



CAMPUS: VIDYA NAGAR, KARUKUTTY, ERNAKULAM-683 576 PHONE: 0484-2882900, 2450330
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ACADEMIC COUNCIL – SSET (AUTONOMOUS) Minutes of Meeting

Date: 3rd August 2026 (Monday)

Time: 10:00 to 11:45 AM

Location: IQAC Office - SSET Campus (Hybrid Mode)

Attendees: [List attached]

Agenda:

Item No.	Item	Responsibility
AC 1.01	Welcome Address	Principal
AC 1.02	Introduction of Members of the Academic Council and Confirmation of Quorum.	Principal
AC 1.03	Constitution of the Academic Council and Briefing on its Powers and Functions under the UGC Regulations for Autonomous Colleges.	Principal
AC 1.04	- Consideration and Approval of the Academic Regulations for Autonomous Undergraduate and Postgraduate Programmes. - Approval of Academic Calendar for the First Academic Year.	IQAC Coordinator
AC 1.05	- Ratification of the Constitution of the Boards of Studies of all Departments, including the nomination of external subject experts. - Consideration and Approval of the Curriculum and Scheme of Study for all Programmes as recommended by the respective Boards of Studies.	HoDs
AC 1.06	Consideration and Approval of the Detailed Syllabi of B.Tech, M.Tech and MCA First Year/First Semester Courses recommended by the respective Boards of Studies.	Principal
AC 1.07	Recommendations to the Governing Body regarding: - Approval of Academic Regulations and Curriculum. - Any other statutory academic proposals.	Principal
AC 1.08	Any Other Matter with the Permission of the Chair.	-
AC 1.09	Vote of Thanks.	Member Secretary



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Discussions and Resolutions

Discussion items

The first Academic Council meeting of SCMS School of Engineering and Technology was conducted following the institution's recent autonomous status confirmation. The meeting was led by Principal Dr. Jenson Joseph E. and IQAC Coordinator Dr. Nisha L, with attendance including management representatives, external experts, and faculty members from various departments. The primary agenda focused on reviewing and approving academic regulations and curriculum changes proposed by the Board of Studies for each department. Dr. Nisha L presented the academic regulations framework, which aims to promote academic flexibility, outcome-based education, and institutional autonomy while reducing credit requirements from 170 to 164 academic credits, as per the AICTE model curriculum 2024. Department heads then presented Board of Studies recommendations including curriculum modifications, course restructuring, and the introduction of project-based learning components. External members provided feedback emphasizing the need for more detailed regulations covering assessment methods, credit distributions, attendance requirements, and clear documentation of curriculum changes from semester I to VIII. The conversation ended with agreements to circulate detailed regulations and curriculum documents via email for further review before the next meeting scheduled for the following week.

Dr. K. Gopakumar, The Vice Chancellor Nominee of the Academic Council, emphasized that the Academic Council should function in accordance with UGC norms and provide constructive suggestions for academic improvement. The advantages of obtaining autonomous status were discussed, including the implementation of Outcome-Based Education (OBE), flexibility in examinations, curriculum enhancement, and improved internship opportunities. He recommended that curriculum development should be started by feedback from industry experts, alumni, and other stakeholders. It was suggested that curriculum presentations should provide a comprehensive semester-wise overview from Semester I to Semester VIII.

Dr. Balagopal G. Menon, Expert Member/Academician of the Academic Council, discussed the need for faculty autonomy in curriculum delivery. He suggested allowing up to 10% flexibility in course content to accommodate emerging technologies and industry developments. Such modifications should subsequently be incorporated into the syllabus to ensure students remain updated with current trends so that placements opportunities also increase.

Dr. Suresh Babu, The Vice Chancellor Nominee of the Academic Council, highlighted the need for clear and comprehensive academic regulations covering:

- Assessment procedures
- End Semester Examinations (ESE)



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- Attendance requirements
- SGPA and CGPA calculations
- Tutorial and practical components

The importance of transparency and consistency in implementing these regulations was emphasized. Discussions highlighted the need to address the requirements of slow learners through appropriate academic support mechanisms. Internship opportunities, project-based learning, self-study components, and value-added courses were identified as important elements of the curriculum. He recommended presenting the curriculum on a semester-wise basis with detailed credit distribution. Comparative information between the existing KTU curriculum and the proposed curriculum should be provided. He suggested that the total credit requirements for MCA and M.Tech programmes should be explicitly indicated.

Dr. Balagopal G. Menon emphasized the need for a clear and unambiguous academic calendar indicating instructional days, examination schedules, project evaluation timelines, holidays, and academic activities. He recommended that all rules and regulations be published on the institution's website and compiled into a student handbook. He proposed the development of Standard Operating Procedures (SOPs) for internships and projects. Department-wise SOPs should be prepared and presented in future meetings.

Members suggested scheduling the next Academic Council meeting at the earliest opportunity. It was agreed that detailed agendas and supporting documents should be circulated well in advance and that meeting minutes should be shared promptly after each meeting.

Action Items

- Circulate the detailed curriculum, regulations, and academic calendar to all Academic Council members via email immediately after the meeting.
- Incorporate the suggestions regarding the academic calendar (e.g., including project evaluation dates, holidays, extracurricular activities) and circulate the revised version.
- Schedule the next Academic Council meeting for the following week and provide a detailed agenda and all necessary documents in advance.
- Circulate the minutes of the current meeting to all attendees.
- Ensure that future meeting agendas and documents are shared with members well in advance for informed participation.
- Address the feedback regarding the presentation of curriculum (semester-wise, clear credit distribution, comparison with APJ Abdul Kalam Technological University) in the circulated documents.



