

# SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, KARUKUTTY

## INTERNAL QUALITY ASSURANCE CELL

13.05.2016

In conformation with the NAAC directives to maintain momentum of quality consciousness in Higher Education Institutions, SCMS School of Engineering & Technology has constituted an Internal Quality Assurance Cell (IQAC). The IQAC channelizes and systematizes the efforts and measures of the Institution towards academic excellence with the following objectives.

- To develop a quality system for conscious, consistent and catalytic programmed action to improve the academic and administrative performance.
- To promote measures for institutional functioning towards quality enhancement through internalization of quality culture and institutionalization of best practices.

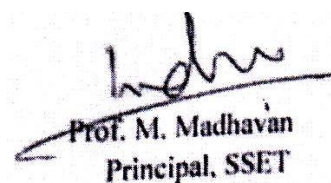
### SSET - IQAC committee

Prof. M. Madhavan, <i>Director, SSET</i>	Chairperson, IQAC
Prof. Pramod P. Thevannoor, <i>Vice Chairman, SCMS Group</i> Dr. Radha P. Thevannoor, <i>Group Director, SCMS</i> Dr. Sunny George, <i>Director, SCMS Water Institute</i> Dr. Praveensal C. J., <i>Vice Principal, SSET</i>	Senior Administrative Officers
Dr. Manoj Kumar B., <i>Assoc. Prof. Dept. of AU</i> Dr. Vinod P., <i>Prof., Dept. of CS</i> Dr. Ratish Menon, <i>Assoc. Prof. Dept. of CE</i> Dr. Sunil Jacob, <i>Prof. Dept. of EC</i> Mr. K. Narayanan, <i>Asst. Prof. Dept. of EE</i> Dr. Venu P., <i>Prof. Dept. of ME</i> Dr. Sheeja Janardhanan, <i>Assoc. Prof. Dept. of ME</i> Dr. Mini Tom, <i>Prof. Dept. of BS</i>	Faculty
Mr. Arun Babu, <i>Lead Talent Acquisition, Infosys Ltd.</i> Dr. P. S. Harikumar, <i>Director, Water Quality Division, Centre for Water Resources Development &amp; Management (Govt. of</i>	Nominees from Industrialists/stakeholders

<i>Kerala), Kunnamangalam, Kozhikode, Kerala.</i>	
Sreedevi B. G., <i>Assistant Professor, Department of Civil Engineering, Govt. Engineering College, Thrissur.</i>	Nominee from Alumni
Dr. Anitha G. Pillai, <i>Prof. &amp; Head, Dept. of Civil Engg.</i>	Coordinator IQAC

The functions of the IQAC wing of SCMS School of Engineering & Technology are:

- a) Development and application of quality benchmarks/parameters for various academic and administrative activities of the institution
- b) Facilitating the creation of a learner-centric environment conducive to quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process
- c) Arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes
- d) Dissemination of information on various quality parameters of higher education
- e) Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles
- f) Documentation of the various programmes/activities leading to quality improvement
- g) Acting as a nodal agency of the Institution for coordinating quality-related activities, including adoption and dissemination of best practices
- h) Development and maintenance of institutional database through MIS for the purpose of maintaining /enhancing the institutional quality
- i) Development of Quality Culture in the institution
- j) Preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC

  
Prof. M. Madhavan  
Principal, SSET

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

**Minutes of IQAC Meeting held on 20/08/2016  
Time and Venue of Meeting: 1.30 pm, Principal's Office**

**CONVENER and CHAIR: Prof. M. Madhavan, Director, SSET**

**Members present:**

- [1] Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group
- [2] Dr. Radha P. Thevannoor, Group Director, SCMS
- [3] Dr. Sunny George, Director, SCMS Water Institute
- [4] Dr. Praveensal C. J., Vice Principal, SSET
- [5] Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU
- [6] Dr. Vinod P., Prof., Dept. of CS
- [7] Dr. Ratish Menon, Assoc. Prof. Dept. of CE
- [8] Dr. Sunil Jacob, Prof. Dept. of EC
- [9] Mr. K. Narayanan, Asst. Prof. Dept. of EE
- [10] Dr. Venu P., Prof. Dept. of ME
- [11] Dr. Sheeja Janardhanan, Assoc. Prof. Dept. of ME
- [12] Dr. Mini Tom, Prof. Dept. of BS
- [13] Dr. Anitha G. Pillai, Prof. & Head, Dept. of Civil Engg.

**Members Absent:**

Mr. Arun Babu, Lead Talent Acquisition, Infosys Ltd.  
Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.  
Sreedevi B. G., Assistant Professor, Department of Civil Engineering, Govt. Engineering College, Thrissur.

