

# SREE CHITRA THIRUNAL COLLEGE OF ENGINEERING

THIRUVANANTHAPURAM – 695018, KERALA, INDIA

PH: 0471-2490572 Email: [principal@sctce.ac.in](mailto:principal@sctce.ac.in)

## MANDATORY DISCLOSURE

Mandatory Disclosure: updated on January 2022

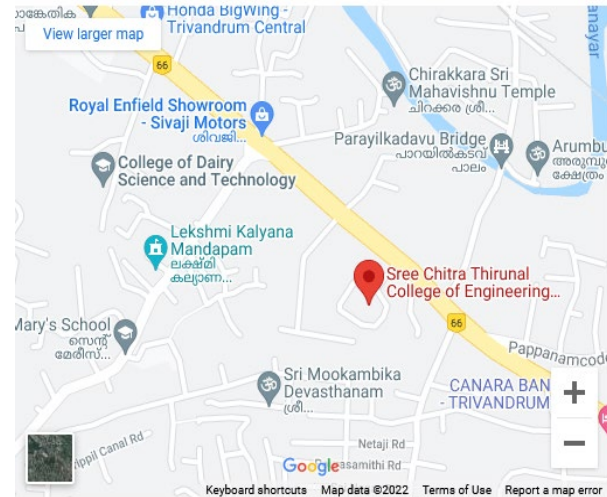
AICTE File no : F.No. South-West/1-36475847476/2023/EOA

Date & Period of last approval : 15<sup>th</sup> May 2023 FOR THE ACADEMIC YEAR 2023-24

Name of Institution : SREE CHITRA THIRUNAL COLLEGE OF ENGINEERING

Address of Institution: PAPPANAMCODE, THIRUVANANTHAPURAM

City & Pincode : THIRUVANANTHAPURAM, 695018



State /UT : KERALA  
Longitude & Latitude : 76<sup>0</sup> 59' E 8<sup>0</sup> 29' N  
Phone No. with STD Code : 0471 2490572  
Fax No. with STD Code : -----  
Office Hours at the institution : 9.30 AM to 4.30 PM  
Academic Hours at the institution : 9.30 AM to 4.30 PM  
Email : [Principal@sctce.ac.in](mailto:Principal@sctce.ac.in)  
Website : [www.sctce.ac.in](http://www.sctce.ac.in)  
Nearest Railway Station : Thiruvananthapuram Central (5 KM)  
(dist. in km)  
Nearest Airport : Thiruvananthapuram Central (10 KM)  
(dist. in km)

1. Vision of Institution : To become an engineering and technology institution which is renowned for producing professionally capable and socially responsible engineers
2. Mission of Institution : To create a learning process for students to acquire engineering fundamentals, in an environment that encourages analysis, team work, entrepreneurship and ethical values, thus preparing them for productive careers.
3. Type of Institution : Government
4. Name of the organization running the institution : Kerala State Road Transport Corporation (KSRTC)
  - a. Type of organization : Govt. of Kerala Undertaking
  - b. Address of Organization : Sree Chitra Thirunal College of Engineering  
Pappanamcode, Thiruvananthapuram
  - c. Registered with : KSRTC Sree Chitra Thirunal College of Engineering (TVM) Society.
  - d. Registration Date : 09.09.1995
  - e. Website of Registration : [www.keralartc.com](http://www.keralartc.com)
5. Name of the affiliating University/Board : APJ. Abdul Kalam Kerala Technological University (KTU).
  - b. Address : CET Campus, Althara Road,  
Ambady Nagar, Thiruvananthapuram  
Kerala-695016
  - c. Website : [www.ktu.edu.in](http://www.ktu.edu.in)
  - d. Latest affiliation period : 2021-22
6. Name Of Principal/Director : Dr. SHEEJA M K
  - a. Exact Designation : Principal
  - b. Phone No. with STD Code : 0471 2490572
  - c. Fax No. with STD Code :

- d. E-mail : [Principal@sctce.ac.in](mailto:Principal@sctce.ac.in)  
e. Highest Degree : Ph.D  
f. Field of Specialization : Electronics and Communication Engg.

