

**SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR,
KARUKUTTY - 683 576**

**Minutes of IQAC Meeting held on 08/06/2020
Time and Venue of Meeting: 9.15 am, Online- G-Meet**

CONVENER and CHAIR: Dr. Praveensal C J, Principal, SSET

Members present:

Dr. Radha P. Thevannoor, Registrar, SCMS
Prof. S Gopakumar, Senior Group Director
Dr. Sunny George, Director, SCMS Water Institute
Dr. Sunil Jacob, Director, Centre for Robotics
Dr. Varun G Menon, Associate Prof. Dept. of CSE and Placement in-Charge
Dr. Manoj Kumar B., HOD, Dept. of AU
Dr. Vinod P., HOD, Dept. of CSE
Dr. Saira Joseph, HOD. Dept. of ECE
Ms. Deepa S, Associate. Prof. Dept. of EEE
Dr. Venu P., HOD, Dept. of ME
Dr. Mini Tom, HOD, Dept. of BS&H
Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources
Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala
Mr.Sajeev Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
Ms. Sushitha P K, Parent
Ms. Meera R Nair, Managing Partner, Foliage Architects, Kochi.
Mr. Rohit M, Student Representative
Dr. Anitha G. Pillai, Dean Academics, Professor & Head, Dept. of Civil Engg.

Members Absent:

Ms. Jagadamma M P, Administrative Officer
Mr. P V Tomy, Ward Member

The following points were discussed:

1. Review of the previous IQAC meeting

The Chair reviewed the proceedings of the previous meeting and ensured that all the necessary actions were taken to implement initiatives discussed.

2. Emergency meeting

During the pandemic situation, emergency meeting was held on online on 21.3.2020, and decided to conduct classes, trainings programs, FDP, value added courses for students and for faculty through online.

3. Effectiveness of online Classes:

The effectiveness and the issues raised by the students about online classes were discussed and decided to take feedbacks and timings for next semesters were allotted accordingly.

4. Induction Program

The committee decided to conduct five days online induction program for first year students.

The meeting concluded at 10.15 am.



Principal

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR, KARUKUTTY - 683 576
Action Taken Report of IQAC Meeting held on 08.06.2020

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Emergency meeting-Pandemic Situation	Conducted lot of webinars, FDP and talks by all the departments and the list of programs are attached below. The Coursera institution registration was done. Many faculty utilised that opportunity to improve the knowledge in different fields.
2.	Effectiveness of online Classes	Feedback Link for each subjects were shared with students and analysed. The timings were rescheduled
3.	Induction Program	The programs for induction programs were fixed, but due to the pandemic situations classes for first years were not commenced by University.



