EC  |
| 7. Mr. Aravind P V      | Assistant Professor, AU  |
| 8. Ms. Jesna Sebastian  | Assistant Professor, BSH |
| 9. Shamith Krishnan     | Student Representative   |
| 10. Ancy Baby           | Student Representative   |
| 11. Chaithanya          | Student Representative   |
| 12. Vishnuprasad M      | Student Representative   |
| 13. Sooraj Sudarshanan  | Student Representative   |
| 14. Neeraj M            | Student Representative   |



  
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## Student's Grievances Redressal Committee 2020-21

1. Dr. Anitha G Pillai	Dean, Academics
2. Dr. Venu P	Dean, Student Affairs
3. Ms. Sanju Sreedharan	Associate Professor, CE
4. Ms. Divya Nath K	Assistant Professor, EE
5. Ms. Susmi Jacob	Assistant Professor, CS
6. Ms. Sreeja K A	Assistant Professor, EC
7. Mr. Aravind P V	Assistant Professor, AU
8. Ms. Jesna Sebastian	Assistant Professor, BSH
9. Muhammed Ashkar	Student Representative
10. Zamil Muhammed	Student Representative
11. Arjun	Student Representative
12. Swathi Harish	Student Representative
13. Fathima Hussain	Student Representative
14. Gokul Das	Student Representative

  
  
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## Student's Grievances Redressal Committee 2021-22

1. Dr. Praveensal C J	Principal
2. Dr. Mini Tom	Deputy Dean, Student Affairs
3. Dr. Divya Nath K	Associate Professor, EE
4. Dr. Vidya Chadran	Associate Professor, CS
5. Mr. Francis Thomas	Assistant Professor, ME
6. Alan Antony	Student Representative
7. Sobin Varghese	Student Representative
8. Lakshmi Santhosh	Student Representative
9. Salman P V	Student Representative
10. Gopikrishnan	Student Representative



  
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## Student's Grievances Redressal Committee 2022-23

- |                         |                              |
|-------------------------|------------------------------|
| 1. Dr. Anitha G Pillai  | Principal                    |
| 2. Dr. Rag R L          | HoD ME                       |
| 3. Dr. Mini Tom         | Deputy Dean, Student Affairs |
| 4. Dr. Rathish Menon    | Professor, CE                |
| 5. Dr. Deepa K          | Assistant Professor, CS      |
| 6. Ms. Sree Lakshmi     | Student Representative       |
| 7. Mr. Tom George Kappi | Student Representative       |



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Order No.:SSET/116.1/22

Date: 03/08/2022

## ORDER

### Formation of Student Grievance Redressal Committee

As per APJ Abdul Kalam Technological University Circular No. KTU/ASST6(ADMIN)/1902/2021 dated 31/07/2022, the following Student Grievance Redressal committee has been reconstituted with the following members to ensure proper reporting of complaints, verify and to administer necessary actions to the complaints received from the student community.

Sr. No	Name	Designation	Position	Email and Phone No.
1	Dr. Anitha G. Pillai	Principal	Chairperson	9446763487
2	Dr. Mini Tom	Deputy Dean	Member	9447710995
3	Dr. Rag R. L.	Professor & HOD	Member	9446941654
4	Dr. Rathish Menon	Professor	Member	9746083929
5	Dr. Deepa K.	Assistant Professor	Member	9446503448
6	Ms. Sreelakshmi	Student	Member	6235117781

The committee took the decision that at the beginning of the semester classes, Heads of Department along with the faculty advisors will address the respective classes and brief the students about the functioning of the Grievance Redressal Cell. The student representative was given the responsibility to make the students to approach the cell in case of any difficult situation they come across in the campus. The grievances will be addressed immediately and needful remedial steps will be ensured.