7. Governing Body Members

<b>Sl. No.</b>	<b>Category</b>	<b>Designation</b>
1	Hon'ble Minister for Transport Government of Kerala, Thiruvananthapuram.	Chairman
2	Secretary Transport Department Government of Kerala	Vice Chairman
3	Managing Director KSRTC, Thiruvananthapuram	Member
4	Financial Advisor & Chief Accounts Officer KSRTC, Thiruvananthapuram	Member
5	Prominent educationalists nominated by the Chairman	Member
6	Prominent educationalists nominated by the chairman	Member
7	Principal of Sree Chitra Thirunal College of Engineering	Member Secretary
8	The Principal Secretary to Government Finance Department or his nominee not below the rank of Joint Secretary	Member
9	Principal Secretary to Government Higher Education Department or his nominee not below the rank of joint secretary	Member
10	South western Regional Officer of AICTE, Nominee of AICTE	Member

11	Director of Technical Education	Member
----	---------------------------------	--------

Frequency of Meeting :

#### 8. PROGRAMMES (U.G)

Sl. No.	Course Code	Course	Department	Intake
1	BB	Biotechnology & Biochemical Engineering	Biotechnology & Biochemical Engineering	60 *
2	CS	Computer Science & Engineering	Computer Science & Engineering	60*
3	CL	Computer Science & Engineering (Artificial Intelligence & Machine Learning)	Computer Science & Engineering	60*
4	EC	Electronics & Communication Engineering	Electronics & Communication Engineering	120*
5	ME	Mechanical Engineering	Mechanical Engineering	120*
6	MA	Mechanical Engineering (Automobile)	Mechanical Engineering	60*

PROGRAMMES (P.G)

Sl. No.	Programme	Department/Branch	Specialization	Intake
1	M.Tech	Computer Science and Engineering	Computer Science and Engineering	18
2	M. Tech	Electronics and Communication Engineering	Signal Processing	18
3	M.Tech	Mechanical Engineering	Machine Design	18

9. TEACHING STAFF DETAILS

Department of Mechanical Engineering

Sl. No.	Name of Teaching Staff	Designation	Qualification
1	Dr. Mohan G.	Professor	Ph.D
2	Dr. S.H.Anilkumar	Professor	Ph.D
3	Dr. R. Ramesh Kumar	Adjunct Professor	Ph.D
4	Dr. Anoopkumar S.	Associate Professor	Ph.D
5	Sri. Sabu V.R.	Associate Professor	M.Tech
6	Dr. Chithrakumar V.K.	Associate Professor	Ph.D
7	Sri. V. Vinodkumar	Assistant Professor	M.Tech
8	Dr.Shyji S	Associate Professor	Ph.D
9	Sri.Premkumar J	Associate Professor	Ph.D
10	Dr..Shajan S	Assistant Professor	M.Tech
11	Dr.Kavilal E G	Assistant Professor	Ph.D
12	Sri.Sumesh C K	Assistant Professor	M.Tech
13	Dr.Jayakumar E	Assistant Professor	Ph.D
14	Dr.Arun M	Assistant Professor	Ph.D
15	Dr.Sanu Krishna	Assistant Professor	Ph.D
16	Dr.Kamal Krishna	Assistant Professor	Ph.D
17	Dr.Abhilash S S	Assistant Professor	Ph.D
18	Sri.Sigikumar T S	Assistant Professor	M.Tech
19	Dr.Anoop M S	Assistant Professor	Ph.D

20	Dr..Rinu Sathyan	Assistant Professor	M.Tech
21	Dr.Rajesh S P	Assistant Professor	M.Tech
22	Smt.Ameena A	Assistant Professor	M.Tech
23	Dr.Sreejith B J	Assistant Professor	Ph.D
24	Sri. Premachandran Pillai D.	Assistant Professor(AD HOC)	M.Tech
25	Sri. Amalraj B.	Assistant Professor(AD HOC)	M.Tech
26	Sri. Arjun MA	Assistant Professor(AD HOC)	M.Tech
27	Smt.Deepa S	Assistant Professor(Contract)	M.Tech
28	Sri.Aakash M	Assistant Professor(Contract)	M.Tech
29	Sri.Allwin Rana J R	Assistant Professor(Contract)	M.Tech
30	Sri.Karthik Narayan M V	Assistant Professor(Contract)	M.Tech
31	Sri.Nidhun Mohan	Assistant Professor(Contract)	M.Tech
32	Sri.Rahmath Hameed	Assistant Professor(Contract)	M.Tech
33	Sri.Abhiram Sanjay	Assistant Professor(Contract)	M.Tech
34.	Sri.Kannan V Nair	Assistant Professor(Contract)	M.Tech