**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. Technical talk and Training Program**

Since the odd semesters are started, decided to conduct technical talk, aptitude training programs and mock interviews for pre-final and final year students from August.

**3. KTU External Audit**

KTU have decided to conduct 2 audits/ semester. To make files ready by the entire faculty, it was decided to conduct internal audit before the external audit which is likely to conduct on first week of Oct. 2016.

**4. SSET knowledge/ Technology Sharing**

Decision was taken to conduct a knowledge sharing session every month by our faculty from October 2016 onwards.

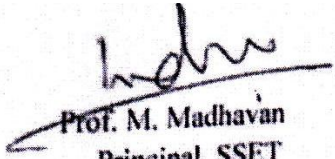
**5. Co-curricular and extra- curricular Activities**

Conduct of annual Onam celebrations was fixed on 26<sup>th</sup> Aug. 2016. Union day was decided to celebrate on 23<sup>rd</sup> Oct. 2016. PPTIA Curtain Raiser on 17<sup>th</sup> Nov. 2016. SSET Staff Badminton Tournament was decided to conduct before X-mas vacation.

6. Academics

Internal test dates were fixed

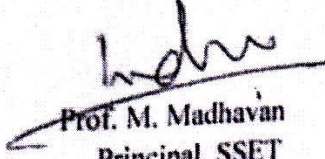
**The meeting concluded at 2.30 pm.**



Prof. M. Madhavan  
Principal, SSET

Action Taken Report of IQAC Meeting held on 20.08.2016

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Technical talk and Training Program	<ul style="list-style-type: none"> <li>Aptitude Training Program was conducted on 8<sup>th</sup> 29<sup>th</sup>,30<sup>th</sup> Sept. and 6<sup>th</sup> Oct. 2016 for 606 students by Konfidence Group</li> <li>"Career Guidance and Pre Placement Talk" was on 11<sup>th</sup>, 23<sup>rd</sup> 25<sup>th</sup> Aug. and 5<sup>th</sup> Sept. 2016 and 254 students attended. Prof. R. Sahadevan, Professor Placement was the resource person.</li> <li>ICTAK Top 10 Meet was on 17<sup>th</sup> October 2016 10 students and Vice Principal attended and was conducted by Officials from TCS,UST Global, Suyati and Instio"</li> </ul>
2.	SSET knowledge/ Technology Sharing	<p>On the topic Aspects and significance of NBA accreditation Dr. Venu P, Professor, Mechanical Engineering, SSET delivered a talk on 11<sup>th</sup> Oct. 2016.</p> <p>On 3<sup>rd</sup> Dec. 2016 Mr. Paul J Alengadan, Assistant Professor, Mechanical Engineering, SSET delivered a talk on "Metaheuristic Algorithms for Optimization".</p> <p>"Demonetization - Smart Ways To Tackle" was the topic on which Dr. Manoj Kumar B Associate Professor, Automobile Engineering, SSET delivered a talk on 09<sup>th</sup> Dec 2016.</p> <p>Insights in research was the topic in which Dr. Varun G Menon Associate Professor, Computer Science and Engineering, SSET delivered a talk on 06<sup>th</sup> Jan. 2017.</p>
3.	KTU External Audit	KTU audit took place on 14 <sup>th</sup> October 2016 and 20 <sup>th</sup> Dec. 2016 and the external auditor was Mr. R Ravindran Nair. The internal audit was conducted before each external audit.
4.	Co-curricular and extra- curricular Activities	Annual Onam was celebrated on 9 <sup>th</sup> Sept. 2017. Union day was on 27 <sup>th</sup> Aug. 2017. PPTIA launch was on 17 <sup>th</sup> Nov. 2016. SSET Staff Badminton Tournament on conducted from 4 <sup>th</sup> to 10 <sup>th</sup> Dec. 2016 and gave trophies for winners and runners of different categories.
5.	Academics	Internal test dates were fixed by considering KTU calendar. Internal Test 1-20 <sup>th</sup> -23 <sup>rd</sup> Sept. 2016 Internal Test 2- 31 <sup>st</sup> Oct., 1 <sup>st</sup> & 2 <sup>nd</sup> Nov. 2016 :

  
 Prof. M. Madhavan  
 Principal, SSET

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

**Minutes of IQAC Meeting held on 13/02/2017**

**Time and Venue of Meeting: 1 pm, Principal's Office**

**CONVENER and CHAIR: Prof. M. Madhavan, Director, SSET**

**Members present:**

Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group  
Dr. Radha P. Thevannoor, Group Director, SCMS  
Dr. Sunny George, Director, SCMS Water Institute  
Dr. Praveensal C. J., Vice Principal, SSET  
Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU  
Dr. Vinod P., Prof., Dept. of CS  
Dr. Sunil Jacob, Prof. Dept. of EC  
Mr. K. Narayanan, Asst. Prof. Dept. of EE  
Dr. Venu P., Prof. Dept. of ME  
Dr. Sheeja Janardhanan, Assoc. Prof. Dept. of ME  
Dr. Mini Tom, Prof. Dept. of BS  
Dr. Anitha G. Pillai, Prof. & Head, Dept. of Civil Engg.

