

## SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, KARUKUTTY

### INTERNAL QUALITY ASSURANCE CELL

27.05.2019


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

Dr. Praveensal C J, <i>Principal, SSET</i>	Chairperson, IQAC
Dr. Radha P. Thevannoor, <i>Registrar, SCMS</i>	Management Representative
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 Ms. Jagadhamma M P Administrative Officer	Senior Administrative Officers
Dr. Manoj Kumar B., <i>HOD, Dept. of AU</i> Dr. Vinod P., <i>HOD, Dept. of CSE</i> <i>Dr. Anitha G. Pillai, Dean Academics, Professor &amp; Head, Dept. of Civil Engg.</i> Ms. Deepa S, <i>Associate. Prof. Dept. of EEE</i> Dr. Venu P., HOD, Dept. of ME Dr. Mini Tom, HOD, Dept. of BS&H	Faculty
Mr.Sajeev Paul Cluster Director of Engineering Kochi & Bengaluru Marriott Hotels  Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water	Nominees from Employers/ Industrialists/Stakeholders

Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.	
Ms. Sushitha P K, Parent	
Meera R Nair <i>Managing Partner, Foliage Architects, Kochi.</i>	Nominee from Alumni
Mr. Aneesh K P	Ward Member
Mr. Ajay S Kumar	Third Year Student
Dr. Saira Joseph, HOD. Dept. of ECE	Coordinator IQAC



**Principal**

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

**Minutes of IQAC Meeting held on 13/6/2019  
Time and Venue of Meeting: 2 pm, Principal's Office**

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

**Members present:**

- [1] Dr. Radha P. Thevannoor, Registrar, 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. Varun G Menon, Associate Prof. Dept. of CSE and Placement in-Charge
- [6] Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU
- [7] Dr. Vinod P., HOD, Dept. of CSE
- [8] Ms. Deepa S, Associate. Prof. Dept. of EEE
- [9] Ms. Meera R Nair, Managing Partner, Foliage Architects, Kochi.
- [10] Ms. Sushitha P K, Parent
- [11] Mr. Aneesh K P, ward member
- [12] Ms. Shana Raj, third year student
- [13] Dr. Anitha G. Pillai, Dean Academics, Professor & Head, Dept. of Civil Engg.

**Members Absent:**

Dr. Saira Joseph, HOD. Dept. of ECE  
Dr. Venu P., HOD, Dept. of ME  
Dr. Mini Tom, HOD, Dept. of BS&H  
Mr. Radhakrishnan, Librarian  
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

**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.

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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, Aptitude Training Program and placements for final years

Decided to conduct the rest of the aptitude training programs and mock interviews for final year students on start of the even semester, February. Many companies announced the placements for final year students.

4. Induction Program for First Years

KTU announced the semester starting date, so It was decided to conduct induction program for first years

5. Extra Curricular

Conduct of Dr. Pradeep P Thevannoor Innovation Awards 2019 in November. It was decided that the event would be coordinated by Dr. Sheeja Janardhanan

6. Technology Sharing & Social Outreach Programmes

Decided that the students and faculty need to serve the society by sharing the technology in any means.

7. Revision of Policies

Decided to revise the leave policies of teaching and nonteaching faculty of SSET.

The meeting concluded at 3 pm.

A handwritten signature in black ink, appearing to be 'S. Sheeja', written in a cursive style.

**Principal**

**Action Taken Report of IQAC Meeting held on 13.6.2019**

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Training and Placement	Talk on Career Avenues in India and Abroad was conducted on 10 <sup>th</sup> April by Byjus Think and Learn Private Limited. It was beneficial for 166 students.  Aptitude Training Program was conducted on 20 <sup>th</sup> , 21 <sup>st</sup> , 24 <sup>th</sup> , 25 <sup>th</sup> of Feb and 14 <sup>th</sup> and 15 <sup>th</sup> March 2019 by Konfidence Group. Nearly 500 students attended the training.
2.	Induction Program for First Years	First year classes were commenced on 22-07-2019 and conducted induction program for five days (22.07.2019, 25.07.2019, 26.07.2019, 29.07.2019 and 30.07.2019). Higher semester classes started on 1 <sup>st</sup> Aug. 2019.
3.	Extra Curricular	Dr. Sheeja Janardhanan coordinator of Dr. Pradeep P Thevannoor Innovation Awards 2019 in November started to form different committees for make the event success
4.	Technology Sharing & Social Outreach Programmes	<ul style="list-style-type: none"> <li>National service scheme unit attended a National Integration Camp at Belagavi, Karnataka as part of Kerala team during November 23 to 29.</li> <li>Mr. Sujay K, NSS Program Officer participated in the Regional Workshop on Unnat Bharat Abhiyan 2.0 organized by Indian Institute of Technology-Delhi held at Directorate of Extension, Kerala Agricultural University, Thrissur on November 11.</li> </ul>
5.	Revision of Policies	Prof. S Gopakumar, Group Director, SSET and the representatives from people catalyst introduced the new leave policies of SSET to the staff members by conducted a staff meeting at 15 <sup>th</sup> July 2019.