#### Department of Civil Engineering

1	Dr.Shimi Lawrence	Professor	Ph.D
2	Smt.Bindu Bernard	Assistant Professor	M.Tech
3	Sri.Anand Dev B G	Assistant Professor(Contract)	M.Tech
4	Smt.Shifa N	Assistant Professor(Contract)	M.Tech

#### Department of Electrical Engineering

Sl.No	Name	Designation	Qualification
01	Dr.Boby Philip	Associate Proffessor	Ph.D
02	Smt. Reshmi Krishnan S	Assistant Professor	M.Tech

#### Department of Computer Science and Engineering

Sl. No	Name	Designation	Qualification
1	Dr. Subu Surendran	Professor	Ph.D
2	Dr. Soniya B	Professor	Ph.D
3	Smt.Rejimol Robinson R.R	Associate Professors	M.Tech
4	Sri.Chitharanjan K.	Assistant Professor	M.Tech
5	Smt. Kavitha K.V.	Assistant Professor	M.Tech
6	Sri.Rejimoan R.	Assistant Professor	ME

7	Smt. Preeja V	Assistant Professor	M.Tech
8	Smt. Syama R.	Assistant Professor	M.Tech
9	Smt. Binu Rajan M.R	Assistant Professor	ME
10	Smt. Soja Salim	Assistant Professor	M.Tech
11	Smt. Kutty Malu V.K	Assistant Professor	M.Tech
12	Smt. Haripriya B S	Assistant Professors(Ad-hoc)	M.Tech
13	Smt.Manoj B S	Assistant Professor(Contract)	M.Tech
14	Smt.Uma S	Assistant Professor(Contract)	M.Tech
15	Smt.Saranya B S	Assistant Professor(Contract)	M.Tech
16	Smt.Merrin j	Assistant Professor(Contract)	M.Tech
17	Smt.Ansila Henderson	Assistant Professor(Contract)	M.Tech
18	Smt.Neenu J S	Assistant Professor(Contract)	M Tech
19	Smt.Sruthy	Assistant Professor(Contract)	M Tech

#### Department of Electronics and Communication

Sl.No	Name	Designation	Qualification
01	Dr. sheeja M.K.	Professors	Ph.D
02	Dr. Libish T.M.	Professors	Ph.D
03	Smt. Nisha Jose K.	Associate Professor	M.Tech
04	Sri. Sajith Sethu P.	Associate Professor	M.Tech
05	Sri Salim Paul	Associate Professor	M.Tech
06	Dr. George M.Joseph	Associate Professor	M.Tech
07	Smt. Deepa A.K.	Associate Professor	M.Tech
08	Smt. Sandhya L.	Associate Professor	M.Tech
09	Smt. Bindu V.	Associate Professor	M.Tech
10	Dr. Smitha P.S.	Assistant Professor	Ph.D
11	Smt. Asha S.	Assistant Professor	M.Tech
12	Smt. Subha V.	Assistant Professor	M.Tech
13	Sri.Sajeer M.	Assistant Professor	M.Tech
14	Dr. Lakshmi V.S.	Assistant Professor	Ph.D
15	Sri. Kumar G.S.	Assistant Professor	M.Tech

16	Dr. Renjith R.J.	Assistant Professor	Ph.D
17	Dr. Nelwin Raj N.R.	Assistant Professor	M.Tech
18	Smt. Preetha V.H.	Assistant Professor	M.Tech
19	Smt. Aparna P.R.	Assistant Professor	M.Tech
20	Dr.Jisu Elsa Jacob	Assistant Professor	Ph.D
21	Dr. Sandeep C S	Assistant Professors (Ad-hoc)	M.Tech
22	Smt.Divya Harikumar	Assistant Professors (Ad-hoc)	M.Tech
23	Smt.Athira A	Assistant Professor (Contract)	M.Tech
24	Dr.Fathima Rasheed J	Assistant Professor (Contract)	M Tech