Principal

Sl. No.	Date	Title	Speaker Name	webinar/workshop/FDP	Department
1	13th April, 2020	web/mobile based integrated solution for construction management by	Er. Reji Zacharia	Webinar	CE
2	24th April 2020	Study And Career Opportunities In Sweden	Mr Telbin Thomas,	Webinar	AU
3	29th April 2020	Engineering Behind Tyres	Mr Arjun Sethumadhavan,	Webinar	AU
4	30th April 2020	Webinar on ID CNN AND NLP	Dr. Basant Agarwal,	Webinar	CS
5	1st May 2020	Webinar on Stress Transfer Mechanism in Soils	Er. Jayakrishnan Menon,	Webinar	CE
6	2nd May 2020	Webinar on Bonded Post Tension Slabs	Er. Madhu Sethumadhavan,	Webinar	CE
7	2nd May 2020	Reliability And Maintainability Of Automobile Systems	Dr. Ajith Tom James,	Webinar	ME
8	5nd May 2020	Industry 4.0: The Role of AI and Big Data	Dr. Ajith Abraham,	Webinar	CS
9	7th May 2020	Role Of Artificial Intelligence In CCTV And Access Control Industry'	Mr. Sooraj P N,	Webinar	EC
10	8th May 2020	Jaguar Land Rover Power Trains	Dr Deepak Hari,	Webinar	AU
11	8th May 2020	Threat Actors: Where Reach Exceeds Imagination	Mr. Shyam Sundar,	Webinar	CS
12	8th May 2020	Startups - When, Where and How to Get Funding	Mr. Anand T S,	Webinar	SSET
13	8th May 2020	Talk On Data Analytics	Dr. Balagopal G Menon ,	Webinar	<u>B.Sc</u>
14	12th May 2020	Lockdown - Vehicle Maintenance	Mr Anoop M S,	Webinar	AU
15	12th May 2020	Advanced Electrical Machines For EV Applications	Dr. Sreeju S Nair	Webinar	EE
16	12th May 2020	Mobile Security	Dr. Eleonora Losiouk,	Webinar	CS
17	12th May 2020	Economical & Durable Concrete With Blended Cements	Er. Sebin Jose,	Webinar	CE
18	13th May 2020	Writing Research Proposals	Prof Lance Chun Che Fung,	Webinar	CS
19	16th May 2020	Adding Enhanced features to Embedded Systems	Ms. Gayathri M Nair	Webinar	EC
20	16th May 2020	IOT Usage in Manufacturing	Mr. S K Vijay	Webinar	EC
21	18th May 2020	Electric Grid Overview	Er. Gopakumar Gopinathan,	Webinar	EE
22	21th May 2020	Evasion Techniques Of Malware : A Perspective	Dr Corrado Aaron Visaggio,	Webinar	CS
23	22nd May 2020	Agile Software Development Methodology	Ms. Shalini Nair	Webinar	EC
24	22nd May 2020	Covert Channels	Prof. Mauro Conti	Webinar	CS
25	29nd May 2020	Research Areas In Graph Theory And Its Applications	Dr. Anjaly Kishore	Webinar	<u>B.Sc</u>

26	29nd May 2020	Introduction To Data Science	Mr. Praveen Devabalan	Webinar	CS
27	30th May 2020	Sustainability In Product Design	Dr. N. L. Parthasarathy	Webinar	ME
28	30th May 2020	Glimpses of India's Space Mission	Dr. Murugesan V,	Webinar	EE
29	30th May 2020	Communication Standards in Avionics	Ms. Mythili Belle	Webinar	EC
30	2nd June 2020	Occurrence And Treatment Efficiency Of Pharmaceuticals In Landfill Leachate	Prof. Huan-Juang Fan	Webinar	CE
31	9th June 2020	Digital Project Delivery & Digital Twins" With Iconic Project Examples	Mr. Craig Garrett	Webinar	CE
32	16th June 2020	Demolition of Living Structures	Dr Anil Joseph	Webinar	CE
33	18th June 2020	Safety Valves & Some Insights Into International Codes and Standards	Mr. Rahul Raj	Webinar	ME
34	20th June 2020	Design of Digital systems"	Mr. Lakshman M	Webinar	EC
35	22d June to 27th June 2020	Modeling and Simulation – An Engineering Perspective	1. Dr. Sheeja Janardhanan 2. MrKunjunni 3. MsVidya Chandran.4. Nikhil shok, 5, Mr Jenson Joseph	STTP	ME
36	27th June 2020	A High-Level Overview of Product Development	Mr. SudheeshSudhakaran,	Webinar	EC
37	7th July 2020	Cyber Security- Career options	Mohammed Sheefar Kalluveetil	Webinar	SSET
38	8th July 2020	Building Automation Career Options & Corporate Scaling"	Joseph Jacob	Webinar	SSET
39	9th July 2020	Engineering Convergence: A Multidisciplinary System Approach	Dr. Akash Rajan,	Webinar	B. Sc.
40	9th July 2020	An Introduction to Wet Utilities Infrastructure	Deepu Pillai	Webinar	SSET
41	14th July 2020	Property Developers: Procurement Process and Cost Management"		Webinar	SSET
42	15th to 17th July 2020	Training Programme on Applications of Geographic Information Systems		Webinar	CE
43	13th July to 17th July 2020	System Modelling And Control Methods	1.Dr. Abraham.T.Mathew 2.Dr.M.Nandakumar 3.Dr.Abdul Saleem.P.K 4. Er.Toney Antony Kurian 5.Dr. Ramesh Kumar.P	FDP	EE
44	16th July 2020	Electrical Engineering: Way to Greener Environment	Shajeer Basheer	Webinar	SSET
45	17th July 2020	Automotive Industry: Decide which piece of the cake you want	Mr. Praveen Menon	Webinar	SSET
46	10th to 14th August 2020	Association of Structural and Geotechnical Consulting Engineers	Inaugural session by Dr. Anil Joseph,	(Hands on training)workshop	CE
47	7th Aug. 2020	Career Guidance - Opportunities in Engineering	Speaker 1:Mr. Boney M Varghese Speaker 2: Mr. Anish Gopalakrishnan Speaker 3:Mr. Sreekanth Suresh 4. Mrs. Vineetha Raveendran	Webinar	EE

**SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR,
KARUKUTTY - 683 576**

**Minutes of IQAC Meeting held on 12/08/2020
Time and Venue of Meeting: 9.15 am, Online- G-Meet**

CONVENER and CHAIR: Dr. Praveensal C J, Principal, SSET

Members present:

Dr. Indu Nair, Group Director, SCMS
Prof. S Gopakumar, Senior Group Director
Dr. Sunny George, Director, SCMS Water Institute
Dr. Sunil Jacob, Director, Centre for Robotics
Dr. Mini Tom, Professor, Dept. of BS&H
Dr. Manoj Kumar B., HOD, Dept. of AU
Dr. Varun G Menon., HOD, Dept. of CSE
Dr. Saira Joseph, HOD, Dept. of ECE
Dr. Nandakumar M, HOD, Dept. of EEE
Dr. Sheeja Janardhanan, HOD, Dept. of ME
Dr. Sreelekha B, HOD, Dept. of BS&H
Mr. Sajeew Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources
Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.
Ms. Sujitha Vinod, Parent.
Meera R Nair, Managing Partner, Foliage Architects, Kochi.
Mr. Rohith M, Third year student.
Dr. Anitha G. Pillai, Dean Academics, Professor & Head, Dept. of Civil Engg.

Members absent:

Mr. Anil G, Librarian
Mr. P V Tomy, Ward member.

The following points were discussed:

1. Review of the previous IQAC meeting

The Chair reviewed the proceedings of the previous meeting and ensured that all the necessary actions were taken to implement initiatives discussed.

2. Higher studies opportunities abroad

It was decided to arrange more talks about higher studies opportunities and career guidance for final year students.

3. Online Workshop

Decided to conduct Arduino and Tinkercad workshop for pre-final year students of circuit branches

4. KTU External Audit

There will be an external KTU audit within three months, so all the required files should be updated. The internal Audit should be conducted by October 2020.

5. Classes of Higher Semester

Higher semester classes were commenced from 17th August 2020 and discussed and viewed the serious issues faced by Faculty and students during online classes.

6. Preparations for placements:

Decision was taken to conduct online placement training and pre-placement talks for final year students.

7. POA Discussion

The POA of each department for the next academic year was discussed and decided.

8. Any other matters:

It was decided to hold monthly audit for checking the updation of all files.

The meeting concluded at 10.15 am.



Principal

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR, KARUKUTTY - 683 576

Action Taken Report of IQAC Meeting held on 20.08.2020

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Online Workshop	Conducted Arduino and Tinkercad workshop for 5EE and 5EC students from 4 th to 6 th Nov., 2020 by ECE Dept. in association with IEDC
2.	KTU External Audit	KTU External audit was conducted on 3 rd Nov, 2020, due to the pandemic situation external auditor was the Dean Academics and report was submitted to KTU.
3.	Classes of Higher Semester	The timings of higher semesters were changed and made morning session complete online classes.
4.	Preparations for placements	Conducted online placement training on 12 th 13 th and 14 th August 2020 for 175, 175 and 150 final year students respectively by Dr. Varun G Menon and pre-placement talk was conducted on 1 st Oct.2020 for 144 students by Capitaire career excellence, H&R Block.



