



SCMS SCHOOL OF ENGINEERING & TECHNOLOGY

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

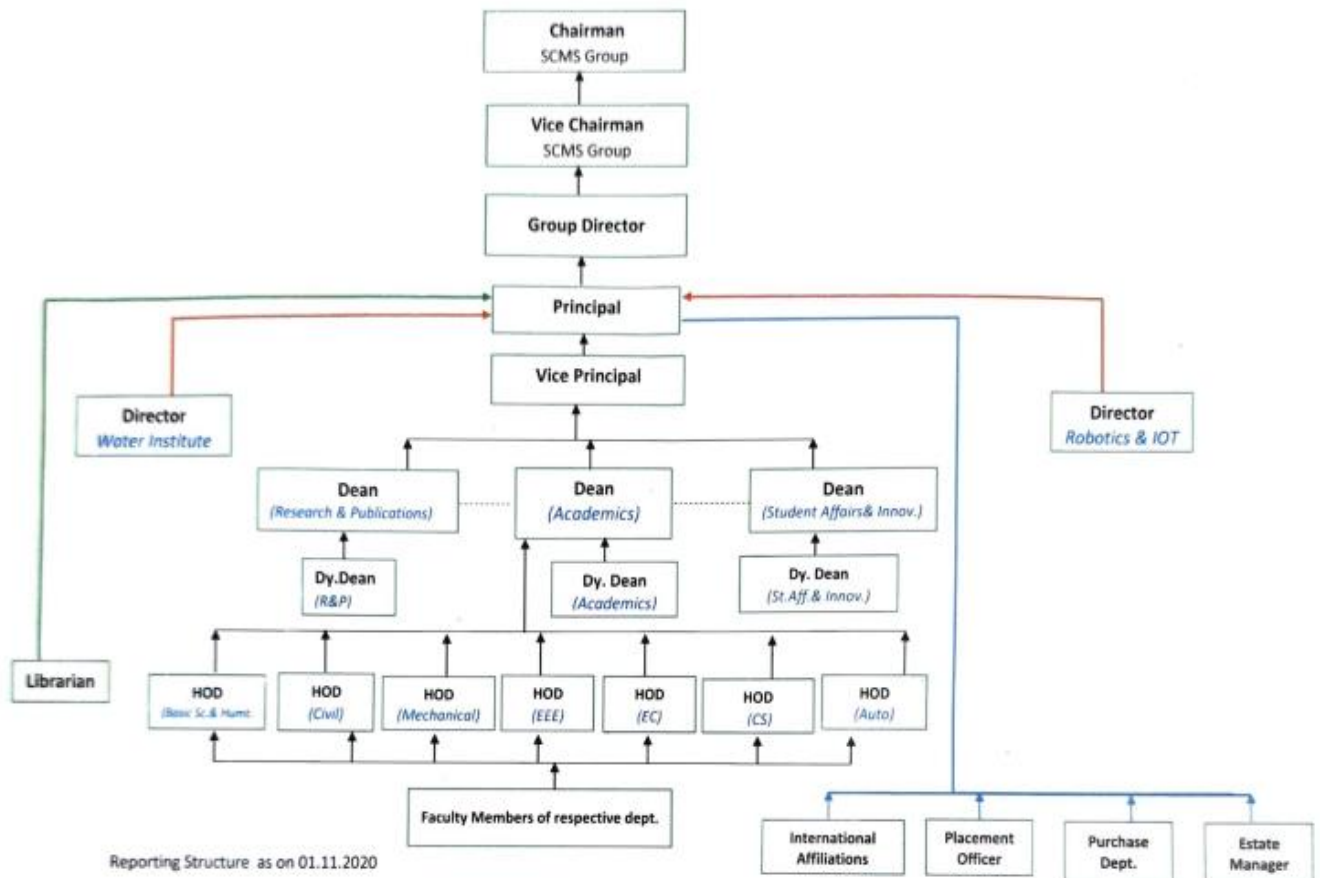
E-Mail: sset@scmsgroup.org Website: www.scmsgroup.org/sset

