



SETHU INSTITUTE OF TECHNOLOGY

(Approved by AICTE, New Delhi and affiliated to Anna University of Technology Tirunelveli.)
(An ISO 9001:2008 Certified Institution)

MINUTES OF THE THIRTY FIRST GOVERNING COUNCIL MEETING HELD ON 31.12.2021, FRIDAY AT THE COLLEGE CAMPUS

The Chairman of the Governing Council **Mr.S.Mohamed Jaleel** presided over the meeting. The other members present were:

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| 1. | Mr.S.M.Seeni Mohaideen | Trust Member |
| 2. | Mr.S.M.Seeni Mohamed Aliayar Maraikayar | Trust Member |
| 3. | Ms.S.M.Nilofer Fathima | Trust Member |
| 4. | Ms.S.M.Nazia Fathima | Trust Member |
| 5. | Dr. S.Muthu | Member |
| 6. | Mr.B.T.Bangera | Member |
| 7. | Dr.A.Merline | Member |
| 8. | Dr.G.D.Sivakumar | Member |
| 9. | Dr.A.Senthil Kumar | Principal cum Member Secretary |

Ms.Nilofer Fathima, Director - Administration welcomed the members and expressed her gratitude for their presence. Then the Chairman requested the Principal to proceed with the agenda and the meeting began at 11.00 a.m.

31.GC.1.0 TO RATIFY THE MINUTES OF THE PREVIOUS MEETING HELD ON 12.12.2020

The Council ratified the Minutes of the previous Meeting held on 12.12.2020

- 31.GC.1.1 The Council approved the Action Taken Report on the Minutes of the previous Governing Council Meeting.

31.GC.2.0 IMPLEMENTATION OF AUTONOMY

- 31.GC.2.1 The Council noted the Minutes of the Ninth Academic Council Meeting held on 17.04.2021 and Tenth Academic Council Meeting held on 04.05.2021.
- 31.GC.2.2 The Council noted the Minutes of the Finance Committee (UGC) Meetings held on 23.03.2021.
- 31.GC.2.3 The Council noted the minutes of Result Passing Board Meeting held on 07.09.2021.

31.GC.3.0 ACADEMIC PROGRESS

- 31.GC.3.1 The Council noted the current student strength of the College.
- 31.GC.3.2 The Council noted the Fee Concession Scheme for Meritorious students at the entry level. The members of the council appreciated the efforts taken by the Management to offer Fee Concession to the Meritorious students
- 31.GC.3.3 The Council noted the strategies for improving the Academic Performance.
The Council appreciated the efforts taken by the College to conduct blended learning.

31.GC.4.0 HUMAN RESOURCE DEVELOPMENT

- 31.GC.4.1 The Council noted the current Faculty strength of the college
- 31.GC.4.2 The Member Secretary presented the List of newly joined faculty members and the Council ratified the appointments of the new faculty members.
- 31.GC.4.3 The Council resolved to ratify the list of faculty members relieved from the College and the reasons thereof for being relieved
- 31.GC.4.4 The Council noted the details of Faculty Development Programs attended by the faculty members.
The members of the council insisted that the knowledge obtained in the Faculty Development Programs should be shared with other faculty members.
The Council noted the details of special lectures delivered by the faculty members

31.GC.5.0 RESEARCH & DEVELOPMENT ACTIVITIES

- 31.GC.5.1 The Council noted the Ongoing Research Projects
The members of the council advised that the faculty members should obtain more funded Research Projects
- 31.GC.5.2 The Council noted the Consultancy Activities
- 31.GC.5.3 The Council noted the Project proposals submitted to various Funding Agencies
- 31.GC.5.4 The Council noted the Research Articles published in Scopus Indexed Journals
- 31.GC.5.5 The Council noted the Research Articles published in Other Journals
- 31.GC.5.6 The Council noted the Research Papers Presented in the Conference

31.GC.6.0 ENTREPRENEURSHIP DEVELOPMENT CELL

- 31.GC.6.1 The Council noted the Entrepreneurship Development Cell Activities

31.GC.7.0 EXTRA CURRICULAR ACTIVITIES

- 31.GC.7.1 The Council noted the achievements of the students in co-curricular and extracurricular activities.
- 31.GC.7.2 The Council noted the NSS Activities

31.GC.8.0 FINANCE AND ACCOUNT

31.GC.8.1 The Budget Allotment and Utilization of budget for the financial year 2020-21 was presented before the council and the Council ratified the same.

31.GC.8.2 The budget allotment for the year 2021-22 was presented before the Council for approval. After reviewing the budget proposal for the year 2021-22, the Council approved the budget allotment for the year 2021-22.

31.GC.9.0 POLICY DOCUMENTS

31.GC.9.1 A) Innovation and Startup Policy

The Council noted the various aspects of SIT Innovation and Startup Policy and after detailed discussions; the Council approved the Innovation and Startup Policy.

B) E-Governance Policy

The Council approved the revised E-Governance Policy after detailed discussion.

C) Grievance Redressal Policy

The Council approved the Grievance Redressal Policy after detailed discussion.

D) Research Mobilization Policy

The Council approved the Research Mobilization Policy after detailed discussion.

E) Green Campus Policy

The Council approved the Green Campus Policy after detailed discussion.

31.GC.9.2 FORMATION OF 'INSTITUTIONAL ETHICS COMMITTEE'

The Council ratified the formation of the Institutional Ethics Committee and appreciated the College for the formation of the Committee to review the relevant research projects.

