SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY

(AUTONOMOUS)

VIDYA NAGAR, KARUKUTTY, ERNAKULAM - 683 576

Internal Quality Assurance Cell

Governing Body Meeting

Minutes of The Meeting

SCMS SCHOOL OF ENGINEERING & TECHNOLOGY
KARUKUTTY
ERNAKULAM
683 576
AUTONOMOUS

First Meeting of The Governing Body

Date and Time : 15.09.2026, 02:00 PM

Venue : Hybrid Mode (ZOOM)/IQAC Room, SSET

SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY (AUTONOMOUS)

First Meeting of the Governing Body

Venue: Hybrid Mode (ZOOM)/IQAC Room, SSET

Date: 15.09.2026

Time: 2:00 pm

Programme:

1. Welcome – Dr. Jenson Joseph E., Principal SSET, Member Secretary of the Governing Body
2. Discussion on Agenda

Agenda

Item No: GB01/01.	General Address – Chairman of the Governing Body.
Item No: GB01/02.	Report on Autonomy – Member Secretary of the Governing Body.
Item No: GB01/03.	Ratification of Minutes of the Academic Council Meetings.
Item No: GB01/04.	Ratification of Meeting Minutes of Board of Studies of all departments.
Item No: GB01/05.	Ratification of Constitution of Finance Committee.
Item No: GB01/06.	Approval of Nominations to the post of Controller of Examinations and Deputy Controller of Examinations.
Item No: GB01/07.	Ratify the B.Tech., M.Tech. and MCA Regulations 2026, Academic Calendar, Curriculum and Syllabi, as approved by the Academic Council in the meeting held on 7th September 2026.
Item No: GB01/08.	Any other item with the consent of the chair.

3. Vote of Thanks – Dr. Nisha L., Professor, CE & IQAC Coordinator.

Dr. Jenson Joseph. E,

Principal,

Member Secretary, Governing Body.

SCMS School of Engineering and Technology (Autonomous)

SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY (AUTONOMOUS)

First Meeting of the Governing Body

Attendance

S.No	Name and Details	Designation	Attendance
1.	Prof. Pramod P. Thevannoor	Executive Chairman	Present - Online
2.	Dr. Radha Thevannoor	Vice Chairman	Present - Online
3.	Dr. Indu Nair	Registrar and Group Director	Absent
4.	Dr. Praveensal C. J.	Group Director	Present
5.	Dr. Praveena K.	Director - RACE	Present - Online
6.	Mr. Prathik Nayar	Group Director	Present - Online
7.	Dr. Jenson Joseph. E	Principal /Professor	Present
8.	Dr. Saji Gopinath	Vice Chancellor, Digital University Kerala	Absent
9.	Mr. Dinesh Thampi	Vice President and Delivery Centre Head - Kerala, TCS.	Absent
10.	Ms. Meena Thomas	Director- Business Excellence, Agappe Diagnostics Ltd.	Absent
11.	Mr. Rajesh M	Joint Secretary to Government, Higher Education Department	Absent
12.	Dr. Soloman P A	Former Principal, Government Engineering College, Thrissur	Present- Online
13.	Dr. V. Suresh Kumar	Head Innovation & Startup	Present
14.	Dr. Nisha L.	Professor and IQAC Coordinator	Present
15.	Dr. Vidya Chandran	Associate Professor/HoD, Department of Mechanical Engineering	Present
16.	Ms. Anjana Nandakumar	Administrative Officer	Present

The meeting commenced with a welcome address delivered by Dr. Jenson Joseph E., Principal and Member Secretary of the Governing Body. The Member Secretary extended a warm welcome to all members attending both physically in the IQAC Room and virtually via Zoom.

Quorum: 11 of 16 members present - exceeding the mandatory 50% threshold under UGC regulations

Detailed discussion on Agenda:

Item No: GB01/01: General Address – Chairman of the Governing Body

The Chairman of the Governing Body, Prof. Pramod P Thevanoor, gave a brief introduction to the SCMS Group and introduced the Governing Council of the SCMS Group.

Thereafter, Dr. Praveena K., Director- RACE, gave the members of the Governing Body a brief account of the accreditation status of the institution and the functions and activities of RACE (Rankings, Accreditation and Compliances for Excellence).

Mr. Prathik Nayar, Group Director, SCMS Group briefed the members on the Centre of Excellence, SiRST, and its activities and initiatives.

Subsequently, Dr. Nisha L. IQAC Coordinator, SSET introduced the External Experts and Internal Members of the Governing Body to the members present.

Item No: GB01/02: Report on Autonomy – Member Secretary of the Governing Body.

The Member Secretary described the step by step procedures followed along with the time line for the conferment status of Autonomy for the Institution.

The Member Secretary presented the constitution of the various statutory bodies. The following Statutory bodies are approved by the Governing Body.

1. Governing Body
2. Academic Council
3. Board of Studies for the following Programmes:

- B.Tech Automobile Engineering
- B.Tech Civil Engineering
- B.Tech Computer Science and Engineering
- B.Tech Electronics and Communication Engineering
- B.Tech Electrical and Electronics Engineering
- B.Tech Mechanical Engineering
- B.Tech Computer Science and Engineering(Artificial intelligence.)
- B.Tech Computer Science and Engineering (Data Science)
- B.Tech Electronics Engineering (VLSI Design and Technology)
- Master of Computer Applications (MCA)
- M.Tech Computer Aided Structural Engineering
- M.Tech Environmental Engineering

Item No: GB01/03: Ratification of Minutes of the Academic Council Meetings.

The Member Secretary presented the minutes of all the three Academic Council meetings conducted. The Key points discussed in the 3rd Academic Council meeting was elaborated. The minutes of the Academic Council meetings were ratified by the members of the Governing Body.