Governing, Senate, Academic and Administrative Bodies

Governing Structure

SCMS School of Engineering & Technology (SSET) is an institution of the SCMS Group of Education Institutions, under the able leadership of its founding Chairman Dr.G.P.C. Nayar. The Board of Governors (BoG) act as the apex body in formulating policies for the governance of the institution. The Board comprise of people of eminence from different walks of life including representation from the faculty. The Governing body functions through its executive arm, the Board of Management (BoM). The Academic Advisory Board (AAB) acts as advisory to BoM on the activities of the program. AAB is assisted by the faculty team of the different departments by updating the details of the program.

Organization Chart





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Board of Governors

The constitution of BoG of the institution is given in Table 1.

Table 1: Board of Governors of the institution

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY			
BOARD OF GOVERNORS			
Dr.Subramanian Swamy	Member of Parliament - Chairman	Ph.D.	Formerly Union Minister for Commerce, Law & Justice & Professor, Harvard University
Mr.P.C.Chacko	Public Representative - Member	Graduate	Ex-MP., Formerly Minister for Industry, Govt. of Kerala
Dr.G.P.C.Nayar	Chairman and Founder, SCMS Group - Member	B.Sc., B.IIm, PGDBM, MBA, Ph.D. (USA)	Chairman SCMS Group of Educational Institutions
Mr.T.P.Sreenivasan IFS	Ex-Ambassador & Educationist - Member	IFS	Former Chairman, Higher Education Council and Director, NSS Academy of Civil Services, Director General, Kerala International Centre
Dr.U.Ramesh	Regional Officer (Addl. Charge) & Director, AICTE - Member		Regional Officer (Addl. Charge) & Director, AICTE
Prof.N.C.George	AICTE nominated industry expert - Member	MA & DTFT (UK)	Management Consultant



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Nominee of the State Government -	Nomination Awaited		
Nominee of the State Government (Outside expert from the Region)	Nomination Awaited		
Dr.C.V.N.Reddi	Academician and Administrator - Member	Ph.D.	National Professor of Public Relations (UGC)
Mr.A.K.Nair	Management expert from Industry - Member	B.Tech., MBA	Ex - Managing Director, KSIDC & KCPL
Prof.S.Gopakumar	Director, SCMS Group - Member		Director, SCMS Group
Dr.Anitha G.Pillai	Professor & Dean – Academic Affairs, SSET - Member	M.Tech., Ph.D.	Professor & Dean – Academic Affairs, SSET
Dr.Varun G.Menon	Asso. Professor & HoD, SSET – Member	M.Tech. (CSE), Ph D	Asso. Professor & HoD, SSET
Mr.Siddharth Sethu.	Alumni Representative - Member	B.Tech	Unisys, Delhi.
Mr.Shibu Balakrishnan	Industry Expert Member	MBA	Cognizant Technologies
Dr.Praveensal C J	Principal, SSET – Member Secretary	M.Tech., Ph.D.	Principal, SSET

The major functions of the BoG are

- Acting as the advisory to Board of Management
- Assessing the standing of the institution and its activities, and, to check its conformity with the mission of the institution.
- Integrating strategic plans and activities with organizational vision and mission
- Exploring the scope for expansion of present activities and identifying the avenues for future growth and development of the institution



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Board of Management

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

Members of Board of Management – SCMS Group of Educational Institutions

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

The role of the BoM is

- Scrutinizing suggestions from Academic Advisory Board and give approval for implementation of action plans and various activities supporting the realization of strategic objectives.
- Identifying and mobilizing resources required for program implementation.
- Approval of budget and budgetary allocation for various programmes and activities.
- Scanning of environmental changes affecting the functioning and progress of the institution and assessing market potential for new opportunities.

Academic Advisory Board

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

The members of the AAB of the Engineering program are given in Table 2.

