Minutes of the meeting of the Board of Governors (BoG) held on 12th day of May 2025
Venue: SSET Conference Room (Hybrid Mode)
Time: 10:00 AM

Members Present

1. Dr. G.P.C. Nayar, Chairman – SCMS Group-Member
2. Prof. N.C. George – Management Consultant, Cochin - Member
3. Mr. A.K. Nair, Former MD, KSIDC and KCPL – Member
4. Mr.Shibu Balakrishnan, Cognizant Technologies, Industry Expert- Member
5. Mr.P.C.Chacko- Public Representative – Member
6. Mr. Pramod P Thevannoor- Managing Director, Member
7. Dr.Praveensal C J- Group Director, SSET – Member
8. Dr. Anitha G. Pillai, Principal- SSET – Member Secretary
9. Dr.Varun G.Menon- Professor, Deputy Dean-Research, SSET-Member
10. Mr.Siddharth Sethu- Product Manager, Namma Yatri, Alumni Representative - Member

Dr. Praveensal C.J., Director – SCMS Group, chaired the meeting and welcomed all the members of the Board of Governors. He added that remaining BoG members have been granted leave of absence.

With the permission of the Chair, Secretary, BoG began the deliberations on the agenda items.

Agenda taken for consideration

1. Confirmation of minutes of previous meeting
2. Review of action taken on the resolutions passed at the previous meeting
3. Details of decisions taken by Board of Management / Academic Advisory Board submitted for scrutiny /confirmation
   (i) Approval of Vision and Mission
   (ii) New Roles and Responsibilities – Group Directors
   (iii) Medical Insurance to employees
   (iv) Increments in incentives associated with no. of publications to be revisited
   (v) Fund Allocation to Group Directors for expenses
   (vi) Seat reduction and addition of new programs
   (vii) Accreditation Plan of Action- NBA for AU, CE, CSE, ME
   (viii) Application to UGC for Autonomous status
   (ix) Tenure of Principal

4. Review of Major Activities of previous year
5. KIRF-Kerala Institutional Ranking 2024 Award
6. Doctoral Degrees Awarded to Faculty members 2024-25

Agenda Item 1:Confirmation of minutes of previous meeting of BoG held on 14.06.2024

The Minutes of the previous meeting of BoG held on 14.06.2024 were circulated to all the members and no corrective actions/suggestions were received. Hence minutes of the meeting were confirmed by approval of all members.

Agenda Item 2 :Review of action taken on the resolutions passed at the previous meeting of BOG held on 14.06.2024

Action taken on the resolutions passed at the previous meeting of BOG was noted by the Board.

SCMS Group's Mission and Vision Statements were revisited and revitalized by conducting workshops led by experts - Dr.Suresh Mony, Founder Director- NMIMS Bangalore and Dr.Jayasankaran N., former VC- Kanchi University & Director General- Bharathidasan Institute of Management (BIM). The process involved four-day deliberations, where the Heads of Institution, along with faculty, staff and alumni, engaged in comprehensive discussions and brainstorming sessions. As per the suggestions of BoG in the previous meeting, the workshops were done outside campus with representatives chosen from all institutions and the Governing Council members. The one-day workshop for revisiting Mission of the Group and the institutions was done on 20th June 2024, at Nihara Resorts, Ernakulam and the workshop for Vision was done on 25-26 July, 2024 at Blue Waters Resorts, Cherai, Ernakulam.

All Rankings Accreditations and Compliances of all our institutions brought under one single entity which has been designated as RACE – Rankings Accreditations and Compliances for Excellence. RACE will be handling all matters related to Quality initiatives in all the Group institutions. RACE will be functioning out of the Muttom campus and will be headed by Prof. Dr. Praveena K., Dy Dean RACE, SCMS Group.

SCMS Group and the University of Applied Sciences Ravensburg – Weingarten Germany officially renewed the academic partnership on January 17, 2025, the objectives of the MoU being institutional strengthening, faculty exchange, students exchange and collaborative research.