PRINCIPAL

**SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR,
KARUKUTTY - 683 576**

**Minutes of IQAC Meeting held on 10/11/2020
Time and Venue of Meeting: 9.15 am, Online- G-Meet**

CONVENER and CHAIR: Dr. Praveensal C J, Principal, SSET

Members present:

:

- [1] Dr. Indu Nair, Group Director, SCMS
- [2] Prof. S Gopakumar, Senior Group Director
- [3] Dr. Sunny George, Director, SCMS Water Institute
- [4] Dr. Sunil Jacob, Director, Centre for Robotics
- [5] Dr. Mini Tom, Professor, Dept. of BS&H
- [6] Dr. Manoj Kumar B., HOD, Dept. of AU
- [7] Dr. Varun G Menon., HOD, Dept. of CSE
- [8] Dr. Saira Joseph, HOD, Dept. of ECE
- [9] Dr. Nandakumar M, HOD, Dept. of EEE
- [10] Dr. Sreelekha B, HOD, Dept. of BS&H
- [11] Mr.Sajeev Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
- [12] Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.
- [13] Ms. Sujitha Vinod, Parent.
- [14] Mr. Anil G, Librarian
- [15] Meera R Nair, Managing Partner, Foliage Architects, Kochi.
- [16] Mr. Rohith M, Third year student.
- [17] Dr. Anitha G. Pillai, Dean Academics, Professor & Head, Dept. of Civil Engg.

Members absent:

Dr. Sheeja Janardhanan, HOD, Dept. of ME
Mr. P V Tomy, Ward member.

The following points were discussed:

1. Review of the previous IQAC meeting

The Chair reviewed the proceedings of the previous meeting and ensured that all the necessary actions were taken to implement initiatives discussed.

2. First year classes and Induction program

KTU announced the first year classes to start from 30.11.2020 and for one week induction program. This was discussed and took steps to do the needful. and decided to conduct the induction program from 07.12.2020 to 11.12.2020

3. Online Workshop

Decided to conduct Arduino and Tinkercad workshop for prefinal year students of circuit branches

4. KTU External Audit

There will be an external KTU audit within three months, so all the required files should be updated. The internal Audit should be conducted by October 2020.

5. Preparations for placements:

Decided to conduct online placement training and pre-placement talks for final year students.

6. Any other matters:

It was decided to hold monthly audit for checking the updation of all files.

The meeting concluded at 10.15 am.



Principal

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR, KARUKUTTY - 683 576

Action Taken Report of IQAC Meeting held on 10.11.2020

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	First year classes and Induction program	First year classes started on 30.11.2020 and conducted the induction program from 07.12.2020 to 11.12.2020



Principal

**SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR,
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**Minutes of IQAC Meeting held on 11/02/2021
Time and Venue of Meeting: 9.15 am, Online- G-Meet**

CONVENER and CHAIR: Dr. Praveensal C J, Principal, SSET

Members present:

:

- [1] Dr. Indu Nair, Group Director, SCMS
- [2] Prof. S Gopakumar, Senior Group Director
- [3] Dr. Sunny George, Director, SCMS Water Institute
- [4] Dr. Sunil Jacob, Director, Centre for Robotics
- [5] Dr. Mini Tom, Professor, Dept. of BS&H
- [6] Dr. Manoj Kumar B., HOD, Dept. of AU
- [7] Dr. Varun G Menon., HOD, Dept. of CSE
- [8] Dr. Saira Joseph, HOD, Dept. of ECE
- [9] Dr. Nandakumar M, HOD, Dept. of EEE
- [10] Dr. Sreelekha B, HOD, Dept. of BS&H
- [11] Mr.Sajeev Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
- [12] Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.
- [13] Ms. Sujitha Vinod, Parent.
- [14] Mr. Anil G, Librarian
- [15] Meera R Nair, Managing Partner, Foliage Architects, Kochi.
- [16] Mr. Rohith M, Third year student.
- [17] Dr. Anitha G. Pillai, Dean Academics, Professor & Head, Dept. of Civil Engg.

Members absent:

Dr. Sheeja Janardhanan, HOD, Dept. of ME
Mr. P V Tomy, Ward member.

The following points were discussed:

1. Review of the previous IQAC meeting

The Chair reviewed the proceedings of the previous meeting and ensured that all the necessary actions were taken to implement initiatives discussed.