Table 2: 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,	IFS	Ex- Ambassador



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		Higher Education Council, Kerala - Chairperson		& 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	Prof.S.Gopakumar	Group Director - Member	MA	HR Director for SCMS Group and In Charge of SSET
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.Anitha G.Pillai	Professor & Dean – Academic Affairs, SSET - Member	M.Tech., Ph.D.	Professor & Dean – Academic Affairs, SSET
9	Dr.Varun G.Menon	Asso. Professor & HoD, SSET - Member	M.Tech. (CSE), Ph.D.	Asso Professor & HoD, SSET
10	Dr.C.J.Praveensal	Principal, SSET – Member Secretary	M.Tech., Ph.D.	Principal, SSET

Service Rules, Policies and Procedures

The leadership team of SCMS; the Board of Governors along with the faculty define the performance expectation disseminated through our Vision and Mission statements.

During the installation of the Institution we had formulated sets of policies which covered the general administration The Institution has well defined rules framed in the year 2013 and these rules encompass the following details:



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- Recruitment procedures
- Appointments Induction Service Matters Working hours
- Performance appraisal system Career progression
- Salary revision and increments Leave policy
- Faculty development Travel rules
- Code of conduct

Revised set of service rules and procedures incorporating more activities was done in 2019. The service rules are made available to the faculty for ready reference.

Decentralization in working and grievance redressal mechanism

Head of the Institution is assisted by Deans and HODs with specific role functions for the smooth functioning of the Institution. The corporate functions like HR, Finance, and Purchase assist the Principal and other functionaries in their respective domain.

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

Dr. Praveensal C. J.	– Principal
Dr. Anitha G Pillai	– Dean Academic affairs
Dr. Mini Tom	– Deputy Dean
Dr. Jenson Joseph Earnest	– HOD – Automobile Dept.
Dr. Nisha L	– HOD CE Dept
Dr. Varun G Menon	– HOD CSE Dept.
Dr. Jayanad B	– HOD EEE Dept.
Dr. Rag R L	– HoD Mechanical
Dr. Sreelekha Menon	– HoD Basic Science & Humanities Dept.
Dr. Sunny George	– Director Water Institute.

Decentralization in working:

a. Administration

The overall administration is carried out by the Principal with the assistance of office assistants as listed in Table 1, who are in-charge of affairs related to hostels, transportation, admissions, academics, establishments, scholarships etc. Finances are handled by accounts section of the office.

Table 3: Administrative Staff Assisting Principal

Sl. No.	Name	Designation
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1	Jagadhamma M.P	Administrative Officer
2	Manoj Kumar R	Estate Supervisor
3	Kesavan Nair	Purchase Manager
4	Subha .K	Asst. Accounts Officer

b. Academics

The heads of various departments have been delegated the authority to take administrative decisions for their respective department after consulting the Principal and Dean-Academic Affairs. The faculty members who have been delegated powers for taking administrative decisions are listed in Table 4.

Table 4: Administrative Committee

Sl. No.	Name	Designation
1	Prof. S Gopakumar	Director
2	Dr. Praveensal C J	Principal
3	Dr. Anitha G Pillai	Profesor & HOD ,CE, Dean- Academic Affairs
4	Dr. Mini Tom	Deputy Dean
5	Dr. Jenson Joseph Earnest	HOD , AU
5	Dr. Nisha L	HOD , CE
7	Dr. Varun G Menon	HOD, CS
8	Dr. Jayanad B	HOD, EE
9	Dr. Rag R L	HOD, ME
10	Dr. Sreelekha Menon	HOD, BS&H

c. Examinations

All the internal and university examination matters are handled by the Examination committee headed by the Chief Superintendent. He/ She is assisted by faculty



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representatives from all departments, technical staff and office assistants. These faculty members are shuffled periodically. For internal examinations, faculty handover the question paper to the committee member of their respective departments who in turn hand over the question papers to the Chief Superintendent. Question papers of the university exams are downloaded from a confidential mail ID provided by the University in the presence of an Observer appointed by the University. Examination Cell members collect the answer sheets after completion of the examination and bundle up the same as per the University regulations. The list of members of the Committee is given in Table 5.

