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

Minutes of the meeting of the Board of Governors (BoG) held on 15th day of May 2024
Venue: SCMS Board Room (Hybrid Mode)
Date: 15 May 2024
Venue: SCMS Board 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, Vice Chairman – 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 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. Accreditation and Quality Assurance Activities
5. Vision and Mission Revisit
6. 50th Anniversary Celebrations of SCMS Group
7. Indian Knowledge Systems (IKS)
8. Accreditation and Compliance Unit
9. Consultancy and Industry Interaction
10. Student and Faculty Exchange

Agenda Item 1: Confirmation of Minutes of the Previous Meeting

The minutes of the previous meeting of the Board of Governors held on 31 May 2023 were circulated to all members. As no comments or suggestions were received from the members, the minutes were confirmed.

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

The Member Secretary presented the action taken report on the resolutions passed during the previous meeting. The Board noted the progress made on the various decisions and initiatives.

Agenda Item 3:Details of Decisions Taken by the Board of Management / Academic Advisory Board

The Member Secretary presented the decisions taken by the Board of Management and Academic Advisory Board for the information, scrutiny and confirmation of the Board of Governors.

a. Faculty Development Programmes and Workshops

- All faculty members shall be encouraged to attend at least one Faculty Development Programme of a minimum duration of five days during an academic year.
- Departments shall organize Faculty Development Programmes/workshops in offline, online or hybrid mode.
- Departments shall identify and apply for suitable sponsored FDPs and training programmes offered by agencies such as AICTE, KTU, KSCSTE and other funding agencies.

b. Projects, Patents and Publications

- Each department shall encourage faculty members to increase quality research publications and target a minimum of two research publications per faculty member per year.
- Faculty members guiding student projects shall be encouraged to present and publish suitable student projects in conferences and journals.
- Interdepartmental, interdisciplinary and industry-oriented research collaborations shall be promoted.
- Faculty members shall be encouraged to file patents and pursue research leading to technology transfer and consultancy.

c. Research Funding

- Faculty members shall actively apply for external research funding and institutional research grants.

- Departments shall identify appropriate funding opportunities and submit proposals to agencies such as AICTE, KSCSTE, ANRF and other relevant agencies whenever calls are announced.
- The Finance and Research sections shall extend necessary support for the preparation and submission of proposals.

d. Collaborations and MoUs

- SSET shall continue to strengthen academic and research collaboration with industry, academic institutions, government organizations and professional bodies.
- Existing MoUs shall be effectively utilized for student development, faculty exchange, internships, joint programmes, research and consultancy.
- Opportunities for national and international academic collaborations shall be explored.

Agenda Item 4:Accreditation and Quality Assurance Activities

The Member Secretary informed the Board about the ongoing preparations for NAAC, NBA and Academic and Administrative Audit (AAA). IQAC is coordinating the compilation, verification and submission of documentary evidence and ensuring that the departments complete the required documentation within the stipulated timelines. The Board noted the importance of systematic documentation and continuous monitoring of the accreditation-related activities.

a. NAAC Visit

The Board was informed that the NAAC Peer Team visit to SSET is likely to happen before end of year

The following activities are being undertaken as part of the preparation:

- Verification and updating of NAAC-related documents and supporting evidence.
- Completion and systematic organization of departmental and institutional records.
- Review of the implementation of quality initiatives and best practices.
- Preparation of presentations and supporting documents for interaction with the Peer Team.
- Review of infrastructure, academic processes, student support systems, research activities and institutional practices.
- Coordination among IQAC, departments and administrative sections for ensuring readiness for the visit.

The Board emphasized that all departments and functional units should ensure that the documents and evidence relating to their respective areas are complete, accurate and readily accessible.

b. NBA Visit for ECE and EEE Departments

The Board was informed that the NBA Self-Assessment Report (SAR) had been submitted in January 2024 and that preparations were underway for the forthcoming visit.

The Board noted the following preparatory activities:

- Review and updating of NBA Criteria Files and supporting documents.
- Verification of Programme Files and other documentary evidence.
- Review of Programme Educational Objectives, Programme Outcomes and Course Outcomes.
- Verification of attainment calculations and supporting evidence.
- Review of curriculum implementation, teaching-learning processes and student performance.
- Compilation of faculty, infrastructure, laboratory and departmental information.
- Preparation of presentations and briefing documents.
- Conduct of internal reviews/audits to identify gaps and initiate corrective actions.
- Coordination between NBA coordinators, department teams and IQAC.