  
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Copy to:

- HOD's, Faculty rooms
- Staff
- Institution and Department Notice boards
- Office
- File





**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY**

Vidya Nagar, Palissery, Karukutty, Kerala 683576

**CURRICULUM DEVELOPMENT COMMITTEE**



## **Minutes of the meeting**


### **Curriculum development committee**

Agenda	: Finalising the add-on courses for the Academic year 2022-23
Venue/Date	: Principal's Office on 17/5/2022 at 9:30 am
Chaired by	: Dr. Anitha G. Pillai, Principal, SSET
Members Present :	
Dr. Nisha L.	: HoD, Department of Civil Engineering
Dr. Rag R. L.	: HoD, Department of Mechanical Engineering
Dr. Varun G. Menon	: HoD, Department of Computer Science Engineering
Ms. Anandhi V.	: HoD, Department of Electronics and Communication Engineering
Dr. Sreelekha Menon	: HoD, Department of Basic Sciences and Humanities
Dr. Jayanand B.	: HoD, Department of Electrical and Electronics Engineering
Dr. Jenson Joseph	: HoD, Department of Automobile Engineering

### **Minutes**

- The Principal Dr. Anitha G. Pillai welcomed the members of the curriculum development committee. The principal informed the members about the importance of curriculum enrichment to meet the expectations of the students and to make them role ready.
- The committee discussed the need for students to undergo internships as well field visits to achieve the designated activity points as suggested by APJ Abdul Kalam Technological University in the curriculum for B.Tech.
- The committee members discussed merits of each course proposed to be as Add-on/Value-added/Certificate course. The committee members took the suggestions from the feedback of stakeholders, before finalising the list of add on course to be offered for the year 2022-23.
- The following list of 6 Add-on/Value-added/Certificate courses had been approved by the curriculum development committee for the academic year 2022–2023 during the meeting.



  
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## Add on /Certificate/Value added programs and Online MOOC programs like NPTEL, Swayam

2022-23

Sl. No	Name of the Add on /Certificate/Value added programs and Online MOOC programs like NPTEL, Swayam	Course code	Organizing Department
1	Add on course on Geospatial Data Processing & Analysis	CGA2223S01	Civil Engineering
2	Add on course on Microsoft Data Fundamentals	CMF2223S02	Computer Science Engineering
3	Value added course on Engineer Empower: Unleashing Your Professional Persona	CEP2223S03	Basic Sciences and Humanities
4	Add on course on Autodesk AutoCAD	CAA2223S04	Electrical and Electronics Engineering
5	Value added course on Human rights and duties education	CHE2223S05	Basic Sciences and Humanities
6	Add on course on New trends in artificial intelligence	CNI2223S06	Computer Science Engineering

The meeting concluded at 11:30 am.



  
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# SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY

Vidya Nagar, Palissery, Karukutty, Kerala 683576

## Minutes of the meeting

### Curriculum development committee

Agenda	: Finalising the add-on courses for the Academic year 2021-22
Venue/Date	: Principal's Office on 18/5/2021 at 9:00 am
Chaired by	: Dr. Praveensal C. J., Principal, SSET
Members Present :	
Dr. Nisha L.	: HoD, Department of Civil Engineering
Dr. Rag R. L.	: HoD, Department of Mechanical Engineering
Dr. Varun G. Menon	: HoD, Department of Computer Science Engineering
Ms. Anandhi V.	: HoD, Department of Electronics and Communication Engineering
Dr. Sreelekha Menon	: HoD, Department of Basic Sciences and Humanities
Dr. Jayanand B.	: HoD, Department of Electrical and Electronics Engineering
Dr. Jenson Joseph	: HoD, Department of Automobile Engineering

### Minutes

- The Principal Dr. Praveensal C. J., welcomed the members of the curriculum development committee. The principal informed the members about the importance of curriculum enrichment to meet the expectations of the students and to make them role ready.
- The committee discussed the need for students to undergo internships as well field visits to achieve the designated activity points as suggested by APJ Abdul Kalam Technological University in the curriculum for B.Tech.
- The committee members discussed merits of each course proposed to be as Add-on/Value-added/Certificate course. The committee members took the suggestions from the feedback of stakeholders, before finalising the list of add on course to be offered for the year 2021-22.
- The following list of 11 Add-on/Value-added/Certificate courses had been approved by the curriculum development committee for the academic year 2021–2022 during the meeting.