Agenda Item 3:Details of decisions taken by Board of Management / Academic Advisory Board submitted for scrutiny / confirmation

The Member Secretary presented in seriatim, the following:

Item (i): Approval of Vision and Mission

Approval of Vision and Mission of SCMS School of Engineering and Technology, along with the mission, Vision, PSOs and PEOs of different Departments. The Institution Vision and Mission is as follows:

Vision

- To be a premier institution moulding ethical and socially responsible engineers with emphasis on 'Service Learning'.
- To be among the top ten institutions in India by 2040, shaping technology innovators and leaders for spearheading research relating to sustainable development goals.

Mission

- Innovative education and research for shaping techno-leaders.

BOG Comments: The mission and vision are approved and the same may be adopted in the next academic year onwards (2025-2026 AY). The mission and vision may be disseminated among all stakeholders and all are to work together for achieving the set vision. The Vision, Mission, PSOs and PEOs of the different departments were presented and approved. This also may be adopted from next academic year onwards (2025-2026 AY).

Item (ii):New Roles and Responsibilities – Governing Council

- Mr.Pramod P.Thevannoor – Executive Trustee & Managing Director
- Dr.Radha Thevannoor - Vice Chairman
- Dr.Indu Nair – Registrar & Group Director
- Dr.Praveena K. to be designated as Director, RACE- in charge of all rankings, accreditation and compliances of all schools of the group and added as new member to Governing Council.
- Dr.Baiju Radhakrishnan as Group Director and to be in charge of SCMS Cochin School of Business & SCMS Institute of Multidisciplinary Studies
- Dr.Praveensal as Group Director and to be in charge of SCMS School of Engineering & Technology and SCMS School of Architecture .
- Mr.Prathik Nayar to be Director holding various responsibilities as given below.
    - International MOUs and Associations of the Group
    - International and National representation at SiRST
    - In charge of purchase function for the Group
    - Assist GD in charge of Admissions, and take charge of the Admissions process effective from academic year 2026-27
    - Overseeing all vehicle movement, allocation and maintenance for the Group
    - Take an active part in all Institutional initiatives

BOG Comments: BOG wishes all the very best to everyone to discharge their respective duties responsibly.

Item (iii): Medical insurance to be given to employees as part of the welfare measure

BOG Comments: Medical Insurance policy can be given to employees on a sharing basis, as a welfare measure. The amount to be decided and implemented considering the feasibility.

Item (iv): Increments of Incentives to be associated with the no. of publications to be revised

BoG Comments: The BoG noted that the incentives policy has motivated faculty members to focus more on research publications. It was observed that the policy has contributed to an increase in the number of publications, along with a significant improvement in their quality. The policy may be reviewed and revised as part of the proposed review of the HR Policy in 2026.

Item (v): Fund Allocation to Group Directors for expenses

Each Group Director to be allocated an amount of Rs.1 lakh a quarter for the expenses to be met.

BoG Comments: The BoG approved the proposal. The allocated amount may be utilised by the respective Group Directors for institutional and group-level activities, including official meetings, stakeholder interactions, faculty/student engagement initiatives, and other approved expenses related to the effective functioning and development of the institutions under their respective groups.

Item (vi): Seat reduction and addition of new programs

No Change proposed to the sanctioned strength of the UG and PG programs.

BOG Comments: Approved

Item (vii):Accreditation of Plan of Action- NBA accreditation for AU, CE, CSE and ME

ECE and EEE undergraduate programs achieved NBA Accreditation for three academic years on 24-09-2024. (AY 2024–25 to 2026–27).

- NBA Prequalifier for B.Tech in Automobile Engineering, B.Tech in Civil Engineering, B.Tech in Computer Science and Engineering, B.Tech in Mechanical Engineering to be submitted in December 2025.
- Automobile Engineering is applying for the first time and CE, CSE and ME are applying for the 2nd cycle.

BOG Comments : BOG advised that the team should put in efforts to score good marks and also ensure that these accreditations bring in quality in the academic processes and curriculum delivery.

Item (viii): Application to UGC for Autonomous Status

SSET is planning to apply for Autonomous Status, with the application targeted for submission by October 2025. Preparatory activities are currently underway.