#### Department of Biotechnology and Biochemical Engineering

Sl.No	Name	Designation	Qualification
01	Dr. K.B. Radhakrishnan	Professor	Ph.D
02	Smt.Gayathri V.	Assistant Professors- Microbiology	M.Sc
03	Sri.Biju Jacob	Assistant Professors- Biotechnology	M.Tech
04	Sri.Baji K.	Assistant Professors- Biotechnology	M.Tech
05	Smt.Vineetha Lekshmy P.V.	Assistant Professors- Biotechnology	M.Tech
06	Dr.Rohini S.	Assistant Professors- Biotechnology	Ph.D
07	Smt. Rubeena S.	Assistant Professors- Biotechnology	M.Tech
08	Smt. Ani Lawrance	Assistant Professors- Chemical Engineering	M.Tech
09	Smt. Susmitha Kumari S.	Assistant Professors- Chemical Engineering	M.Tech
10	Sri. Jickson G H	Assistant Professors (Ad-hoc)	M.Tech
11	Smt.Ananya Anil	Assistant Professor (Contract)	M.Tech
12	Smt.Ann M George	Assistant Professor (Contract)	M.Tech



Department of Applied Science

1	Smt.Suja Devi	Assistant Professor	MSc.Bed
2	Dr.Anup Thomas	Assistant Professor	Phd
3	Dr.Misha M S	Assistant Professor (Ad-hoc)	Phd
4	Smt.Niju P	Assistant Professor (Contract)	MSc
5	Smt.Dhanya V V	Assistant Professor (Contract)	
6	Smt.Syama S Mohan	Assistant Professor (Contract)	MSc
7	Smt.Gopika J S	Assistant Professor (Contract)	MSc
8	Smt.Salini Gopal	Assistant Professor (Contract)	MSc
9	Smt.Dona Sebastian	Assistant Professor (Contract)	MSc
10	Smt.Nadiya Nazer	Assistant Professor (Contract)	MSc
11	Smt.Anakhasree S R	Assistant Professor (Contract)	MSc
12	Dr.Nisha N	Assistant Professor (Contract)	MSc
13	Dr.Raji V V	Assistant Professor (Contract)	Msc
14	Smt.Sreekutty S	Assistant Professor (Contract)	MSc

## **Important Facilities available**

### **A. College Library**

The Central Library is to facilitate creation of new knowledge through acquisition, organisation and dissemination of knowledge resources and providing value added services. The Central library has more than 32,000 books and 66 national and international journals/magazines. Apart from the Conventional Library, there exists a Digital library which contains sufficient digital documents such as E-books, E-journals, Technical Reports, and Project Reports etc. The SCTCE Library provides access to E-journal packages viz. IEL online (IEE), Elsevier's Science Direct, ASME, Springer, DELNET and NDL membership. E-resources can be accessed through the Campus Wi-Fi network to all computers and Wi-Fi enabled laptops and cell phones in the institute. DELNET can be accessed remotely by authorised users. An amount of around 250000/- is spent each year on procurement of various kinds of information sources. Books to prepare for Competitive examinations like Civil Services, GATE, NDA, CDS, CAT etc. are stocked in the Proficiency corner of the Library. Library operations are fully automated with the Library Management Software LIBSOFT. Books are being arranged on open access shelves for easy search and retrieval purposes and classified according to DDC (Dewey decimal classification) system. Library Council is a nominated body required for the evolution of policies and services for improving the library services. Library Council plays very important role in the smooth functioning of the library. Excellent services are provided in the library that facilitates information management which culminates self-motivated learning and preservation of knowledge for the enlightenment and inspiration of budding engineers.

The important Library services are given below:-

- D Space Digital Repository
- Reprographic Facility
- User Education Programme
- SDI- Selective Dissemination of Information
- CAS - Current Awareness Services
- OPAC - Online Public Access Catalogue  
( [sctce.libsoft.org](http://sctce.libsoft.org))
- Digital Library- [digitallibrary@sctce.ac.in](mailto:digitallibrary@sctce.ac.in)
- E- journals/ E-books
- Printed journals/ News papers
- Previous Question Papers
- Proficiency Corner

### **Working Hours**

Monday - Friday 09.00 am - 06.30 pm

Saturdays 10.00 am - 04.00 pm

## **B. Department Library**

Department Library holds a wide collection of educational aids in the field of Computer science, Mechanical, Electrical, Electronics, Civil, Biotechnology and Applied science. It offers a very generous study space, and open access to all most all of its collections to support students and faculty.