2. Preparations for placements:

Decided to conduct online mock interviews / placement training for pre-final year students during July 2021.

4. Steps to improve admission

Decided to form a committee to conduct program at school,

3. Any other matters:

It was decided to hold monthly audit for checking the updation of all files.
The meeting concluded at 10.15 am.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

Principal

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR, KARUKUTTY - 683 576
Action Taken Report of IQAC Meeting held on 11.02.2021

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Steps to improve admission	Committee were formed and Mr. Jenson Joseph was selected as the coordinator for the program. Decided to conduct mock entrance for different clusters. Each cluster can have 10-15 schools. Each school toppers can also be given cash prize.



Principal

**SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR,
KARUKUTTY - 683 576**

**Minutes of IQAC Meeting held on 26.04.2021
Time and Venue of Meeting: 2 pm, Principal's Office**

CONVENER and CHAIR: Dr. Praveensal C J, Principal, SSET

Members present:

- [1] Dr. Indu Nair, Group Director, SCMS
- [2] Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group
- [3] Dr. Radha P. Thevannoor, Group Director, SCMS
- [4] Prof. S. Gopakumar , Group Director, SCMS
- [5] Dr. Sunny George, Director, SCMS Water Institute
- [6] Dr. Manoj Kumar B., HOD, Dept. of AU
- [7] Dr. Varun G Menon., HOD, Dept. of CSE
- [8] Dr. Anandhi V., HOD, Dept. of ECE
- [9] Dr. Nandakumar M., HOD, Dept. of EEE
- [10] Dr. Rag R. L., HOD, Dept. of ME
- [11] Dr. Sreelekha B., HOD, Dept. of BS&H
- [12] Mr.Sajeev Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
- [13] Dr. P. S. Harikumar, *Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.*
- [14] Ms. Sujitha Vinod, Parent.
- [15] Meera R Nair, *Managing Partner, Foliage Architects, Kochi*
- [16] Mr. Rohith M, , Student Representative
- [17] Dr. Anitha G. Pillai, Dean Academics, *Professor & Head, Dept. of Civil Engg.*

Members Absent:

Dr. Varun G Menon, Associate Prof. Dept. of CSE and Placement in-Charge
Dr. Manoj Kumar B., HOD, Dept. of AU
Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala

The following points were discussed:

1. Review of the previous IQAC meeting

The Chair reviewed the proceedings of the previous meeting and ensured that all the necessary actions were taken to implement initiatives discussed.

2. New IQAC members

Decision to continue with the current IQAC until December 2021 was taken.

3. Steps to improve admission

Discussed about the SSET Academic Excellence Award Career Quotient Evaluator-2021

The meeting concluded at 3 pm.



Principal

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR, KARUKUTTY - 683 576
Action Taken Report of IQAC Meeting held on 26.04.2021

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	New IQAC Members	Same members continuing till December 2021
2.	Admission Process	SSET Academic Excellence Award Career Quotient Evaluator, stage 1 was completed. The response from different schools were appreciable. Cash prize for cluster 1 toppers were given.



Principal

**SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR,
KARUKUTTY - 683 576**

**Minutes of IQAC Meeting held on 7/06/2021
Time and Venue of Meeting: 9.15 am.**

CONVENER and CHAIR: Dr. Praveensal C J, Principal, SSET

Members present:

- [1] Dr. Indu Nair, Group Director, SCMS
- [2] Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group
- [3] Dr. Radha P. Thevannoor, Group Director, SCMS
- [4] Prof. S. Gopakumar , Group Director, SCMS
- [5] Dr. Sunny George, Director, SCMS Water Institute
- [6] Dr. Manoj Kumar B., HOD, Dept. of AU
- [7] Dr. Varun G Menon., HOD, Dept. of CSE
- [8] Dr. Anandhi V., HOD, Dept. of ECE
- [9] Dr. Nandakumar M., HOD, Dept. of EEE
- [10] Dr. Rag R. L., HOD, Dept. of ME
- [11] Dr. Sreelekha B., HOD, Dept. of BS&H
- [12] Mr.Sajeev Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
- [13] Dr. P. S. Harikumar, *Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.*
- [14] Ms. Sujitha Vinod, Parent.
- [15] Meera R Nair, *Managing Partner, Foliage Architects, Kochi*
- [16] Mr. Rohith M, , Student Representative
- [17] Dr. Anitha G. Pillai, Dean Academics, *Professor & Head, Dept. of Civil Engg.*