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DR. PRAVEENSAL C. J.  
PRINCIPAL  
SCMS SCHOOL OF ENGINEERING & TECHNOLOGY



# SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY

Vidya Nagar, Palissery, Karukutty, Kerala 683576

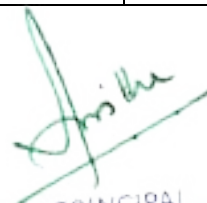
## Add on /Certificate/Value added programs and Online MOOC programs like NPTEL, Swayam

2021-22

Sl. No	Name of the Add on /Certificate/Value added programs and Online MOOC programs like NPTEL, Swayam	Course code	Organizing Department
1	Education: Soft skills	CES2122S01	Basic Sciences and Humanities
2	Liquid Waste Management Under SBM 2.0	CLW2122S02	Civil Engineering
3	3D Printing and Design	CPD2122S03	Electronics and Communication Engineering
4	Arduino Programming Using MATLAB/Simulink	CAM2122S04	Electrical and Electronics Engineering
5	Cybersecurity Essentials	CCE2122S05	Computer Science Engineering
6	Microsoft AI	CMA2122S06	Computer Science Engineering
7	Ansys and Creo	CAC2122S07	Automobile Engineering
8	Personality Development for Engineers	CPE2122S08	Basic Sciences and Humanities
9	Internet of things	CIT2122S09	Computer Science Engineering
10	CNC Lathe	CCL2122S10	Mechanical Engineering
11	Essential Concepts in C Programming	CEP2122S11	Computer Science Engineering

The meeting concluded at 11:00 am.



  
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# SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY

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## Minutes of the meeting


### Curriculum development committee


Agenda	: Finalising the add-on courses for the Academic year 2020-21
Venue/Date	: Principal's Office on 20/5/2020 at 10.00 am
Chaired by	: Dr. Praveensal C. J., Principal, SSET
Members Present :	
Dr. Anitha G. Pillai	: HoD, Department of Civil Engineering
Dr. Venu P.	: HoD, Department of Mechanical Engineering
Dr. Vinod P.	: HoD, Department of Computer Science Engineering
Dr. Saira Joseph	: HoD, Department of Electronics and Communication Engineering
Dr. Mini Tom	: HoD, Department of Basic Sciences and Humanities
Dr. Nandakumar	: HoD, Department of Electrical and Electronics Engineering
Dr. Manoj Kumar B.	: HoD, Department of Automobile Engineering

### Minutes

- The Principal Dr. Praveensal C. J., welcomed the members of the curriculum development committee. The principal informed the members about the importance of curriculum enrichment to meet the expectations of the students and to make them role ready.
- The committee discussed the need for students to undergo internships as well field visits to achieve the designated activity points as suggested by APJ Abdul Kalam Technological University in the curriculum for B.Tech.
- The committee members discussed merits of each course proposed to be as Add-on/Value-added/Certificate course. The committee members took the suggestions from the feedback of stakeholders, before finalising the list of add on course to be offered for the year 2020-21.
- The following list of 10 Add-on/Value-added/Certificate courses had been approved by the curriculum development committee for the academic year 2020–2021 during the meeting.



  
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DR. PRAVEENSAL C. J.  
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# SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY

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## Add on /Certificate/Value added programs and Online MOOC programs like NPTEL, Swayam

2020-21

Sl. No	Name of the Add on /Certificate/Value added programs and Online MOOC programs like NPTEL, Swayam	Course code	Organizing Department
1	JAVA programming language	CJL2021S01	Computer Science Engineering
2	CATIA for Engineers	CCE2021S02	Automobile Engineering
3	Health and Wellness	CHW2021S03	Basic Sciences and Humanities
4	Analysis, Design and Detailing of RCC Structures	CAS2021S04	Civil Engineering
5	Analysis and Design of pavements	CAP2021S05	Civil Engineering
6	ARDUINO and TINKERCAD	CAT2021S06	Electronics and Communication Engineering
7	System Modelling and Control Methods	CSM2021S07	Electrical and Electronics Engineering
8	C programming language 1.0	CCL2021S08	Computer Science Engineering
9	Sustainable Product Design and Development	CSD2021S09	Mechanical Engineering
10	Engineer's Evolution: Personal and Professional Growth	CEG2021S10	Basic Sciences and Humanities

The meeting concluded at 11:00 am.