The departments are equipped with an excellent library catering the needs of the students and faculty. They collectively support the teaching, research and extension programmes of our institute. The library is well stocked with a good number of books related to various branch of engineering and related disciplines. The library offers spacious seating arrangement for learning and discussions.

## **C. Central Computing Facility (CCF)**

The Central Computing Facility (CCF) acts as the nodal centre for all networking related issues of the college. A fibre optic network connects the various departments with the CCF. It is an approved facilitation centre by Govt. of Kerala for providing online registration facilities for candidates in the CEE. The college computing facilities are also used for the conduct of various online tests by external agencies like RRB, VSSC, Postal Department etc.

CCF has 49 Dell Optiplex 5050MT desktop computers with Intel Core I5-7700 Processor, ITB. SATA HDD and 8 GB RAM. The machines are dual boot supporting both Windows and Linux OS. Dell Power Edge T4b30 server with Windows 2012 R2 as domain controller is installed in CCF. Also, five HP Blade server are used for campus automation. The CCF is open from 9.30 to 7.00 pm and caters to the needs of students from all branches.

## **D. Career Guidance & Placement (CGPU)**

The Career Guidance and Placement Unit (CGPU) functioning in the college handles all on-campus placement and recruitment activities. It also gives appropriate orientation to the students in their career planning activities and pursuit for higher education.

Objectives of CGPU

- a) To assist the college in organizing the Induction and Orientation program for the first year students
- b) To place students in reputed firms through campus recruitments.
- c) To organize lectures, seminars, group discussions, mock interviews, etc. for career guidance, entrepreneurship and personality development.
- d) To provide information and assistance to students in the following areas:
  - Opportunities for higher studies in India and abroad.
  - Job opportunities in India and abroad.
  - Competitive examinations like GRE, GMAT, TOEFL, GATE, CAT etc.
  - Opportunities for self-employment.
  - Industrial training for students during course of study.

## **Procedure of Campus Recruitment**

The CGPU invites selected companies, with the placement procedure containing the Job Announcement Form. On receiving a reply, the unit forwards details of eligible candidates to the companies. A convenient date is fixed for the campus recruitment. Excellent facilities are provided for conducting the placement procedure.

### **E. Innovation and Entrepreneurship Development Cell (IEDC)**

The Innovation and Entrepreneurship Development Cell organization aimed at promoting an entrepreneurial culture to generate innovative ideas of social and technological relevance to nurture entrepreneurs. There are significant number of students who have valuable entrepreneurial ideas which do not germinate and grow to completion due to lack of necessary environment and support. We foster the growth of technological entrepreneurs and innovative leaders capable of addressing the rising trends. In corporate job culture and establish a platform to pursue ideas and businesses at an early stage. The IEDC also aims to create awareness among faculty about various facets of entrepreneurship as an alternative career option so that they can act as resource persons in guiding and motivating students.

Established in association with Kerala Start-up Mission (KSUM) for developing prototypes using cutting edge technologies. As per govt. order each entrepreneur is eligible for attendance relaxation up to 20% and grace marks up to 4% spread across semesters. The IEDC of SCTCE has incubated more than 14 start-up companies, which are able to flourish in their respective fields. All the programs and events of EDC are monitored and controlled by a committee of faculty members from various departments.

### **F. Technical Clubs**

The technical clubs functioning under the umbrella of HRD cell aims to create procedures and systems to train students for better performance that is based on trust, commitment, loyalty and growth. They conducts technical workshops and group discussions to inculcate active/co-operative learning.

