

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, KARUKUTTY

No. 1/IQAC/Notice/2015


14th October 2015

NOTICE

As per the NAAC Guidelines for the Creation of the Internal Quality Assurance Cell (Revised in October 2013), following are the members of the Committee for Internal Quality Assurance cell (IQAC) for the period 2015 – 16 and 2016 -17, for planning, guiding and monitoring quality assurance and quality enhancement activities in the overall performance of the institution. The committee comprises of the following w.e.f 14.10.2015.

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. Indu Nair <i>Group Director, SCMS</i> Dr. Sunny George, <i>Director, SCMS Water Institute</i>	Senior Administrative Officers
<i>Dr. Praveensal C. J., Prof., Dept. of ME</i> <i>Dr. Vinod P., Prof., Dept. of CS</i> <i>Dr. Venu P., Prof. Dept. of ME</i> <i>Dr. Sheeja Janardhanan, Assoc. Prof. Dept. of ME</i> <i>Dr. Ratish Menon, Assoc. Prof. Dept. of CE</i> <i>Dr. Sunil Jacob, Prof. Dept. of EC</i> <i>Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU</i> <i>Dr. Mini Tom, Prof. Dept. of BS</i> <i>Mr. K. Narayanan, Asst. Prof. Dept. of EE</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 & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.</i>	Nominees from Industrialists/stakeholders
Sreedevi B. G., <i>Assistant Professor, Department of Civil Engineering, Govt. Engineering College, Thrissur.</i>	Nominee from Alumni
Dr. Anitha G. Pillai, <i>Prof. & Head, Dept. of Civil Engg.</i>	Coordinator IQAC


Prof. M. Madhavan
Principal, SSET

Copy To:-

1. All members of Committee
2. Notice Board

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

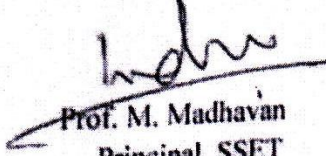
**Minutes of IQAC Meeting held on 14/10/2015
Time and Venue of Meeting: 9.15 am, Principal's Office**

The INTERNAL QUALITY ASSURANCE CELL of SSET was constituted for the academic year 2015-2016 in this meeting and following members were nominated.

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

Members:

- [1] Prof. Pramod P. Thevannoor, Vice Chairman, SCMS Group
- [2] Dr. Radha P. Thevannoor, Group Director, SCMS
- [3] Dr. Indu Nair, Group Director, SCMS
- [4] Dr. Sunny George, Director, SCMS Water Institute
- [5] Dr. Praveensal C. J., Vice Principal, SSET
- [6] Dr. Manoj Kumar B., Assoc. Prof. Dept. of AU
- [7] Dr. Vinod P., Prof., Dept. of CS
- [8] Dr. Ratish Menon, Assoc. Prof. Dept. of CE
- [9] Dr. Sunil Jacob, Prof. Dept. of EC
- [10] Mr. K. Narayanan, Asst. Prof. Dept. of EE
- [11] Dr. Venu P., Prof. Dept. of ME
- [12] Dr. Sheeja Janardhanan, Assoc. Prof. Dept. of ME
- [13] Dr. Mini Tom, Prof. Dept. of BS
- [14] Mr. Arun Babu, Lead Talent Acquisition, Infosys Ltd.
- [15] Dr. P. S. Harikumar, Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.
- [16] Sreedevi B. G., Assistant Professor, Department of Civil Engineering, Govt. Engineering College, Thrissur.
- [17] Dr. Anitha G. Pillai, Prof. & Head, Dept. of Civil Engg.


Prof. M. Madhavan
Principal, SSET

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY, KARUKUTTY

INTERNAL QUALITY ASSURANCE CELL

No. 2/IQAC/Notice/2015

15th October 2015

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

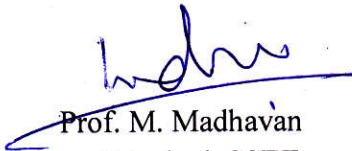
Prof. M. Madhavan, <i>Principal, SSET</i>	Chairperson, IQAC
Prof. Pramod P. Thevannoor, <i>Vice Chairman, SCMS Group</i> Dr. Radha P. Thevannoor, <i>Group Director, SCMS</i> Dr. Indu Nair <i>Group Director, SCMS</i> Dr. Sunny George, <i>Director, SCMS Water Institute</i>	Senior Administrative Officers
Dr. Praveensal C. J., Prof., <i>Prof. Dept. of ME</i> Dr. Vinod P., Prof., <i>Dept. of CS</i> Dr. Venu P., <i>Prof. Dept. of ME</i> Dr. Sheeja Janardhanan, <i>Assoc. Prof. Dept. of ME</i> Dr. Ratish Menon, <i>Assoc. Prof. Dept. of CE</i> Dr. Sunil Jacob, <i>Prof. Dept. of EC</i> Dr. Manoj Kumar B., <i>Assoc. Prof. Dept. of AU</i>	Faculty