  
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# SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY

Vidya Nagar, Palissery, Karukutty, Kerala 683576

## Minutes of the meeting


### Curriculum development committee

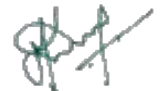
Agenda	: Finalising the add-on courses for the Academic year 2019-20
Venue/Date	: Principal's Office on 28/5/2019 at 10.00 am
Chaired by	: Dr. Praveensal C. J., Principal, SSET
Members Present :	
Dr. Anitha G. Pillai	: HoD, Department of Civil Engineering
Dr. Venu P.	: HoD, Department of Mechanical Engineering
Dr. Vinod P.	: HoD, Department of Computer Science Engineering
Dr. Saira Joseph	: HoD, Department of Electronics and Communication Engineering
Dr. Mini Tom	: HoD, Department of Basic Sciences and Humanities
Dr. Nandakumar	: HoD, Department of Electrical and Electronics Engineering
Dr. Manoj Kumar B.	: HoD, Department of Automobile Engineering

### Minutes

- The Principal Dr. Praveensal C. J., welcomed the members of the curriculum development committee. The principal informed the members about the importance of curriculum enrichment to meet the expectations of the students and to make them role ready.
- The committee discussed the need for students to undergo internships as well field visits to achieve the designated activity points as suggested by APJ Abdul Kalam Technological University in the curriculum for B.Tech.
- The committee members discussed merits of each course proposed to be as Add-on/Value-added/Certificate course. The committee members took the suggestions from the feedback of stakeholders, before finalising the list of add on course to be offered for the year 2019-20.
- The following list of 4 Add-on/Value-added/Certificate courses had been approved by the curriculum development committee for the academic year 2019-2020 during the meeting.



  
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DR. PRAVEENSAL C. J.  
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## Add on /Certificate/Value added programs and Online MOOC programs like NPTEL, Swayam

2019-2020

Sl. No	Name of the Add on /Certificate/Value added programs and Online MOOC programs like NPTEL, Swayam	Course code	Organizing Department
1	Introduction to swarm robotics	CIR1920S01	Electronics and Communication Engineering
2	Get introduced with flavours of C++	CGC1920S02	Computer Science Engineering
3	Software Engineering using Agile method	CSM1920S03	Computer Science Engineering
4	Blockchain enabling revolution	CBR1920S04	Computer Science Engineering

The meeting concluded at 11:00 am.



  
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**Minutes of the meeting**

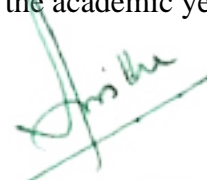
**Curriculum development committee**

Agenda	: Finalising the add-on courses for the Academic year 2018-19 :
Venue/Date	Principal's Office on 2/5/2018 at 10.00 am
Chaired by	: Dr. Praveensal C. J., Principal, SSET
Members Present :	
Dr. Anitha G. Pillai	: HoD, Department of Civil Engineering
Dr. Venu P.	: HoD, Department of Mechanical Engineering
Dr. Vinod P.	: HoD, Department of Computer Science Engineering
Dr. Saira Joseph	: HoD, Department of Electronics and Communication Engineering
Dr. Mini Tom	: HoD, Department of Basic Sciences and Humanities
Dr. Nandakumar	: HoD, Department of Electrical and Electronics Engineering
Dr. Manoj Kumar B.	: HoD, Department of Automobile Engineering