### **G. National Service Scheme (NSS)**

National Service Scheme which is under the ministry of youth affairs and sports is functioning in the campus with a volunteer strength of more than 300. SCT College of Engineering has two NSS units (Unit no: 225 & 527). Our NSS unit is now among the most active NSS nit under NSS Technical Cell, Govt. of Kerala. The NSS unit of this college was registered in 2009 (Reg No: 225). Henceforth NSS have expanded both quantitatively

and qualitatively over the years by undertaking various projects and programs in association with different government Departments and agencies. The major community activities undertaken by the unit includes; “Punarjjani” is a project of NSS which concentrate on the theme 'Restore, Rebuilt and rejuvenate'. As a part of this programme, the students of NSS SCTCE using their engineering knowledge and skills converted many disposed or unusual furniture and machinery to affect and useful goods at Govt. Homeopathic medical college, Iranimuttom, Trivandrum. Insight Project which educated the students of schools on the importance of mathematics and its application which would exponentially assist them in their higher education. Another initiative by NSS SCTCE is 'Home for homeless' which was in association with Habitat technologies, which raised a home for a visually impaired family of Kanjiramkulam and provided a safe shelter for them. ' All Kerala Gandhi Smriti Cycle Rally' conducted by APJ KTU NSS cell spreading the motive of our renowned father of our nation Mahatma Gandhi was held on 21 December 2019 to 26 December 2019. Four volunteers from SCTCE participated in this event among them two of them were NSS SCTCE volunteers. The events inauguration was held at SCTCE. Other programs included initiating Red Ribbon Club (serving to blood donation under KSACS), E-Waste Management, Blood Donation Awareness Camp, Swachh Mission activities, food relief collection drive (4 days), Stem cell registration drive, Blood donation camps (2), Cancer Medical camp At Naruvamoodu, food fest, annual 7 day camp 'Harithavidyalayam' at Govt. Central High School Attakulangara, Udhyanam project, Socio economic survey at 5 wards for Trivandrum corporation planning department. Our NSS volunteer of SCTCE Ms. S Janavarshini, of Electronics and Communication department was selected as a representative of Kerala NSS in the Republic Day parade helded at January 26 at New Delhi along with selected candidates all over India representing the nation. Another volunteer Ms. Shelma C. Sajan of Biotechnology and Biochemical engineering department had been selected for attending National Integration Camp at Marian College, Kuttikanam, which enabled our volunteers from different parts of India to integrate their culture and personality. Our unit received Best Unit, Best Programme Officer & Best Volunteer awards from Directorate of Technical Education, Govt. of Kerala (2016-2017) and State Level Best volunteer award from Govt. of Kerala (2015-2016). We also received National Young Leaders Program Award from Ministry of Youth Affairs and Sports (216-2017). We also received award from Dept. of Land Records & Revenue, Govt. of Kerala for the 'Best Journal' during the survey 'Map My Home' (2015-2016).Volunteers of SCTCE also bagged several prizes and cash awards in various State level program.

## **H.Research & Consultancy Centre**

The RCC has been constituted to facilitate research, development and consultancy within the college. The aim of the unit is to encourage student projects, to patent service projects and to provide assistance to the students and staff by forming an incubator to guide the students through to the end and to assist them in commercialization of the same. The technical potential of the staff is being offered for consultancy services. The innovative

projects inline are: Power line Broadband, Interactive Television, Value Added Services, SMS Based Applications, Mobile Banking software, Three-wheel Tipper, Electric Car, Robotic Arm, 2-stroke to 4-stroke conversion kit, Split Car, etc. Sree Chitra Thirunal College of Engineering is joining hands with the premier research/academic institutions in India which include NFTDC, IISc, IIT Madras and IIT Bhubaneswar as part of the multi-institutional centres on materials for energy conservation and storage platform (MECSP) of Department of Science and Technology (DST), Govt. of India. Materials for Energy Conservation and Storage (MECSP), a theme-based initiative to support research and development for entire spectrum of energy conservation and storage technologies from early stage research to technology breakthroughs in materials, systems and scalable technologies to maximize resource use efficiency. Under this scheme, it is proposed to conduct translational R&D (TRL 3 to TRL 7) in Materials to Hydrogen Based Devices in the area of solid Oxide Fuel Cells (SOFC), Hydrogen Storage and Metal Hydride Based Sorption Cooling. The consortium is led by NFTDC, Hyderabad. DST-NFTDC Centre is one among the four such centres selected for funding by DST. The centre was officially launched at a function on 22nd Feb 2019 in New Delhi. DST shall provide required financial assistance for state-of-the-art computing facilities in the campus. Project on “Design and Development of Holographic Data Storage System” at an estimated cost of 10 lakhs has been approved by the KERALA STATE COUNCIL FOR SCIENCE, TECHNOLOGY AND ENVIRONMENT under Technology Development and Adaptation Programme (TDAP) scheme. Project on “Interactive and informative learning using augmented and virtual reality” at an estimated cost of 1.5 lakhs has been approved by KTU under Research Seed Money Scheme. Project on “Establishment of Hydrogen Generator and Dispensing Unit to Study the Performance Operational Issues and Safety to cater to the e-mobility Sector” at an estimated cost of 9.66 Cores has been approved by the Government of Kerala during the year 2020-21.