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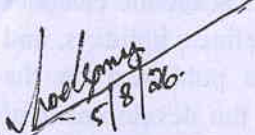


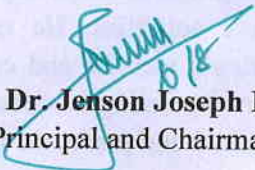
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- Include details on assessment, attendance requirements, GPA/CGPA calculation, credit distribution, and other regulatory specifics in the regulations document to be circulated.
- Consider and incorporate suggestions regarding faculty autonomy in curriculum updates, as per Dr. Balagopal G. Menon's recommendation.
- Develop and include standard operating procedures (SOPs) for internships and projects, as suggested by Dr. Balagopal G. Menon.
- Consider creating a handbook for faculty and students detailing rules, regulations, and procedures, as suggested by Dr. Balagopal G. Menon

Report Prepared by:

Approved by


Mr. Noel Joseph Gomez
Member Secretary


Dr. Jenson Joseph E.
Principal and Chairman

Karukutty
3rd August 2026



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INTERNAL QUALITY ASSURANCE CELL

Programme: Academic Council meeting

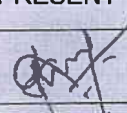
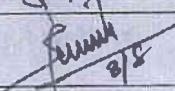
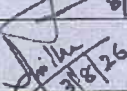
Date: 03.08.2026

Time: 10.00 AM

Agenda: Constitution of the Academic Council and Briefing on its Powers and Functions under the UGC Regulations for Autonomous Colleges.

Location: IQAC Room

Attendees:

Sl. No.	Name	Designation	Mode of participation	Signature
1.	Prof. Pramod P. Thevannoór	Executive Chairman	Online	PRESENT
2.	Dr. Praveena K.	Director - RACE	Online	PRESENT
3.	Dr. Praveensal C.J.	Group Director/Professor	Offline	
4.	Dr. Jenson Joseph.E	Principal /Professor	Offline	
5.	Dr. Anitha G. Pillai	Controller of Examinations	Offline	
6.	Mr. Naveen Philip	Managing Director, Popular Vehicles and Services	Online	ABSENT
7.	Mr. Aju Jacob	Managing Director, Synthite Industries, Kochi	Online	ABSENT
8.	Mr. Jijimon Chandran	Founder & CEO, Acsia Technologies	Online	ABSENT
9.	Dr. Sathish Kumar D.	Associate Professor, Department of Civil Engineering, NIT Calicut	Online	PRESENT
10.	Dr. Balagopal G. Menon	Assistant Professor, Department of Industrial and Systems Engineering, IIT Kharagpur	Online	PRESENT

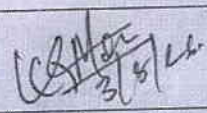
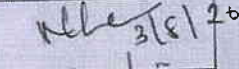
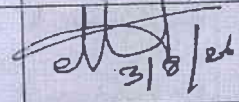
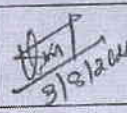
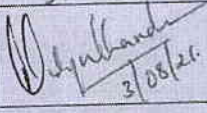
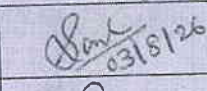
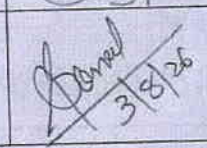


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Sl. No.	Name	Designation	Mode of participation	Signature
11.	Dr. Viswanath Gopalakrishnan	Assistant Professor, IIIT Bangalore.	Online	ABSENT
12.	Dr. Baiju Sasidharan	Principal, GEC, Painavu, Idukki	Online	ABSENT
13.	Dr. Suresh Babu	Rtd. Principal, Professor in Electronics and Communication Engineering, TKM College of Engineering	Online	PRESENT
14.	Dr. K. Gopakumar	Rtd. Professor in Electronics and Communication Engineering, TKM College of Engineering	Online	PRESENT
15.	Dr. Varun G. Menon	Professor /Deputy Dean (R&D), Department of Computer Science and Engineering	Offline	 3/8/26
16.	Dr. Nisha L.	IQAC Coordinator/ Professor Department of Civil Engineering	Offline	 3/8/26
17.	Dr. Manish T. I.	Professor /HoD, Department of Computer Science and Engineering	Offline	 3/8/26
18.	Mr. Vipin Raj P. G.	Assistant Professor /HoD, Department of Automobile Engineering.	Offline	 3/8/26
19.	Dr. Vidya Chandran	Associate Professor /HoD, Department of Mechanical Engineering	Offline	 3/8/26
20.	Dr. Sanju Sreedharan	Associate Professor /HoD, Department of Civil Engineering	Offline	 03/8/26
21.	Dr. Divya Nath K.	Associate Professor /HoD, Department of Electrical and Electronics Engineering	Offline	 3/8/26
22.	Dr. Sreeja K A	Associate Professor /HoD, Department of Electronics and Communication Engineering	Offline	 3/8/2026
23.	Dr. Sonal Ayyappan	Associate Professor /HoD, Department of Computer Science and Engineering (AI & DS)	Offline	 3/8/26



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24.	Dr. Nuja M. Unnikrishnan	Associate Professor /HoD, Department of Basic Science and Humanities	Offline	<i>Nuja</i> 03/08/26
25.	Dr. Sindhya K. Nambiar	Associate Professor Department of Artificial Intelligence & Data Science (AI & DS)	Offline	<i>Sindhya K. Nambiar</i> 3/8/26
26.	Mr. Nikhil Ashok. N.	Assistant Professor, Department of Mechanical Engineering	Offline	Absent
27.	Mr. Noel Joseph Gomez	Assistant Professor, Department of Mechanical Engineering	Offline	<i>Noel Joseph Gomez</i> 03/08/26