**Minutes**

- The Principal Dr. Praveensal C. J., welcomed the members of the curriculum development committee. The principal informed the members about the importance of curriculum enrichment to meet the expectations of the students and to make them role ready.
- The committee discussed the need for students to undergo internships as well field visits to achieve the designated activity points as suggested by APJ Abdul Kalam Technological University in the curriculum for B.Tech.
- The committee members discussed merits of each course proposed to be as Add-on/Value-added/Certificate course. The committee members took the suggestions from the feedback of stakeholders, before finalising the list of add on course to be offered for the year 2018-19.
- The following list of 4 Add-on/Value-added/Certificate courses had been approved by the curriculum development committee for the academic year 2018-2019 during the meeting.



  
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## Add on /Certificate/Value added programs and Online MOOC programs like NPTEL, Swayam

2018-2019

Sl. No	Name of the Add on /Certificate/Value added programs and Online MOOC programs like NPTEL, Swayam	Course code	Organizing Department
1	Object Oriented Programming	COP1819S01	Computer Science Engineering
2	Android application development	CAD1819S02	Computer Science Engineering
3	Pathway to Engineering Success: Personality Development	CPD1819S03	Basic Sciences and Humanities
4	Civil Engineering Softwares	CCS1819S04	Civil Engineering

The meeting concluded at 11:00 am.



  
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**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY**

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**SC/ST Monitoring Committee**



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## SC/ST Monitoring Committee 2018-19

- |   |   |                     |
|---|---|---------------------|
| 1. CHAIRMAN                               | - | Dr. PRAVEENSAL C.J  |
| 2. SECRETARY                              | - | Dr. VENU P          |
| 3. PRESIDENT OF KARUKUTTY GRAMA PANCHAYAT | - | NOMINEE             |
| 4. LADY FACULTY MEMBER                    | - | Dr. MINI TOM        |
| 5. ADMINISTRATIVE OFFICER                 | - | Mrs. JAGADHAMMA M.P |



*Mini Tom*  
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## SC/ST Monitoring Committee 2019-20

- |   |   |                     |
|---|---|---------------------|
| 1. CHAIRMAN                               | - | Dr. PRAVEENSAL C.J  |
| 2. SECRETARY                              | - | Dr. VENU P          |
| 3. PRESIDENT OF KARUKUTTY GRAMA PANCHAYAT | - | NOMINEE             |
| 4. LADY FACULTY MEMBER                    | - | Dr. MINI TOM        |
| 5. ADMINISTRATIVE OFFICER                 | - | Mrs. JAGADHAMMA M.P |



  
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## SC/ST Monitoring Committee 2020-21

- |   |   |                     |
|---|---|---------------------|
| 1. CHAIRMAN                               | - | Dr. PRAVEENSAL C.J  |
| 2. SECRETARY                              | - | Dr. ANITHA G PILLAI |
| 3. PRESIDENT OF KARUKUTTY GRAMA PANCHAYAT | - | NOMINEE             |
| 4. LADY FACULTY MEMBER                    | - | Dr. MINI TOM        |
| 5. ADMINISTRATIVE OFFICER                 | - | Mrs. JAGADHAMMA M.P |



  
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## SC/ST Monitoring Committee 2021-22

- |   |  |
|---|--|
| 1. CHAIRMAN                               | - Dr. PRAVEENSAL C.J                     |
| 2. SECRETARY                              | - Dr. ANITHA G PILLAI                    |
| 3. PRESIDENT OF KARUKUTTY GRAMA PANCHAYAT | - NOMINEE                                |
| 4. FACULTY MEMBERS<br>Mr. VARUN JOSE      | - Mr. NIKHIL ASOK                        |
| 4. LADY FACULTY MEMBER                    | - Mrs. PARVATHY R                        |
| 5. ADMINISTRATIVE OFFICER                 | - Mrs. JAGADHAMMA M.P                    |
| 6. STUDENT MEMBERS                        | - Mr. SHARONDAS V<br>Ms. SHREVYA PRADEEP |