Item No: GB01/04: Ratification of Meeting Minutes of Board of Studies of all departments.

The Member Secretary presented the minutes of all Board of Studies meetings conducted. The minutes of the Board of Studies meetings were ratified by the members of the Governing Body.

Item No: GB01/05: Ratification of Constitution of Finance Committee.

The Member Secretary presented the constitution of the Finance Committee. The constitution of the Finance Committee was approved by the members of the Governing Body.

Item No: GB01/06: Approval of Nominations to the post of Controller of Examinations and Deputy Controller of Examinations.

The Member Secretary presented the posting order of Controller of Examinations-Dr. Anitha G. Pillai, Professor, Department of Civil Engineering, SSET. The appointment of Controller of Examinations was approved by the members of the Governing Body.

The Member Secretary presented the posting order of Deputy Controller of Examinations-Mr Vijayathilakan V, Former Deputy Registrar, APJAKTU. The appointment of Deputy Controller of Examinations was approved by the members of the Governing Body.

Item No: GB01/07: Ratify the B.Tech., M.Tech. and MCA Regulations 2026, Academic Calendar, Curriculum and Syllabi, as approved by the Academic Council in the meeting held on 7th September 2026.

The Member Secretary presented the approval of Academic Council for the B.Tech., M.Tech. and MCA Regulations 2026, Academic Calendar, Curriculum and Syllabi. The Governing Body ratified the B.Tech., M.Tech. and MCA Regulations 2026, Academic Calendar, Curriculum and Syllabi.

Item No: GB01/08: Any other item with the consent of the chair.

Dr. Soloman P A suggested that the Academic Council minutes must be formally signed by all members for use in accreditation submissions.

Accordingly, it was decided that, hereafter for all the minutes of the meeting a form of approval will be circulated to all the members attending the meeting online. The members agreed to physically sign it and send the scanned copy as a reply to the minutes of the meeting email.

The Chairman suggested to hold more than two BOG meetings per year during the initial transition period under autonomous status.

The vote of thanks was delivered by the Dr. Nisha L.,IQAC Coordinator, SSET.

The meeting concluded at 3:10 PM.

17/9

Dr. Jenson Joseph.E
Member Secretary

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ERNAKULAM
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AUTONOMOUS

Prof. Pramod P. Thevanoor
Chairman

SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY (AUTONOMOUS)

Approval for the minutes of the First Meeting of the Governing Body

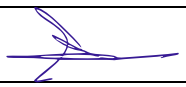
We, the members of the Governing Body, approve the minutes of the first Governing Body meeting held on 15.09.2026.

S. No	Name	Designation	Signature
1.	Prof. Pramod P. Thevannoor	Executive Chairman	
2.	Dr. Radha Thevannoor	Vice Chairman	
3.	Dr. Indu Nair	Registrar and Group Director	
4.	Dr. Praveensal C. J.	Group Director	
5.	Dr. Praveena K.	Director - RACE	
6.	Mr. Prathik Nayar	Group Director	
7.	Dr. Jenson Joseph. E	Principal /Professor	
8.	Dr. Saji Gopinath	Vice Chancellor, Digital University Kerala	
9.	Mr. Dinesh Thampi	Vice President and Delivery Centre Head - Kerala, TCS.	
10.	Ms. Meena Thomas	Director- Business Excellence, Agappe Diagnostics Ltd.	
11.	Mr. Rajesh M	Joint Secretary to Government, Higher Education Department	
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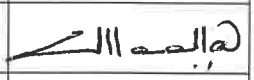
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SCMS SCHOOL OF ENGINEERING AND TECHNOLOGY (AUTONOMOUS)
Vidya Nagar, Palissery, Karukutty, Ernakulam - 683576, Kerala, India.
www.scmsgroup.org/sset

INTERNAL QUALITY ASSURANCE CELL

Programme: **Governing Body Meeting-I**

Date: **15.09.2026**

Time: **2.00 PM**

Agenda:

*Report on autonomy
*Ratification of Minutes of the Academic Council Meetings and Board of Studies of all departments
* Ratification of Constitution of Finance Committee
* Approval of Nominations to the post of Controller of Examinations and Deputy Controller of Examinations
* Ratification of the B. Tech., M. Tech. and MCA Regulations 2026, Academic Calendar, Curriculum and Syllabi

Location: **IQAC Room**

Attendees:

Sl. No.	Name	Designation	Mode of participation	Signature
1.	Prof. Pramod P. Thevannoor	Executive Chairman	Online	
2.	Dr. Radha Thevannoor	Vice Chairman	Online	
3.	Dr. Indu Nair	Registrar and Group Director	Online	
4.	Dr. Praveensal C. J.	Group Director	Offline	
5.	Dr. Praveena K.	Director - RACE	Online	
6.	Mr. Prathik Nayar	Group Director	Online	
7.	Dr. Jenson Joseph. E	Principal /Professor	Offline	

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8.	Dr. Saji Gopinath	Vice Chancellor, Digital University Kerala	Online	
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10.	Ms. Meena Thomas	Director- Business Excellence, Agappe Diagnostics Ltd.	Online	
11.	Mr. Rajesh M	Joint Secretary to Government, Higher Education Department	Online	
12.	Dr. Soloman P A	Principal, Government Engineering College, Thrissur	Online	
13.	Dr. V. Suresh Kumar	Head Innovation & Startup	Offline	V. L 15/09/2026
14.	Dr. Nisha L.	Professor and IQAC Coordinator	Offline	15/9/26.
15.	Dr. Vidya Chandran	Associate Professor/HoD, Department of Mechanical Engineering	Offline	15/09/26.
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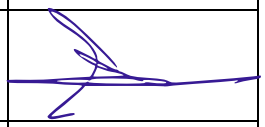
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