BoG Comment: The BoG noted the preparations for applying for Autonomous Status and advised the institution to complete the necessary requirements and submit the application within the planned timeline.

Item (ix): Tenure of Principal

Dr. Praveensal C. J., Group Director, informed the members that the tenure of Dr. Anitha G. Pillai, Principal, SSET, would conclude in June 2026. As identified earlier, Dr. Jenson Joseph E. would take charge as the new Principal with effect from July 2026. He would assist the Principal in the administration and functioning of the institution and play a key role in facilitating the transition of SSET to autonomous status.

BOG Comments: The BoG noted the proposed change in leadership and expressed its support for the smooth transition of responsibilities to Dr. Jenson Joseph E. and the institution's transition to autonomous status.

Agenda Item 4:Review of Major Activities of previous year

Member Secretary detailed the following activities undertaken during the period from the previous Board meeting:

As a mark of the beginning of the SCMS group 50th Year Celebrations, 5th Edition of Dr.Pradeep P. Thevannoor Commemmorative Annual Lecture was conducted and graced by Dr.Palanivel Thiaga Rajan, Hon'ble Minister for IT and Digital Services, Government of Tamil Nadu, who delivered the Lecture highlighting the transformative power of information technology.

The Dr. Pradeep P. Thevannoor Hackathon (PPTH) 2024 was conducted as a major student innovation and technical engagement initiative at SSET, providing a platform for students to develop and demonstrate technology-driven solutions. The event was part of the institution's broader efforts to promote innovation, problem-solving, teamwork and entrepreneurship among students.

SSET hosted the Fulbright Specialist Program featuring Dr. Jayan Thomas (University of Central Florida) in July 2024. Faculty co-hosted and coordinated the associated 2-Day International Conference on Nanoscience and Nanotechnology for Sustainability: Energy and Healthcare (ICoNNS 2024).

AMRUT Mission Water Quality Training: Dr. Ratish Menon, Ms. Merin Mathew, and Dr. Sunny George led specialized state-wide training sessions on water quality testing for Kudumbashree / Women Self-Help Group (SHG) members across multiple phases (August–October 2024) under the AMRUT Mission initiative.

SCMS Group hosted a panel discussion on 'Navigating NEP 2020: Empowering Educators to Shape Tomorrow's Leaders' at the SCMS Campus on March 15, 2025. Moderated by Dr.Shakila Shamsu, a former officer on Special Duty (NEP), Dept. of Higher Education, Govt. of India, the panel featured Dr.C.T. Aravinda Kumar, Vice Chancellor, MG University, Kottayam, Prof.H.C.Pokhriyal, Member, Board of Governors, IIT Roorkee, and former Executive Director, Schoolof Open Learning, Dr.Ramesh Unnikrishnan, Former Director and Advisor, AICTE and Dr.Latha K.C., Education Officer, UGC.

Agenda Item 5: KIRF-Kerala Institutional Ranking 2024 Award

SSET was ranked 15th in the Engineering category in KIRF 2024.

BoG Comment: The BoG noted SSET's ranking in KIRF 2024 and appreciated the institution's continued efforts towards improving its academic performance and institutional standing.

Agenda Item 6: Doctoral Degrees Awarded to Faculty members 2024-25

Dr. Asha S. (AI & DS) successfully defended her Ph.D. Viva Voce from KTU on June 14, 2024

Dr. Sindhya K. Nambiar (AI & DS) defended her Ph.D. Viva Voce from CUSAT on June 20, 2024.

Suggestions from BoG

The BoG suggested that each Group Director in consultation with the HoI should prepare an action plan for the coming year with measurable targets, including a 5–10% increase in research output, consultancy and revenue generation, strengthening industry and academic collaborations, and improving institutional visibility. The quality of teaching and learning should be continuously monitored through appropriate academic quality measures, with a focus on improving student outcomes and overall institutional performance. The HoI and Group Director were also advised to work towards enhanced state and national-level rankings and recognition, with clear targets and periodic review of progress. The Board also congratulated faculty and students for their achievements.

The meeting concluded with a vote of thanks to the chair.

SD/-

Dr. Anitha G Pillai (Member Secretary)

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