Members Absent:

Dr. Varun G Menon, Associate Prof. Dept. of CSE and Placement in-Charge
Dr. Manoj Kumar B., HOD, Dept. of AU
Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala

The following points were discussed:

1. Review of the previous IQAC meeting

The Chair reviewed the proceedings of the previous meeting and ensured that all the necessary actions were taken to implement initiatives discussed.

2. Cultural Fest – Vipanchika 2021

Decided to conduct virtual cultural fest – Vipanchika from 12th to 15th June 2021. Faculty from each department was selected and a committee was formed to organise the same.

3. Admission improvement – Steps

The present status of SSET Academic Excellence Award career quotient Evaluator 2021 were discussed.

4. POA audit

POA audit of academic year 2020-21 will be conducted in the month of June 2021.

5. Any other matters:

It was decided to hold monthly audit for checking the updation of all files.

The meeting concluded at 10.15 am.



Principal

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR, KARUKUTTY - 683 576
Action Taken Report of IQAC Meeting held on 7/06/2021

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Cultural Fest – Vipanchika 2021	cultural fest – Vipanchika was conducted from 12 th to 15 th June 2021.
2.	POA Audit	Presentation and file checking process of POA – 2020-21 were done for each department by the audit committee.



Principal

**SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR,
KARUKUTTY - 683 576**

**Minutes of IQAC Meeting held on 9/08/2021
Time and Venue of Meeting: 9.15 am.**

CONVENER and CHAIR: Dr. Praveensal C J, Principal, SSET

Members present:

- [1] Dr. Indu Nair, Group Director, SCMS
- [2] Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group
- [3] Dr. Radha P. Thevannoor, Group Director, SCMS
- [4] Prof. S. Gopakumar , Group Director, SCMS
- [5] Dr. Sunny George, Director, SCMS Water Institute
- [6] Dr. Manoj Kumar B., HOD, Dept. of AU
- [7] Dr. Varun G Menon., HOD, Dept. of CSE
- [8] Dr. Anandhi V., HOD, Dept. of ECE
- [9] Dr. Rag R. L., HOD, Dept. of ME
- [10] Dr. Sreelekha B., HOD, Dept. of BS&H
- [11] Mr.Sajeev Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
- [12] Dr. P. S. Harikumar, *Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.*
- [13] Ms. Sujitha Vinod, Parent.
- [14] Meera R Nair, *Managing Partner, Foliage Architects, Kochi*
- [15] Mr. Rohith M, , Student Representative
- [16] Dr. Anitha G. Pillai, Dean Academics, *Professor & Head, Dept. of Civil Engg.*

Members Absent:

Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala
Dr. Nandakumar M., HOD, Dept. of EEE

The following points were discussed:

1. Review of the previous IQAC meeting

The Chair reviewed the proceedings of the previous meeting and ensured that all the necessary actions were taken to implement initiatives discussed.

2. Classes of Higher Semester

Higher semester classes (S7 B Tech, 5MCA) were commenced from 27th Sept. and 1st Sept. 2021 respectively and discussed and viewed the serious issues faced by Faculty and students during online classes and discussed about the changes of offline classes. Internal exam dates were fixed. S3 & S5 classes will be commenced on November.

4. Covid Vaccine Drive

The Vaccination drive for students are decided to conduct after the arrival of students in campus.

5. Discussion regarding admission

The steps to improve admissions and the status of process we

re discussed.

6. Any other matters:

It was decided to hold monthly audit for checking the updation of all files.

The meeting concluded at 10.15 am.

A handwritten signature in black ink, appearing to be 'A. S. J.', written over a light blue grid background.

