**Minutes of the meeting of the Board of Governors (BoG) held on 31st day of May 2023**
**Date:**31 May 2023
**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. Dr. Praveensal C. J., Campus Director, SSET – Member
7. Dr. Anitha G. Pillai, Principal, SSET – Member Secretary
8. Dr. Varun G. Menon, Professor & Deputy Dean – Research, SSET – Member
9. Mr.Siddharth Sethu, APM, Juspay, Alumni Representative - Member

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

With the permission of the Chair, the Member Secretary commenced the deliberations on the agenda items.

**Agenda for Consideration**

1. Confirmation of the minutes of the previous meeting.
2. Review of action taken on the resolutions passed at the previous meeting.
3. Details of decisions taken by the Board of Management / Academic Advisory Board submitted for scrutiny and confirmation.
4. Review of NAAC accreditation and preparations for the forthcoming NAAC visit.
5. Review of NBA accreditation and preparations for the forthcoming NBA visit.
6. B.Tech. and M.Tech. programmes – Seat increase and reduction in intake
7. Major academic, research, accreditation and institutional activities at SSET.
8. Infrastructure augmentation: library and learning resource sharing
9. Extension activities and sustainability
10. Alumni engagement
11. MoU with Meritto – Admission and Enrolment Management Platform
12. Best practices and institutional distinctiveness: Departmental initiatives

**Agenda Item 1: Confirmation of the Minutes of the Previous Meeting**

The Member Secretary placed the minutes of the previous meeting held on 15th May 2022 before the Board for confirmation.

The Board reviewed the minutes and confirmed the same without changes.

**Agenda Item 2: Review of Action Taken on the Resolutions Passed at the Previous Meeting**

The Member Secretary presented the Action Taken Report on the resolutions passed at the previous meeting.

*BoG Comments:The Board reviewed the Action Taken Report on the resolutions of the previous meeting and noted the actions taken and the progress made on the approved resolutions.*

**Agenda Item 3: Details of Decisions Taken by the Board of Management / Academic Advisory Board Submitted for Scrutiny and Confirmation**

The Member Secretary placed before the Board the decisions taken by the Board of Management 15th May 2022 and the Academic Advisory Board held on 22nd April 2022 for scrutiny and confirmation.

The Board was also apprised of the developments and quality initiatives undertaken through the IQAC. The IQAC was constituted on 18.04.2023 under the chairpersonship of the Principal. The activities of IQAC were organised under major areas including governance, academics, faculty development, placements and admissions, MoUs/collaborations/research, co-curricular activities, arts and culture, sports, infrastructure augmentation, extension activities, alumni and best practices.

*BoG Comments:The Board scrutinised the decisions placed before it and expressed its satisfaction with the progress of the quality initiatives.*

**Agenda Item 4: Review of NAAC Accreditation and Preparations for the Forthcoming NAAC Visit**

The Principal briefed the Board on the status of NAAC accreditation and the preparations being undertaken for the forthcoming NAAC visit.

The Board was informed that data consolidation and compilation for a single online point of digital data entry for NBA, NAAC, NIRF, KTU and other quality audit reports was in progress. Academic

and administrative process documentation templates were also being unified and made available online.

Departments had submitted their plans of action and identified their best practices. Alumni information was being collected through a Google Form. Departments had also identified areas of research and were pursuing active MoUs with industries. Workshops and seminars on sustainability and social commitments were planned as part of the institutional initiatives.

The Board reviewed the preparations and emphasised the importance of completing the data compilation, documentation and evidence well in advance of the NAAC visit.

*BoG Comments:The Board noted the progress of NAAC preparations and directed the Principal and IQAC Coordinator to ensure timely completion of data compilation and documentation.*

**Agenda Item 5: Review of NBA Accreditation and Preparations for the Forthcoming NBA Visit**

The Board was informed about the status of NBA accreditation and the preparations for the forthcoming NBA visit for B.Tech Electronics and Communication Engineering and B.Tech in Electrical and Electronics.

The implementation of Outcome Based Education through the Linways Learning Management Software was reviewed. The Board was informed that curriculum committee meetings involving teachers of each semester and Department Advisory Board (DAB) meetings were to be conducted on a regular basis.

The Board also noted the requirement that course/lesson plans incorporate student-centric learning methods such as participative learning, experiential learning and problem-solving. A bridge course on Introduction to OBE and academic and administrative processes was also proposed for newly joined faculty.

The Board emphasised the need for departments to maintain updated OBE records and supporting documents systematically.

*BoG Comments:The Board noted the NBA preparations and directed the Principal and Director to ensure that OBE implementation and related records are kept current and properly documented in Linways.*

**Agenda Item 6: B.Tech. and M.Tech. programmes – Seat increase and reduction in intake**

B.Tech. programmes –

Automobile, Mechanical and Civil – reduce to 30

Computer Science Engineering – increase from 180 to 240

CSE (AI) – increase from 30 to 60

M.Tech. Programmes –

Environmental Engg. –reduce from 24 to 18

VLSI & Embedded Systems – reduce from 18 to 12

Computer Science & Information Systems – reduce from 18 to 12

*BoG Comments: Board approved the changes, and also advised to ensure that the prescribed SFR is met, in the case of increase in seats.*

**Agenda Item 6: Major Academic, Research, Accreditation and Institutional Activities at SSET**

The Principal presented the major academic, research, accreditation and institutional activities undertaken at SSET.