Table 5: Examination Committee

Sl. No.	Name	Designation
1	Dr Divyanath K (EEE)	Chief Superintendent
2	Ms Reshma R (BS&H)	Superintendent
3	Ms. Jayalakshmi S (EEE)	Member
4	Ms Geethu R Babu (CE)	Member
5	Ms Ajithkumar R (ME)	Member
6	Mr Albin Joseph (AU)	Member
7	Mr Jerry Kuriakose (EC)	Member

d. Grievance Redressal Committee

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

The list of members of the Grievance Redressal Committee is given in Table 6.

Table 6: Grievance Redressal Committee

Sl. No.	Name	Designation
1	Dr. Mini Tom	Professor , BS& H



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2	Dr. Vidhya Chandran	Associate Professor, ME
3	Dr.. Divya Nath K	Associate Professor, EEE
4	Dr. Sreeja K A	Assistant Professor, EC
5	Ms. Sindhya K Nambiar	Assistant Professor, CS
6	Mr. Francis Thomas	Assistant Professor, ME
7	Mr. Aravind P V	Assistant Professor, AU
8	Ms. Jesna Sebastian	Assistant Professor, BS&H

The various cells and committees that function with a primary objective pertaining to Grievance Redressal mechanism are:

i. Discipline Committee

Discipline committee assists the Principal in maintaining discipline in the campus. The committee comprises of faculty who conduct periodic monitoring of students in the mornings and afternoons to ensure they are punctual in class. The committee also maintains discipline during extra and co-curricular activities conducted in the campus. The members of the committee are listed in Table 7.

Table 7: Discipline Committee

Sl. No.	Name	Designation
1	Dr. Rag R L	Professor & HOD, ME
2	Dr. Manoj Kumar B	Associate Professor, CE
3	Ms. Sanju Sreedharan	Associate Professor, CE
4	Mr. Koshy Joseph	Assistant Professor, AU
5	Mr. Rakesh S	Assistant Professor, ME
6	Mr. Jerry Kuriakose	Assistant Professor, EC
7	Ms. Deepa S	Associate Professor, EE
8	Ms. Dhanya K A	Assistant Professor, CS
9	Ms. Reshma R	Assistant Professor, BS&H



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ii. Anti Ragging Committee/ Squad

The anti-ragging squad is constituted to monitor ragging tendencies in students and to curb the menace of ragging. If any incidence of ragging is reported or observed, an enquiry report is submitted by the Anti-Ragging Squad to the Anti Ragging Committee and adequate measures are taken by the committee. The anti- ragging squad and committee comprises of the members as given in Table 10.8.

Procedures for Anti-ragging:

As per the guidelines of the various regulatory bodies, the college follows the procedures.

1. The students submit an affidavit to the college at the time of admission.
2. An affidavit from the parent/guardian is collected at the time of admission.

The salient features of the Prohibition of Ragging Act, 1997, are displayed in the college premises.

Table 8: Anti-Ragging Committee/Squad

Sl. No.	Name	Designation	Phone Number	Position
1	Dr. Praveensal C.J	Principal	9446763487	Chairman
2	Dr. Mini Tom	Professor & Deputy Dean	9447710995	Convener
3	Dr. Sreelekha Menon	Associate Professor & HOD,BS&H	9846061909	Member
4		Sub-Inspector of Police, Angamaly	9491980462	Member
5	Mr. G Krishnan	NGO Representative	9745988740	Member
6	Ms. Smitha P C	P.T.A. Nominee	9497309764	Member
7	Mr. K K Gopalakrishnan	Non-Teaching Staff	7012512996	Member
8	Mr. Rohith M	Final year Student	9188136295	Member
9	Mrs. Praveena S Kammath	Assistant Professor, EC	8129542585	Member (Squad)
10	Mrs. Sonal Ayyappan	Associate Professor, CS	9447747061	Member (Squad)



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11	Mr. Ajithkumar R	Assistant Professor, ME	9446049457	Member (Squad)
12	Dr. Santhosh G	Assistant Professor, CE	9446744642	Member (Squad)
13	Mr. Varun Jose	Assistant Professor, EE	8113980768	Member (Squad)
14	Mr. Sujay K	Assistant Professor, AU	8547309440	Member (Squad)

iii. Student Welfare Committee

The student welfare committee is constituted to ensure students are provided with adequate amenities corrective measures for issues related to transportation, canteen and club activities. The institution has the committee and helps students with personal/psychological problems. The members of the committee.