  
PRINCIPAL





# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

Accredited by NAAC, Affiliated to APJ Abdul Kalam Technological University, Kerala and Approved by AICTE, Govt. of India  
An ISO 9001:2015 Certified Institution

CAMPUS: VIDYA NAGAR, KARUKUTTY, ERNAKULAM-683 576 PHONE: 0484-2882900, 2450330  
E-mail: sset@scmsgroup.org • Website: www.scmsgroup.org/sset

## SC/ST Monitoring Committee 2022-23

- |   |  |
|---|--|
| 1. CHAIRMAN                               | - Dr. PRAVEENSAL C.J                     |
| 2. SECRETARY                              | - Dr. ANITHA G PILLAI                    |
| 3. PRESIDENT OF KARUKUTTY GRAMA PANCHAYAT | - NOMINEE                                |
| 4. FACULTY MEMBERS                        | - Mr. NIKHIL ASOK<br>Mr. VARUN JOSE      |
| 4. LADY FACULTY MEMBER                    | - Mrs. PARVATHY R                        |
| 5. ADMINISTRATIVE OFFICER                 | - Mrs. JAGADHAMMA M.P                    |
| 6. STUDENT MEMBERS                        | - Mr. SHARONDAS V<br>Ms. SHREVYA PRADEEP |



*Anitha*  
PRINCIPAL



**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY**

Vidya Nagar, Palissery, Karukutty, Kerala 683576

## **POLICIES**

**SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY  
VIDYA NAGAR, KARUKUTTY, ERNAKULAM 683576**

**CODE OF CONDUCT FOR FACULTY**

- Be responsible in conduct and demeanor.
- Manage private affairs with dignity.
- Perform duties consistently and with dedication.
- Co-operate and assist in carrying out college functions and duties relating to education responsibilities.
- Participate in social outreach programmes.
- Be just and impartial with the students and meet their individual needs.
- Be available to students beyond class room hours and guide them without expecting any reward.
- Be discrete in interacting with students in social media like whatsapp, Face Book etc. and confine such interactions strictly to academic matters.
- Mentoring is a powerful personal and career development tool which enables students to achieve their aspirations and goals. That is the reason the students share all their personal life experiences with the mentor. Faculty as true mentors are not supposed to discuss or disclose these matters with other faculty members or should not be made a point of discussion in the faculty room.
- Refrain from doing anything immoral, illegal and illegitimate.
- Refrain from dual employment including private tuitions and coaching classes.
- Do not participate directly or indirectly in any movement or organization which is illegitimate or may bring disrepute to the college.
- Do not indulge in fraud or dishonesty.

  
**GROUP DIRECTOR**





## POLICY ON USE OF SOCIAL MEDIA AND INTERNET AT WORKPLACE

Version 1.0

Created on 25/03/ 2021

Page 1 of 2

**Objective:** Internet and use of Social media in today's digital age is inevitable; therefore it has become extremely relevant to maintain ethical conduct on social media in order to ensure that work ethics are upheld. Other individuals who are aware of an employee's association with SCMS, are likely to associate an employee's conduct on social media with his /her association with SCMS.

### DO's AND DON'Ts OF USING SOCIAL MEDIA

- Avoid discussing on social media, any SCMS Group related information that is considered of confidential nature.
- Refrain from using anonymity and pseudo-names to carry out wrongful acts or pass on information on social media. No employee can talk to media or publish statement about Institutional matters without prior sanction and approval of the Academic Board of SCMS Group.
- Refrain from posting personal comments in matters that are politically sensitive topics.
- Refrain from making baseless and unfounded comments or rumours that can offend other members on social media.
- Communication on only those 'whatsapp group' will be recognised by the Institution, wherein the Head of Institution is one of the members. SCMS will not be responsible for commitments, confirmations, promises made on any other whatsapp groups.
- Head of Institution is responsible for using the 'whatsapp group' exclusively for official communication and co-ordination.
- Refrain from sharing any personal information about other individuals.