The Board noted the following:

- The Academic Calendar for AY 2023–24 was prepared with reference to the KTU academic calendar and circulated.
- Departments planned Faculty Development Programmes, including sponsored FDPs.
- The Placement Cell was giving emphasis to improving placements, particularly in core disciplines.
- Departments had identified their areas of expertise and research domains.
- Vocational and etiquette training was planned for second-year students.
- Yoga and meditation classes were planned for first-year students.
- Talented students were being identified and encouraged to participate in inter-collegiate events and sports meets.

The Board appreciated the initiatives and emphasised the importance of monitoring measurable outcomes in placements, research and student development activities.

*BoG Comments: The Board appreciated the academic, research and institutional initiatives and directed the Principal and concerned functionaries to present placement and research outcomes at the next meeting.*

**Agenda Item 7: Infrastructure Augmentation – Library and Learning Resource Sharing**

The Board reviewed the proposal for the renewal of subscriptions to the Elsevier Journal Database, Knimbus Platform, and Turnitin Plagiarism Checking Tool for the academic year 2024–25. The Board directed the Principal to initiate the renewal process and ensure timely renewal of these

resources to facilitate uninterrupted access to scholarly literature, digital learning resources, and plagiarism detection services for students and faculty.

*BoG Comments:The Board reviewed and approved the renewal of subscriptions to the Elsevier Journal Database, Knimbus Platform, and Turnitin Plagiarism Checking Tool for the academic year 2024–25 and directed that the services be continued without interruption.*

**Agenda Item 8: Extension Activities and Sustainability**

The Board reviewed the extension activities and sustainability initiatives being undertaken by SSET.

It was noted that IQAC and the departments would give greater emphasis to social concerns and sustainability as thrust areas. Environmental sustainability was identified as an important area for departmental best practices.

The Board encouraged departments to integrate sustainability and social responsibility into their academic, co-curricular and extension activities.

*BoG comments: The Board endorsed sustainability and related social commitments as important focus areas for extension activities and departmental initiatives.*

**Agenda Item 9: Alumni Engagement**

The Board reviewed the initiatives for strengthening alumni engagement and institutional–alumni interaction.

The Board was informed that departments were collecting alumni information through a Google Form and were working towards developing strategies for stronger engagement with alumni.

The Board emphasised the importance of maintaining an updated alumni database and involving alumni in activities such as mentoring, student interaction, placement support and institutional development, wherever feasible.

*BoG Comments:The Board directed the Heads of Departments to strengthen alumni data collection and establish mechanisms for regular alumni interaction and engagement.*

**Agenda Item 10: MoU with Meritto – Admission and Enrolment Management Platform**

The Board considered the proposal for MoU with Meritto (NoPaperForms Solutions Pvt. Ltd.) for automating and streamlining the admission and enrolment process of the SCMS Group of Educational Institutions.

The Board was informed that the proposed Enrolment Cloud – Growth Plan + Post Application + Integration would support the institution in managing the admission process through a centralised, web-based platform and facilitate efficient handling of applications and enrolment-related activities.

*BoG Comments: The Board reviewed the proposed contract period and terms and approved the extension of the agreement for three admission sessions / three years subject to the agreed terms and conditions. The Board directed the management to monitor the effective utilisation of the platform and review its effectiveness before the renewal date.*

**Agenda Item 11: Best Practices and Institutional Distinctiveness – Departmental Initiatives**

The Board discussed the need for departments to identify and develop best practices and distinctive initiatives based on their respective strengths, expertise, resources, and areas of achievement. The Board emphasised that such practices should reflect the unique contributions and capabilities of each department and contribute to the overall institutional distinctiveness.

*BoG Comments: The Board advised all departments to identify, document, and strengthen at least one or more best practices based on their specific strengths and areas of excellence. The departments were encouraged to develop distinctive initiatives that are sustainable, measurable, and capable of being demonstrated as institutional best practices.*

**BoG Suggestions**

- Develop a focused action plan for improving ranking parameters with measurable targets.
- Strengthen research, publications, citations, funded projects, consultancy, and industry collaboration.
- Improve student outcomes, including placements, higher studies, entrepreneurship, and competitive examinations.
- Promote department-specific best practices and institutional distinctiveness.
- Strengthen alumni engagement, collaborations, and digital visibility.
- Ensure accurate and timely data collection, documentation, and submission for rankings and accreditation.
- Review ranking performance periodically through IQAC and take corrective measures for continuous quality improvement.

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

SD/-
Dr. Anitha G Pillai (Member Secretary)

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