Table 9: Student Welfare Committee

Sl. No.	Name	Designation
1	Dr. Mini Tom	Professor & Deputy Dean
2	Ms. Surya K A	Assistant Professor, BS&H
3	Mr. Noel Joseph Gomez	Assistant Professor, ME
4	Ms. Priya Venugopal	Assistant Professor, EE
5	Ms. Bini Omman	Assistant Professor, CS
6	Ms. Parvathi R	Assistant Professor, EC
7	Ms. Shilpa P C	Assistant Professor, CS

iv. Internal Complaints Committee

With regard to the guidelines issued by the Supreme Court Judgment in 1997 and the University Grants Commission (UGC) circulars since 1998, advising all universities to establish a permanent cell and a committee to combat sexual harassment and violence against women, the institution has constituted the internal complaints committee. Any form of physical contact and/or advances, a demand or request for sexual favours, sexually coloured remarks, circulating/displaying pornographic



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material and any other unwelcome physical/ verbal/ non-verbal conduct of sexual nature will be dealt with by the committee. The committee is constituted of the members listed in Table 10.

Table 10: Internal Complaints Committee

Sl. No.	Name	Designation	Position
1	Dr. Mini Tom,	Professor & Deputy Dean	Presiding officer
2	Ms. Deepa K	Associate Professor, MCA	Member
3	Ms. Jagadhamma M P	Administrative Officer	Member
4	Dr. P V Metilda	Retd. Principal, Maharajas College	Member

v. Women's Forum

To address the issues faced by women in both the college campus and hostels, a Women's Forum is constituted which functions along with the Internal Complaints Committee that was formed in the college in the year 2014 (as per the guidelines received from Kerala Women's Commission). The main objectives of this forum are to highlight the importance of health and hygiene, to prevent sexual harassment and to promote general well-being of girl students and women employees in the college, to create social awareness about the problems women face due to gender discrimination and to enhance the self-confidence of girl students and women staff. The members are listed in Table 11.

Table 11: Women's Forum

Sl. No.	Name	Designation
1	Dr. Mini Tom	Professor and Deputy Dean
2	Mrs. Praveena S Kammath	Assistant Professor, EC
3	Ms. Arshey M	Assistant Professor, CS



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4	Ms. Resmi M	Assitant Professor, BS&H
5	Ms. Anju S Nair	Assistant Professor, BS&H

e. Disciplinary Action Committee

The Disciplinary Action committee is constituted by the Principal for the purpose of investigating the malpractices reported during End Semester Examinations. The committee will consider all the suspected malpractices on individual basis. The Committee reserves the right to request further information relating to a case. The Committee will determine the outcome based upon all the evidence available to them at the time, including any personal written response that has been received. The members are listed in Table 12.

Table 12: Disciplinary Action Committee

Sl. No.	Name	Designation
1	Dr Anitha G Pillai (Dean Academics)	Head of DAC
2	Dr Rag R L (HOD ME)	Member
3	Dr Varun G Menon (HOD CS)	Member
4	Dr Mini Tom (Deputy Dean)	Member

Delegation of financial powers

The Principal has the financial powers to spend 85,000/- as needed basis to be used for the following purposes.

1. Travel Expenses
 - Faculty and Staff travelling allowance and advance payment for university external examiners.
2. General Maintenance
 - Building maintenance, including sanitary and electrical works.
3. Printing and Stationery
4. Transport Expenses
 - Transportation of materials or supplies and college bus toll charges.
5. Examination Expense



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- Payment for class room seating arrangements for internal exams and advance payment towards the conduct of university exams.
6. Seminar/Sports
- Conduct of Seminars, Conferences, Workshops, FDPs, Cultural & Sports Activities. To meet any other expenses, the Principal may deem essential.

01.11.2021



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