Dr. Mini Tom, <i>Prof. Dept. of BS</i> Mr. K. Narayanan, <i>Asst. Prof. Dept. of EE</i>	
Mr. Arun Babu, <i>Lead Talent Acquisition, Infosys Ltd.</i> Dr. P. S. Harikumar, <i>Director, Water Quality Division, Centre for Water Resources Development & Management (Govt. of Kerala), Kunnamangalam, Kozhikode, Kerala.</i>	Nominees from Industrialists/stakeholders
Sreedevi B. G., <i>Assistant Professor, Department of Civil Engineering, Govt. Engineering College, Thrissur.</i>	Nominee from Alumni
Dr. Anitha G. Pillai, <i>Prof. & 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


Dr. Anitha G. Pillai
Coordinator IQAC


Prof. M. Madhavan
Principal, SSET

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

**Minutes of IQAC Meeting held on 15/10/2015
Time and Venue of Meeting: 1pm, 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. Indu Nair, 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. Ratish Menon, Assoc. Prof. Dept. of CE
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:

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), Kunnammangalam, Kozhikode, Kerala.
Sreedevi B. G., Assistant Professor, Department of Civil Engineering, Govt. Engineering College, Thrissur.

The following points were discussed:

1. The rules and responsibilities of IQAC were defined in this meeting.

- 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 programme 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

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.

3. KTU External Audit

To make all the 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 Dec. 2015.

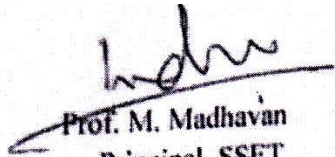
4. Co-curricular and extra- curricular Activities

As a part of social service, it was decided to conduct blood donation camp at campus by the end of this year. Dr. PPTIA 2015 was decided to organise in the beginning of the next semester.

6. Academics

Internal test dates were fixed

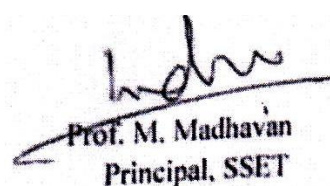
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The meeting concluded at 2 pm.



Prof. M. Madhavan
Principal, SSET

Action Taken Report of IQAC Meeting held on 15.10.2015

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	Technical talk and Training Program	<ul style="list-style-type: none"> • Explore-Student Orientation Program was conducted on 26th and 27th October 2015 for 532 students by ICTAK, Kerala • Confidence Building and Self Motivation talk was on 27th January 2016 for 23 by Mr. Varun G Menon, Assistant Professor, Dept. of CSE. • iGearup Session was on 11th and 12th January 2016 for 103 students by Infosys Limited. • Aptitude Training Program was on 11th 12th ,13th 18th , 19th , 20th Jan. 8th,9th February 2016 for 606 final year students by Konfidence Group. • Life Skill Training was on 3rd ,4th and 5th February 2016 for 558 students by ICTAK, Kerala • Career Guidance and Personality Development Workshop was conducted by Mr. Varun G Menon Assistant Professor, • Dept. of CSE on 10th Feb. for 538 students.
3.	KTU External Audit	KTU audit took place on 22 nd Dec. 2015 external auditor was Mr. Babu T Jose. The internal audit was conducted before the external audit.
4.	Co-curricular and extra- curricular Activities	Blood donation was done on 16 th Dec. 2015. First Dr. PPTIA 2015 was conducted on 1st and 2nd Feb 2016.
5.	Academics	14th, 15th& 16thOct 2015 : Internal Test 2


 Prof. M. Madhavan
 Principal, SSET

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

Minutes of IQAC Meeting held on 10/02/2016

Time and Venue of Meeting: 12.30 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. Indu Nair, 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. Ratish Menon, Assoc. Prof. Dept. of CE
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
Sreedevi B. G., Assistant Professor, Department of Civil Engineering, Govt. Engineering College, Thrissur.
Dr. Anitha G. Pillai, Prof. & Head, Dept. of Civil Engg.