The Board advised the departments to maintain consistency between the SAR, Criteria Files, Programme Files and the evidence available at the department level.

c. Academic and Administrative Audit (AAA)

The Board was informed that the Academic and Administrative Audit (AAA) visit is scheduled for 27 and 28 July 2024.

The Board noted that the AAA would provide an opportunity to review the effectiveness of academic and administrative processes and identify areas for continuous improvement.

The following activities were proposed:

- Verification of academic and administrative records.
- Review of departmental academic planning and implementation.
- Verification of course files, programme files and other academic documents.
- Review of student feedback and action taken.
- Review of examination and evaluation processes.
- Verification of research, consultancy, extension and outreach activities.
- Review of quality initiatives and IQAC activities.
- Identification of gaps and preparation of corrective and preventive action plans.

The Board advised all departments and sections to complete the AAA preparations well in advance and to ensure that the required records are properly maintained.

Agenda Item 5 : Vision and Mission Revisit

The Board was informed about the proposed process for revisiting the Vision and Mission statements. Resource persons and representatives from the institutions have been identified for initiating the process.

BoG Comments: The Board suggested that the Vision and Mission review may preferably be undertaken through a structured workshop involving key stakeholders, providing adequate opportunity for discussion, reflection and formulation of the revised statements.

Agenda Item 6: 50th Anniversary Celebrations of SCMS Group

The Board was informed that the SCMS Group will complete 50 years of its establishment in 2026 and that year-long celebrations are proposed across the Group institutions.

BoG Comments: The Board advised that a comprehensive plan may be prepared well in advance, with a series of academic, cultural, social and institutional activities, including at least one major/signature event every month during the celebration period.

Agenda Item 7: Indian Knowledge Systems (IKS)

The Board discussed the proposed inclusion and promotion of Indian Knowledge Systems in academic activities and curriculum.

BoG Comments: The Board recommended that faculty members and students should be provided appropriate exposure to IKS through courses, seminars, workshops and other academic activities.

Agenda Item 8 :Accreditation and Compliance Unit

The Board discussed the establishment of a centralized Accreditation and Compliance Unit at the Group level to coordinate and monitor rankings, accreditations, and statutory compliances of the Group institutions.

BoG Comments: The Board recommended that the Accreditation and Compliance Unit be established as a separate and independent Group-level unit, reporting to the Executive Trustee, with responsibility for systematically coordinating and monitoring rankings, accreditations, statutory compliances, and quality assurance requirements of the Group institutions.

Agenda Item 9 :Consultancy and Industry Interaction

The Board discussed the need to enhance consultancy activities and industry engagement at SSET.

BoG Comments:The Board advised SSET to adopt a focused approach to increasing consultancy revenue and industry-sponsored activities. Each department may identify its areas of expertise and develop suitable consultancy and industry engagement opportunities.

Agenda Item 10 : Student and Faculty Exchange

The Board discussed opportunities for student and faculty exchange programmes.

BoG Comments: The Board advised that existing national and international MoUs should be effectively utilized and that structured student and faculty exchange programmes should be planned. The Board appreciated the efforts of the faculty, staff and students in undertaking the above activities and emphasized the need for continuous improvement in academic quality, research, industry interaction, consultancy, placements and institutional development.

BoG Observations and Recommendations

After detailed deliberations, the Board emphasized the following:

- All preparations for the AAA visit on 27–28 July 2024 should be completed well in advance.
- Departments should ensure complete readiness for the NAAC visit
- Special attention should be given to the final verification of all documents and evidence before the NBA visit.
- All records submitted in the SAR should be consistent with the evidence maintained at the institutional and departmental levels.
- IQAC should monitor the progress of accreditation-related preparations through regular reviews.
- Departments should focus on improving consultancy, industry interaction, research output, funded projects and placements.
- Existing MoUs should be converted into measurable academic, research and industry outcomes.
- Continuous improvement should remain the central focus of all quality assurance activities.

The proposals and activities presented before the Board were taken note of and approved after deliberations.

Conclusion

The Board appreciated the efforts of the management, Principal, IQAC, faculty members, staff and students of SSET towards strengthening academic quality and institutional processes. The Board advised SSET to continue its systematic approach towards accreditation, research, industry collaboration, consultancy, student development and overall institutional excellence.

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

Sd/-
Member Secretary
Board of Governors
SCMS School of Engineering & Technology (SSET)