**Principal**

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

**Minutes of IQAC Meeting held on 08/08/2019  
Time and Venue of Meeting: 2.15 pm, Principal's Office**

**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  
Ms. Deepa S, Associate. Prof. Dept. of EEE  
Dr. Venu P., HOD, Dept. of ME  
Dr. Mini Tom, HOD, Dept. of BS&H  
Ms. Jagadhamma M P, Administrative Officer  
Mr. Sajeew Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels  
Ms. Sushitha P K, Parent  
Ms. Meera R Nair, Managing Partner, Foliage Architects, Kochi.  
Mr. Aneesh K P, Ward Member  
Mr. Ajay S Kumar, Student Representative  
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. Saira Joseph, HOD. Dept. of ECE

**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. KTU External Audit & ISO Internal Audit

There will be an external KTU audit within three months, so all the required files should be updated. The internal ISO Audit should be conducted before December 2019.

3. Current research areas and higher studies opportunities abroad.

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

4. Training for students:

Various training initiatives were discussed during the meeting. It was decided to arrange Aptitude Training Program and mock interview for all final year students in the month of September by Konfidence Group.

5. Internship:

Various internships were discussed and decided to arrange internship for students

6. Ranking & Accreditation

SAR to be finalized and submitted by September 2019.

7. Extra Curricular and co-curricular Activities

Decided to conduct university level sports program- Badminton tournament, Kabaddi tournament, Onam celebration in the month of September and Conduct of Dr. Pradeep P Thevannoor Innovation Awards 2019 and Union Day celebrations in November.

6. Any other matters:

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

**The meeting concluded at 3.15 pm.**



**Principal**

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

Action Taken Report of IQAC Meeting held on 08.08.2019

SI No.	Points discussed during IQAC Meeting	Action Taken
1.	KTU External Audit & ISO Internal Audit	KTU External Audit was conducted on 4 <sup>th</sup> Nov. 2019. Ms. Ierin Babu was external auditor and did audit for all the UG and PG programmings. Before this internal audit were conducted for all the departments to ensure that all the files are updated and ready for external audit
2.	Current research areas and higher studies opportunities abroad.	Talk was conducted on 3 <sup>rd</sup> Sept., 4 <sup>th</sup> Sept. and 25 <sup>th</sup> Oct. 2019 by Mr. Arun Sen, Lead Engineer, Honest Co. Ltd, Japan. Mr. Christy Fernandez, IAS and Dr. Jonathan Wakefield, university of Huddersfield respectively. The no. of students attended were 240, 227 and 533 respectively.
3.	Training for students:	Aptitude training was conducted for <b>325 students</b> on 2, 23, 24, 25, 26, 27, 30-September-2019 by <b>Konfidence Group</b> . Also Mock interview was conducted for 325 students on 3, 4, 5-Sept. 2019 by <b>Konfidence Group</b> .
4.	Internship:	Internship was conducted on October 2019. 120 CSE students participated and was organised by Soti Global Team
5.	Extra - Curricular and co-curricular Activities	Conducted a faculty meeting on 1 <sup>st</sup> Nov 2019, to discuss about the union day celebration and PPTIA 2019. Union day was on 8 <sup>th</sup> Nov. 2019 and the prestigious PPTIA 2019 was on 16 <sup>th</sup> and 17 <sup>th</sup> Nov. 2019.
6.	Ranking & Accreditation	SAR were finalized and submitted on September 2019.



Principal



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

**Minutes of IQAC Meeting held on 11/11/2019  
Time and Venue of Meeting: 10.15 am, Principal's Office**

**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  
Ms. Jagadhamma M P, Administrative Officer  
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. Aneesh K P, Ward Member  
Mr. Ajay S Kumar, Student Representative  
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

**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. ISO Internal and External Audit

. The internal ISO Audit should be conducted before second week of December 2019 so that all the files will be updated and ready for external audit.

3. Internship:

Various internships were discussed and decided to arrange internship for students of CSE.

4. NBA Files:

It was decided to hold monthly audit for checking the updation of NBA files, since the visit of NBA Officials are in this academic year.

5. Fee Structure for admission and commencement of classes

The fee structure for next admission and commencement of classes and internal dates were fixed.

The meeting concluded at 11.15 am.

A handwritten signature in black ink, appearing to be 'A. K. Singh', written in a cursive style.