Members Absent:

Dr. Mini Tom, Prof. Dept. of BS
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.

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

The cell decided to continue the technical talk and aptitude training programs for pre-final and final year students which started at the beginning of the semester.

3. ISO Internal & External Audit

To make all the 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 May. 2016.

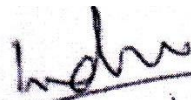
4. Co-curricular and extra- curricular Activities

The IGNIZ technical and cultural event of SSET was decided to conduct on the month March.

6. Academics

Internal test dates were fixed

The meeting concluded at 1.30pm.

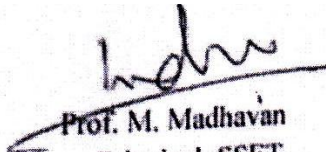


Prof. M. Madhavan
Principal, SSET

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

Action Taken Report of IQAC Meeting held on 10.2.2016

SI No.	Points discussed during IQAC Meeting	Action Taken
1.	Technical talk and Training Program	<ul style="list-style-type: none">• Aptitude Training Program was on 15th,16th February 2016 for 606 final year students by Konfidence Group.• Career Guidance and Personality Development Workshop was conducted by Mr. Varun G Menon Assistant Professor, Dept. of CSE on 10th,17th,24th Feb. 23th, 30th March and 6th April 2016 for 538 students.
3.	ISO External Audit	Internal audit of ISO was conducted on 26 th and 27 th Feb 2016 and external audit was on 05 th May 2016 and auditor was Mr. Vijay Mathew.
4.	Co-curricular and extra- curricular Activities	Igniz 2015 was on conducted on 18th& 19th March 2016. Many Colleges from different places participated in the event and was a great success.
5.	Academics	Dates for internal exam were fixed, considering different placements for final years. 26st Feb., 1st and 2nd& 3 rd March 2016 : Internal Test 1 6th, 7th & 8thApril 2016 : Internal Test 2


Prof. M. Madhavan
Principal, SSET

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

Minutes of IQAC Meeting held on 13/05/2016

Time and Venue of Meeting: 2.30 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. Indu Nair, 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. Ratish Menon, Assoc. Prof. Dept. of CE
Dr. Sunil Jacob, Prof. Dept. of EC
Dr. Venu P., Prof. Dept. of ME
Dr. Sheeja Janardhanan, Assoc. Prof. Dept. of ME
Dr. Mini Tom, Prof. Dept. of BS
Sreedevi B. G., Assistant Professor, Department of Civil Engineering, Govt. Engineering College, Thrissur.
Dr. Anitha G. Pillai, Prof. & Head, Dept. of Civil Engg.

Members Absent:

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 & 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 2016-2017 were decided.

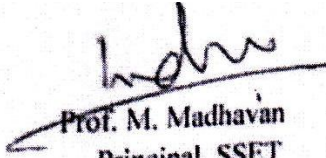
3. Technical talk and Training

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

4. Academics

Tentative starting date of next semester was announced by KTU. Decided to allocate the subjects before the vacation and time table has to publish one week before the semester start date.

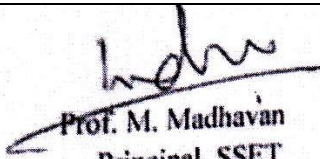
The meeting concluded at 3.30 pm.


Prof. M. Madhavan
Principal, SSET

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

Action Taken Report of IQAC Meeting held on 13.5.2016

Sl No.	Points discussed during IQAC Meeting	Action Taken
1.	NEW IQAC Members	<p>CONVENER and CHAIR: Prof. M. Madhavan, Director, SSET</p> <p>Members:</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. Manoj Kumar B., Assoc. Prof. Dept. of AU Dr. Vinod P., Prof., Dept. of CS Dr. Ratish Menon, Assoc. Prof. Dept. of CE 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 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. Dr. Anitha G. Pillai, Prof. & Head, Dept. of Civil Engg.</p>
2.	Technical talk and Training Program	<ul style="list-style-type: none"> • Aptitude Training Program was on 27th, 28th July 5th and 10th Aug. 2016 for 606 final year students by Konfidence Group. • Career Guidance Workshop on Merchant Navy was on 4th August 2016 for 73 students by Mr. Mahesh S, Vice Principal, Anglo Eastern Academy. • Talk on Campus to Corporate was conducted by ICTAK, Kerala on 21st, 22nd and 23rd June 2016. 287 students participated in the event.
3.	Academics	Next semester classes were commenced on 1 st Aug 2016.


Prof. M. Madhavan
Principal, SSET