#### MEMBER INSTITUTIONS

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- SCMS School of Technology and Management
- SCMS School of Engineering and Technology
- SCMS School of Architecture
- SCMS College of Polytechnics
- SCMS Institute for Bioscience and Biotechnology Research & Development
- SCMS Water Institute
- SCMS Centre for Socio-Economic Research



- h) If an error is made while sharing any information on social media, be the first one to voluntarily admit the error, correct it at the earliest.
- i) Refrain from downloading personal software or programmes on the Institution's computer.
- j) Refrain from private and personal communications on official e-mail i.ds provided by the Institution.
- k) Institution's computers may be accessed by the System Administrators for regular preventive maintenance, upgrades and checks.
- l) Prioritize work over social media activities and ensure that work commitments are not affected.
- m) It is expected of all faculty to have a professional relationship with their students to instil scholarly values during their stay at SCMS. An intimately close relationship between a student and faculty which leads to conflict of interests will not be tolerated by the Institution and shall call for necessary disciplinary action.

SCMS would want all its employees to be polite, respectful and sensible in their conduct on social media. At all times, it is expected of them to comply with the laws concerning intellectual property rights, copyrights and information technology.

*"Use your good judgement to handle situations with prudence; we trust you!"*



  
PRAMOD P THEVANNOOR  
VICE CHAIRMAN  
SCMS GROUP OF EDUCATIONAL INSTITUTIONS





## POLICY ON USE OF INSTITUTIONAL ASSETS

Version 1.0

Created on 25/03/ 2021

Page 1 of 2

**Objective:** This policy intends to safeguard and maintain Institutional assets so that end users can optimise usage and minimise the risks involved due to loss, theft or destruction of assets.

**Institutional Assets include but not excluding:**

- Laptop, Vehicles for personal use, Desktop, Mouse, Cables, Chargers, Laptop Bag, Mobile phone and other similar equipment provided by the Institution.
- All official documents, certificates, licenses etc. issued to the Institution by various bodies
- Printers, Projectors, Screens, Audio Visual Equipment, Cameras and accessories
- Stationary including Pens, Pencils, Board markers, Paper, Empty files, Folders etc.
- Bank ATM Cards, Credit Cards, Fuel Cards etc.
- All Institutional vehicles, keys, accessories
- All Institutional Furniture, Fixtures, Storage cabinets, Keys etc.

### DOs and DONTs of Usage:

- a) Assets issued to employees at any point during their tenure will remain property of SCMS and it is the duty of the employee to take good care of the asset as long as he/she is the custodian.
- b) Any sort of permanent damage, loss or theft of the asset should be intimated to the immediate superior and the issuing authority. In case the employee is unable to report in person, the information should be given on an e-mail without any further delay.
- c) Once informed of a damage, theft or loss of property, it is the duty of the Issuing authority to rectify or take corrective and preventive action on the same. A report on the loss/damage of any kind, should be informed to the respective Head of Institution along with a copy to HR department.



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- d) Employees who are custodians of such Institutional assets should not rent, loan or advance it to any third party for use outside the Institution premises. The same can be taken out of the campus only with approval from the authorised higher authority.
- e) In the best interests of the Institution, it reserves its right to inspect assets to ascertain the condition of the assets and carry out necessary repairs or maintenance.
- f) At the time of employee exit through resignation, termination or retirement, the employee is bound to surrender all Institutional assets including official documents unless otherwise informed.
- g) If the surrendered assets are not in good condition, the Institution reserves its right to charge a penalty.

SCMS wishes all its employees to take good care of the Institutional assets, so that it is maintained in optimal condition for a longer duration. Employees are encouraged to seek preventive maintenance measures for the upkeep of the assets.