## **I. Internal Quality Assurance Cell (IQAC)**

For enhancing quality culture, Internal Quality Assurance Cell starts functioning in SCT. The vision of IQAC-SCTCE is to enhance quality of the institution through a combination of self and external quality evaluation, and promotion of sustenance initiatives. The major functions of IQAC-SCTCE are as follows.

- Refine the mission and strategic vision of the institution that meet the interests of stakeholders such as students, employers, local communities, government and others.
- Help to refine the vision and mission of the departments and approve their POs, PEOs, and PSOs.
- Suggest new courses/training/workshop that can improve the level of outcome of the students.
- Development and application of quality benchmarks / parameters for the various academic and administrative activities of the Colleges.

- Dissemination of information on the various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programs/ activities of the College, leading to quality improvement.
- Coordinate and support the activities related to accreditation of programs and institution.

### **J. Centre for Continuing Education (CCE)**

Centre for Continuing Education (CCE) is an autonomous body set up under the Board of Governors of SCTCE to promote Continuing Education programs. A number of short-term courses, training programs, and workshops have been conducted by the centre for the benefit of practicing engineers, teachers, weaker sections of society and others. The functioning of the centre is governed by the Institutional Programme Implementation Unit (IPIU).

### **K. Anti-ragging Committee**

Ragging in any form is prohibited and any incidence of indulging in ragging will be reported to the police. Actions will be taken against students for indulging and abetting ragging depending upon the nature and gravity of the offence as established. The Anti-ragging Committee has been constituted in the college for the security of students and to inculcate the sense of humanism and equality among students. The Principal is the Ex-officio Chairman of the Committee. Head of Departments from all branches, hostel wardens, PTA Vice President, two representatives from the Students Union, Administrative Assistant, Sergeant, Circle-Inspector of Police of the museum Police Station, ward councillor, nominee of the district administration are the members of the committee. On admission to the college, each student will be asked to sign the anti-ragging oath form that creates awareness about ragging offences and punishments. The Anti-ragging committee conduct enquiry on complainants and submits report to the Principal. The Principal, if required, forward the complainant to the local police for necessary action against the offender. The committee keeps the records of the complaint and the enquiry report prepared (if any) in all cases.

### **L. Women's Cell**

The women's cell of College formed with an objective of serving the feminine community in general and the girl students of the college in particular. The main functions of Women cell are;

Enable the students and teachers to come to the forefront and maintain a harmonious environment in the institute.

- Create awareness on gender related issues.
- Create a professional learning and working atmosphere in the institute for its students and employees by preventing gender discrimination.

### **M. Internal Complaints Committee**

The Internal Complaints Committee (ICC) for prevention of sexual harassment in SCTCE is addressing the complaints from staff, faculty and students.

### **N. Student's Grievance Cell**

The objective of the Grievance Cell is to develop a responsive and accountable attitude among all the stakeholders in order to maintain a harmonious educational atmosphere in the institute. The function of the cell is to look into the complaints lodged by any student, and judge its merit. The Grievance cell is also empowered to look into matters of harassment. Anyone with a genuine grievance may approach the faculty members in person, or the officer in-charge Students' Grievance Cell. In case the person is unwilling to appear in self, grievances may be dropped in writing at the suggestion box kept at the Main Block entrance.