**Principal**

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

Action Taken Report of IQAC Meeting held on 11.11.2019

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	ISO Internal Audit	Internal Audit was conducted on 29-11-19, 2-12-19 for UG and PG programmings. On 3 <sup>rd</sup> Jan,2020 external audit was conducted and the external auditor was Vijay Mathew (T.L) and Manoj VND (Observer)
2.	Internship.	Online test cum internship was conducted for 12-February-2020 for 144 students (CSE,ECE-2021) by Ernst&Young
3.	NBA Files	The Department and college files were audited internally every month by internal auditors and comments were incorporated wherever suggested. The principal informed the staff that the NBA peer visit has been scheduled for 14 <sup>th</sup> to 16 <sup>th</sup> Feb. 2020 in faculty meeting held on 10 <sup>th</sup> Jan 2020.
4.	Extra Curricular	Conducted university level sports program-Badminton tournament, Kabaddi tournament in September Conducted Onam celebration in the month of September Conducted of Dr. Pradeep P Thevannoor Innovation Awards 2019 in November. The event was a grant success. Conducted Union Day celebrations in November
5.	Fee Structure for admission and commencement of classes	The decline in the admissions is a serious concern. As a measure to improve the admissions during the forthcoming year the revised fee structure for the new admissions were conveyed to the staff during faculty meeting held on 10 <sup>th</sup> Jan. 2020. He



**Principal**

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

**Minutes of IQAC Meeting held on 12/02/2020  
Time and Venue of Meeting: 10.15 am, Principal's Office**

**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. 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  
Ms. Jagadhamma M P, Administrative Officer  
Mr. Sajeew Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels  
Ms. Sushitha P K, Parent  
Ms. Meera R Nair, Managing Partner, Foliage Architects, Kochi.  
Mr. Aneesh K P, Ward Member  
Mr. Ajay S Kumar, Student Representative  
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. Placements and Admission

Decided to conducted placements for final year students during the month of March-April 2020. Each dept. has to form an admission committee and initiate the steps.

3. Training for Faculty and Students: Decided to conduct training programs for faculty and for students about the emerging topics in the concern branches.

4. NBA Files:

It was decided to keep the necessary and important college files in the mini conference hall and department files in the assigned seminar halls, since the visit of NBA Officials are from 14<sup>th</sup> February 2020.

The meeting concluded at 11.15am.

A handwritten signature in black ink, appearing to be 'A. S. J.', written in a cursive style.

**Principal**

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

Action Taken Report of IQAC Meeting held on 12.02.2020

SI No.	Points discussed during IQAC Meeting	Action Taken
1.	NBA Files	Files were all placed in the respective seminar halls and visit by NBA Experts was from 14 <sup>th</sup> to 16 <sup>th</sup> February 2020.



**Principal**

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

**Minutes of IQAC Meeting held on 25/05/2020  
Time and Venue of Meeting: 2 pm, Principal's Office**

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

Members present:

- [1] Dr. Radha P. Thevannoor, Registrar, 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. Vinod P., HOD, Dept. of CSE
- [6] Dr. Saira Joseph, HOD. Dept. of ECE
- [7] Ms. Deepa S, Associate. Prof. Dept. of EEE
- [8] Dr. Venu P., HOD, Dept. of ME
- [9] Dr. Mini Tom, HOD, Dept. of BS&H
- [10] Ms. Jagadamma M P, Administrative Officer
- [11] Mr.Sajeev Paul, Cluster Director of Engineering, Kochi & Bengaluru Marriott Hotels
- [12] Ms. Sushitha P K, Parent
- [13] Ms. Meera R Nair, Managing Partner, Foliage Architects, Kochi.
- [14] Mr. Aneesh K P, Ward Member
- [15] Mr. Ajay S Kumar, Student Representative
- [16] 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

Decisions to constitute new IQAC for the academic year 2020-2021 were decided

The meeting concluded at 3 pm.



**Principal**

Action Taken Report of IQAC Meeting held on 25.05.2020

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	<b>New IQAC Members</b>	<p>Dr. Praveensal C J, Principal, SSET 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 Mr. Radhakrishnan, Librarian Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU Dr. Vinod P., HOD, Dept. of CSE Dr. Saira Joseph, HOD. Dept. of ECE Dr. Mini Tom, HOD, Dept. of BS&amp;H Mr.Sajeew Paul, Cluster Director of Engineering, Kochi &amp; Bengaluru Marriott Hotels Meera R Nair, Managing Partner, Foliage Architects, Kochi. Mr. P V Tomy, ward member Mr. Rohith M, third year student Dr. Anitha G. Pillai, Dean Academics, Professor &amp; Head, Dept. of Civil Engg. Ms. Deepa S, Associate. Prof. Dept. of EEE Dr. Venu P., HOD, Dept. of ME Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources Development &amp; Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala. Ms. Sushitha P K, Parent</p>



Principal