*“Take care of your things; and they will take care of you!”*



PRAMOD P THEVANNOOR  
VICE CHAIRMAN  
SCMS GROUP OF EDUCATIONAL INSTITUTIONS



# SCMS

## GROUP OF EDUCATIONAL INSTITUTIONS

SCMS CAMPUS, PRATHAP NAGAR, MUTTOM, ALUVA, COCHIN - 683 106, INDIA  
Phone: 91-484-2628000 • Email: scms@scmsgroup.org • Website: www.scmsgroup.org

### Policy document on Inclusive Education

SCMS believes in Inclusive Model of Special Education System in which, the student with a disability is educated in the least restrictive environment, typically along with peers who do not have disabilities. In an inclusive education system, supports needed by students with disabilities are ideally provided in the classroom by either the teacher or designated support staff or students, but can also be provided outside of the classroom by specialists—such as speech therapists, physical therapists, or intensive literacy or mathematics coaches—as best meets the student's needs.

Support to be provided in the following manner to accommodate people with special needs

1. Build environment with ramps/lifts for easy access to classrooms and other facilities.
2. Disabled-friendly washrooms to be provided in each floor for boys and girls
3. Signage including tactile path, lights, display boards and signposts to be introduced
4. Departments to get into Research and development of Assistive technology and facilities for persons with disabilities
5. Provision for taking up inclusive studies
6. To explore the possibilities of recruiting people with disabilities



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Website: www.scmsgroup.org

## Staff Welfare Policy for SCMS School of Engineering & Technology

The most precious resource in an organization is its Human Resource, and the organization must take steps to ensure their wellbeing. Welfare measures are implemented to encourage a healthy, physical and mental state. The employees are given institutional support for professional development initiatives and training. The management decides to provide assistance to employees in the event of serious health concerns.



  
**PRAMOD P THEVANNOCH**  
VICE CHAIRMAN  
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CAMPUS: VIDYA NAGAR, KARUKUTTY, ERNAKULAM-683 576 PHONE: 0484-2882900, 2450330  
E-mail: [sset@scmsgroup.org](mailto:sset@scmsgroup.org) • Website: [www.scmsgroup.org/sset](http://www.scmsgroup.org/sset)

## Admission Procedure

Admissions to SCMS School of Engineering and Technology has always been a unique process of systematic procedures from inquiry to obtaining a seat for a UG or PG course.

1. Hotline numbers are projected on our website [www.scmsgroup.org/sset](http://www.scmsgroup.org/sset) handling every inquiry about the course details, eligibility criteria, fee structure, refund policy, and the procedures involved till the final admission to the Institution.
2. Meritto an advanced software is used for registration by the student seeking admission. The forms are available online on our website [www.scmsgroup.org/sset](http://www.scmsgroup.org/sset), a student seeking admission is required to enter his or her personal, and educational details which is later verified by the members of the admission team. Every student who has been provided an application number is contacted personally and the next procedure explained towards paying the tuition fees through the link provided in their admission form for easy access the link to the admission form and brochure explaining the details of admission is sent to their WhatsApp number and if the need arises the fee link is also shared on request.
3. The institution has its refund policy as per the norms set by the entrance commissioner and it is followed in every respect.
4. A student who has failed to fulfill the eligibility criteria, or allotted a seat through the government quota in an institution of their choice, or decides to withdraw for reasons best known to them is refunded the amount of fees paid after deduction of the processing fees of Rs. 1,000/- (Rupees One Thousand Only) within the timeline as decided by the Government.
5. Enrollment of a student to the Institution is the final procedure towards admissions. A student walks into the campus with his/her parents and they are guided towards a process of furnishing their details personal and academic for the Institution records in the software linways maintained for future reference and an identification (admission) number is created that stays with them till the completion of the course. The certificates are verified by a team of faculty members who authenticate towards the next process of paying the remaining fees which includes the transportation, hostel, and one-time fees (Laboratory, Library, Exam, Sports, Admission Parents Teachers Association, Caution Deposit (refundable at the end of the course), Information about the uniforms is also shared with them.
6. The principal hands over the admission slip to the student obtained through the linways portal after final verification thus concluding the process of admission to the Institution.



*[Signature]*  
PRINCIPAL