Grievances Redressal committee shall receive and redress grievances reported of following issue:

- Academic issues pertaining to teaching learning activities.
- Student-teacher, student - student relationship.
- Internal evaluation and assessment marking.
- Complaint related to library and IT services.
- Grievances related to hostel, food, water, electricity, safety, security etc.
- Grievance related to transport facilities.
- Grievances related to sports, cultural, and selection process etc.
- Grievances related to women issues and harassment. However they are specifically redressed by women welfare and anti-sexual harassment committee.
- Grievance related to ragging; however, the matter is referred to anti-ragging committee for appropriate redressal .



- Grievances related to internal examination.
- Grievances related to behavioural of office staff.
- Grievances related to delay in issuance of records and documents.

### **O. Students Welfare Committee**

The committee is meant for the welfare of students. The main objectives of the committee include conducting orientation programme for first year students, issuing of college ID cards and any other items raised by the members. It also aims in developing cleanliness behaviour in students from first year onwards. Under this committee, a counselling cell is provided with counsellor to mentor students having family problems and other issues so as to improve their mental as well as physical wellbeing. It also takes necessary steps for improving the Ladies Amenity Centre, canteen facility, parking facility etc.

### **P. Parent Teachers Association (PTA)**

The Parent Teacher Association (PTA) is formed with a view to maintain effective interaction between the parents and the college authorities. The PTA is giving considerable assistance for improving the facilities in the college. For the benefit of both students and faculty members, PTA has undertaken a number of development programmes like

- Operation and maintenance of one college bus
- Financial support to student's participation in sports, technical and cultural events
- Providing amenities to students
- Financial support to technical and cultural fest- Cult-away
- Full support for centralizing the attendance tabulation under PTA
- Support for buying accessories like testing components etc to Laboratories
- Funding for the extension of CCF timing from 4.30 pm- 7 pm for the use of students
- Financial support for purchasing books in the reference libraries of each department.
- Tutorial DVD's from IIT Madras ([nptel.iitm.ac.in](http://nptel.iitm.ac.in)) were procured by PTA and supplied to all departments for the use of the students and teachers.
- Beautification of Campus.
- Financial assistance for improving computing facilities for conducting placement related activities of CGPU.
- Support for Accreditation related works.

PTA has also instituted cash awards to the toppers among the final year students from each branch. The PTA is also rewarding outstanding final year projects of the students every year and assisting in training programs for the students and for their placements.

## **Q. Alumni Association**

The Sree Chitra Thirunal College of Engineering Alumni Association (SCEAA) was formed in 2005 and is a body which is registered under the 12th section of Travancore – Cochin literary, scientific and charitable society's act of 1955. It has been formed with the following objectives:

- To maintain the contacts of the alumni of the Sree Chitra Thirunal College of Engineering, Thiruvananthapuram with the alma-mater.
- To provide a forum for bringing the old students of the college, so that they can contribute effectively to the cause of Engineering education and research in the country.
- To promote cultural and social contacts among the old students, present students and staff of the college so as to develop a sense of tradition and heritage in this great family, which in turn will lead to the further growth and prosperity of this great institution and her progeny.
- To institute prizes, scholarships, book banks, research grants etc. for the students of the college.
- To provide opportunities for developing entrepreneurship and practical know how among the graduating students and also to impart vocational and career guidance to them.
- To help the students graduating from the college in securing professional training and employment consistent with their qualification.
- g. To function as a purely non-profit organisation in the pursuit of such other projects solely connected with the educational and cultural objectives mentioned above, as the General Body may decide from time to time. A few of the activities of the association are as follows:

## **R. Institute Ethics Committee**

In order to lay down appropriate guidelines as Ethics Policy and to enforce ethical practices in all the academic and extracurricular activities in the campus the institutional ethics committee is formed in the institution. Appropriate guidelines are framed to enforce ethics in the personal conduct which will be binding on all the students and staff in the college. Institutional Ethics Committee is comprised of faculty members from each department and is to be chaired by Dean .The major functions of the committee are as follows.

- Propose the Ethics Policy for SCTCE.
- Report breaches of Ethics Policy or non-compliance of ethical practices among students, faculty and staff to the Principal.
- Recommend actions on non-compliance of ethical practices among students, faculty and staff.

Formulate corrective actions and suggest amendments periodically.