**Members Absent:**

Dr. Ratish Menon, Assoc. Prof. Dept. of CE  
Mr. Arun Babu, Lead Talent Acquisition, Infosys Ltd.  
Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.  
Sreedevi B. G., Assistant Professor, Department of Civil Engineering, Govt. Engineering College, Thrissur.

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. Technical talk and Training

To fill the gap between academy and industries lot of training programs are decided to conduct for final year students .

3. KTU Internal Audit

KTU have decided to conduit 2 audits/ semester. To make files ready by the faculty, it was decided to conduct internal audit before the external audit which is likely to conduct on first week of March 2017.

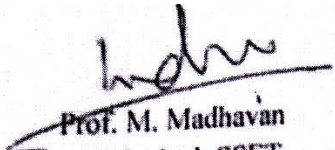
4. Co-curricular and extra- curricular Activities

PPTIA 2016 was on decided to conduct on 9<sup>th</sup> and 10<sup>th</sup> Feb 2017. Dr. PPT Memorial all Kerala Volleyball Tournament (Men's & Women's) was on decided to organise on March 2017.

#### 6. Academics

Internal test dates were fixed

The meeting concluded at 2.15 pm.

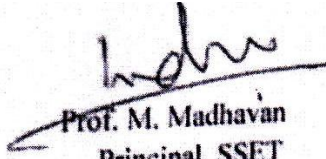


Prof. M. Madhavan  
Principal, SSET

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

Action Taken Report of IQAC Meeting held on 13.2.2017

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	<b>Technical talk, Hands on workshop and for Pre-placements final years</b>	Bhavishya the training was conducted on 8 <sup>th</sup> and 9 <sup>th</sup> March 2017 for 506 students by ICTAK, Kerala FP5.0 Interaction Session was organised on 9 <sup>th</sup> and 16 <sup>th</sup> February 2017 for 55 students' by Infosys Limited.
2.	KTU Internal Audit	The internal audit was conducted before each external audit as external audit date is on 17 <sup>th</sup> March 2017
3.	Co-curricular and extra- curricular Activities	PPTIA 2016 was on 9 <sup>th</sup> and 10 <sup>th</sup> Feb 2017. Winners were given cash prizes and it was a grand success. Dr. PPT Memorial all Kerala Volleyball Tournament (Men's & Women's) was conducted on 13 <sup>th</sup> to 16 <sup>th</sup> March 2017.
4.	Academics	Internal test dates were fixed by considering the placements for final year students. Internal Test 1- ,28th Feb. &1st March 2017 Internal Test 2- 30th , 31st March & 1st April 2017

  
Prof. M. Madhavan  
Principal, SSET



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

**Minutes of IQAC Meeting held on 15/03/2017**

**Time and Venue of Meeting: 10 am, Principal's Office**

**CONVENER and CHAIR: Prof. M. Madhavan, Director, SSET**

**Members present:**

Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group  
Dr. Radha P. Thevannoor, Group Director, SCMS  
Dr. Sunny George, Director, SCMS Water Institute  
Dr. Praveensal C. J., Vice Principal, SSET  
Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU  
Mr. K. Narayanan, Asst. Prof. Dept. of EE  
Dr. Venu P., Prof. Dept. of ME  
Dr. Sheeja Janardhanan, Assoc. Prof. Dept. of ME  
Dr. Ratish Menon, Assoc. Prof. Dept. of CE  
Mr. Arun Babu, Lead Talent Acquisition, Infosys Ltd.  
Dr. Mini Tom, Prof. Dept. of BS  
Dr. Anitha G. Pillai, Prof. & Head, Dept. of Civil Engg.

**Members Absent:**

Dr. Vinod P., Prof., Dept. of CS  
Dr. Sunil Jacob, Prof. Dept. of EC  
Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.  
Sreedevi B. G., Assistant Professor, Department of Civil Engineering, Govt. Engineering College, Thrissur.

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. Technical talk and Training

To fill the gap between academy and industries lot of training programs are decided to conduct for final year students.

3. KTU External Audit

KTU have decided to conduct 2 audits/ semester. To make files ready by the faculty, it was decided to conduct internal audit before the external audit which is likely to conduct on first week of March 2017.