Principal

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR, KARUKUTTY - 683 576
Action Taken Report of IQAC Meeting held on 9/08/2021

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Covid Vaccine Drive	Conducted covid vaccine drive for students in the month of November after the arrival of all the higher semester students in campus.
2.	Commencement of classes	S7 Classes were started online on 27 th Sept. 21 and converted to conventional mode on 25 th October 2021.
4.	Admission process	The SSET Academic excellence award career quotient evaluator 2021 reached its final stage, Cash Prize were also decided for the topper (10,000/-).



Principal

**SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR,
KARUKUTTY - 683 576**

**Minutes of IQAC Meeting held on 8/11/2021
Time and Venue of Meeting: 9.15 am.**

CONVENER and CHAIR: Dr. Praveensal C J, Principal, SSET

Members present:

- [1] Dr. Indu Nair, Group Director, SCMS
- [2] Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group
- [3] Dr. Radha P. Thevannoor, Group Director, SCMS
- [4] Prof. S. Gopakumar , Group Director, SCMS
- [5] Dr. Sunny George, Director, SCMS Water Institute
- [6] Dr. Manoj Kumar B., HOD, Dept. of AU
- [7] Dr. Varun G Menon., HOD, Dept. of CSE
- [8] Dr. Anandhi V., HOD, Dept. of ECE
- [9] Dr. Rag R. L., HOD, Dept. of ME
- [10] Dr. Sreelekha B., HOD, Dept. of BS&H
- [11] Mr.Sajeev Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
- [12] Dr. P. S. Harikumar, *Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.*
- [13] Ms. Sujitha Vinod, Parent.
- [14] Meera R Nair, *Managing Partner, Foliage Architects, Kochi*
- [15] Mr. Rohith M, , Student Representative
- [16] Dr. Anitha G. Pillai, Dean Academics, *Professor & Head, Dept. of Civil Engg.*

Members Absent:

Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala
Dr. Nandakumar M., HOD, Dept. of EEE

The following points were discussed:

1. Review of the previous IQAC meeting

The Chair reviewed the proceedings of the previous meeting and ensured that all the necessary actions were taken to implement initiatives discussed.

2. First year classes and Induction program

KTU announced the first year B Tech classes to start from 22.11.2021 and for one week induction program. This was discussed and took steps to do the needful and decided to conduct the induction program from 22.11.2021 to 27.11.2021. Also S3 & S5 classes are commenced on 15th and 18th Nov. 2021.

3. Dr. PPTIA 2021 talk series

Decided to conduct one week Dr. PPTIA 2021 talk series by different entrepreneurs and Dr. Varun G menon was given in-charge for this

4. Classes of Higher Semester

Higher semester classes (S3, S5 B Tech, 5MCA) were commenced from 15th November and 18th November 2021 respectively and discussed and viewed the serious issues faced by Faculty and students during online classes and discussed about the changes of offline classes. Internal exam dates were fixed.

5. Cultural Fest – AARAVAM and Xmas celebration

Decided to conduct cultural fest – AARAVAM on 23rd December 2021. Faculty from each department was selected and a committee was formed to organise the same. Xmas celebration for first years are decided to celebrate on 22nd December 2021.

6. IEDC Workshop

Decided to conduct Class representatives orientation workshop on 20th and 21st December 2021.

7. Any other matters:


It was decided to hold monthly audit for checking the updation of all files.
The meeting concluded at 10.15 am.



Principal

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, VIDYA NAGAR, KARUKUTTY - 683 576
Action Taken Report of IQAC Meeting held on 8/11/2021

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Commencement of S1 Class	Inauguration of S1 classes were on 20 th November and induction program were conducted from 22 nd to 27 th November 2021
2.	Dr. PPTIA 2021 talk series	Talk series were from 17 th November to 24 th November 2021.
3.	IEDC Workshop	Conducted Class representatives orientation workshop on 20 th and 21 st December 2021. Dean academics, Nodal officers and many faculty members were the resource person for the workshop.
4.	Cultural Fest	AARAVAM curtain raiser were on 22 nd December 2021 and fest was on 23 rd December 2021.
5.	X- mas Celebration	Celebration for first year students was on 22 nd December 2021



Principal