4. Co-curricular and extra- curricular Activities

PPTIA 2016 was on decided to conduct on 9<sup>th</sup> and 10<sup>th</sup> Feb 2017. Dr. PPT Memorial all Kerala Volleyball Tournament (Men's & Women's) was on decided to organise on March 2017.

6. Academics

Internal test dates were fixed

The meeting concluded at 11 am.

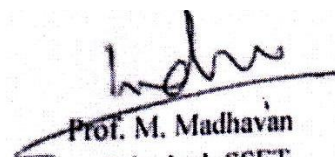


Prof. M. Madhavan  
Principal, SSET

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

Action Taken Report of IQAC Meeting held on 15.3.2017

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	<b>Technical talk, Hands on workshop and for Pre-placements final years</b>	Bhavishya the training was conducted on 17th and 18th March 2017 for 506 students by ICTAK, Kerala Gate Awareness Class was conducted for final years on 15th March 2017 for 254 students by The Gate Academy, Kochi"
2.	KTU External Audit	KTU audit took place on 17th March 2017 and 26th May 2017 and the external auditor was Mr. R Ravindran Nair. The internal audit was conducted before each external audit.
4.	Academics	Internal test dates were fixed by looking in the KTU calendar and placements of students. Internal Test 2- 30th , 31st March & 1st April 2017

  
Prof. M. Madhavan  
Principal, SSET

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

**Minutes of IQAC Meeting held on 22/05/2017**

**Time and Venue of Meeting: 11.30 am, Principal's Office**

**CONVENER and CHAIR: Prof. M. Madhavan, Director, SSET**

**Members present:**

Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group  
Dr. Radha P. Thevannoor, Group Director, SCMS  
Dr. Sunny George, Director, SCMS Water Institute  
Dr. Praveensal C. J., Vice Principal, SSET  
Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU  
Dr. Vinod P., Prof., Dept. of CS  
Dr. Sunil Jacob, Prof. Dept. of EC  
Mr. K. Narayanan, Asst. Prof. Dept. of EE  
Dr. Venu P., Prof. Dept. of ME  
Dr. Sheeja Janardhanan, Assoc. Prof. Dept. of ME  
Dr. Ratish Menon, Assoc. Prof. Dept. of CE  
Dr. Anitha G. Pillai, Prof. & Head, Dept. of Civil Engg.

**Members Absent:**

Mr. Arun Babu, Lead Talent Acquisition, Infosys Ltd.  
Dr. Mini Tom, Prof. Dept. of BS  
Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources  
Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.  
Sreedevi B. G., Assistant Professor, Department of Civil Engineering, Govt. Engineering  
College, Thrissur.

The following points were discussed:

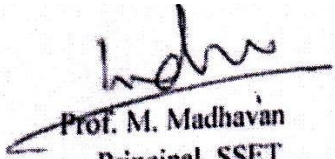
1. Review of the previous IQAC meeting

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

Decisions to constitute new IQAC for the academic year 2017-2018 were decided.

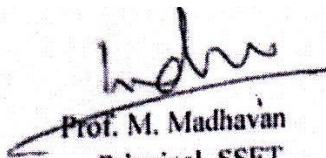
The meeting concluded at 12.15 pm.

  
Prof. M. Madhavan  
Principal, SSET

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

**Action Taken Report of IQAC Meeting held on 22.5.2017**

SI No.	Points discussed during IQAC Meeting	Action Taken
1.	New IQAC Members	<p><b>CONVENER and CHAIR: Prof. M. Madhavan, Director, SSET</b></p> <p><b>Members present:</b></p> <p>Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group            Dr. Radha P. Thevannoor, Group Director, SCMS            Dr. Sunny George, Director, SCMS Water Institute            Dr. Praveensal C. J., Vice Principal, SSET            Dr. Vinod P., Prof., Dept. of CS            Dr. Venu P., Prof. Dept. of ME            Dr. Sheeja Janardhanan, Assoc. Prof. Dept. of ME            Dr. Ratish Menon, Assoc. Prof. Dept. of CE            Dr. Sunil Jacob, Prof. Dept. of EC            Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU            Dr. Mini Tom, Prof. Dept. of BS            Mr. K. Narayanan, Asst. Prof. Dept. of EE            Mr. Arun Babu, Lead Talent Acquisition, Infosys Ltd.            Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources Development &amp; Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.            Sreedevi B. G., Assistant Professor, Department of Civil Engineering, Govt. Engineering College, Thrissur.            Dr. Anitha G. Pillai, Prof. &amp; Head, Dept. of Civil Engg.</p>

  
**Prof. M. Madhavan**  
**Principal, SSET**