31.GC.10.0 NEW DEVELOPMENTS

The Council noted the NBA Accreditation (Tier-1 under Washington Accord) for the following UG Programs

- A) B.E. Computer Science and Engineering
- B) B.E. Electronics and Communication Engineering
- C) B.E. Electrical and Electronics Engineering

The Council congratulated the college for obtaining NBA Accreditation for the above three programs.

31.GC.11.0 REDUCTION IN INTAKE AND CLOSURE OF PROGRAMS**Reduction in Intake for the Academic Year 2021-22**

The Council ratified the Reduction in Intake for the following Programs for the academic year 2020-21.

S.No.	Name of the Programme	Existing Approved intake	Proposed Intake
1	B.E. Mechanical Engineering	240	180
2	B.E.Civil Engineering	120	60

Reduction in Intake and Closure of Programs for the Academic Year 2022-23

The Council approved the following Reduction in Intake and Closure of Programs for the academic year 2022-23.

S.No.	Name of the Programme	Existing Approved intake	Proposed Intake	Details
1	B.E. Mechanical Engineering	180	120	Reduction in Intake
2	B.Tech. Chemical Engineering	60	0	Closure

31.GC.12.0**NEW COURSES AND INCREASE IN INTAKE OF THE PROGRAMS****Ratification of New Courses approved by AICTE for the Academic Year 2021-22**

The Council ratified the following New Courses approved by AICTE for the Academic year 2021-22.

- B.Tech. Artificial Intelligence and Data Science
- B.E. Computer Science and Design

Proposed New Course and Increase in Intake for the Academic Year 2022-23

The Council approved the New Course and increase in Intake for the Academic year 2022-23.

S.No.	Name of the Programme	Existing Approved intake	Proposed Intake	Details
1	B.E. Computer Science and Engineering (<i>Artificial Intelligence and Machine Learning</i>)	0	60	New Course
2	B.Tech. Information Technology	60	120	Increase in Intake

Ms.S.M.Nazia Fathima, Trust Member & Director (R&D) thanked all the members for their active participation and valuable suggestions and assured that the college will carry out the suggestions given by the members. The meeting concluded at 2.30 P.M.



**Member Secretary
Governing Council**



**Chairman
Governing Council**



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MINUTES OF THE THIRTIETH GOVERNING COUNCIL MEETING HELD ON 12.12.2020, SATURDAY AT THE COLLEGE CAMPUS

The Chairman of the Governing Council **Mr.S.Mohamed Jaleel** presided over the meeting. The other members present were:

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|----|---|--------------------------------|
| 1. | Mr.S.M.Seeni Mohaideen | Trust Member |
| 2. | Mr.S.M.Seeni Mohamed Aliayar Maraikayar | Trust Member |
| 3. | Ms.S.M.Nilofer Fathima | Trust Member |
| 4. | Ms.S.M.Nazia Fathima | Trust Member |
| 5. | Dr. S.Muthu | Member |
| 6. | Mr.B.T.Bangera | Member |
| 7. | Dr.A.Merline | Member |
| 8. | Dr.G.D.Sivakumar | Member |
| 9. | Dr.A.Senthil Kumar | Principal cum Member Secretary |

Ms.Nilofer Fathima, Director - Administration welcomed the members and expressed her gratitude for their presence regardless of the difficult situation due to Covid-19 pandemic. Then the Chairman requested the Principal to proceed with the agenda and the meeting began at 11.00 a.m.

30.GC.1.0 TO RATIFY THE MINUTES OF THE PREVIOUS MEETING HELD ON 05.10.2019

The Council ratified the Minutes of the previous Meeting held on 05.10.2019

- 30.GC.1.1 The Council approved the Action-Taken Report on the Minutes of the previous Governing Council Meeting.

30.GC.2.0 IMPLEMENTATION OF AUTONOMY

- 30.GC.2.1 The Council noted the Minutes of the Eighth Academic Council Meeting held on 29.10.2020.

30.GC.2.2 The Council noted the Minutes of the Finance Committee (UGC) Meetings held on 11.02.2020.

30.GC.2.3 The Council noted the minutes of Result Passing Board Meeting held on 11.02.2020 and 18.09.2020.

30.GC.3.0 ACADEMIC PROGRESS

30.GC.3.1 The Council noted the current student strength of the College.

30.GC.3.2 The Council noted the End semester examination results

30.GC.3.3 The Council noted the Fee Concession Scheme for Meritorious students at the entry level. The members of the council appreciated the efforts taken by the Management to offer Fee Concession to the Meritorious students

30.GC.3.4 The Council noted the strategies for improving the Academic Performance. The Council appreciated the efforts taken by the College to conduct online classes in the Covid-19 pandemic period.

30.GC.4.0 HUMAN RESOURCE DEVELOPMENT

30.GC.4.1 The Council noted the current Faculty strength of the college

30.GC.4.2 The Member Secretary presented the List of newly joined faculty members and the Council ratified the appointments of the new faculty members.

30.GC.4.3 The Council resolved to ratify the list of faculty members relieved from the College and the reasons thereof for being relieved

30.GC.4.4 The Council noted the List of Faculty members with Ph.D.

30.GC.4.5 The Council noted the List of faculty members who are pursuing higher studies.

30.GC.4.6 The Council noted the details of Faculty Development Programs attended by the faculty members.

The members of the council insisted that the knowledge obtained in the Faculty Development Programs should be shared with other faculty members.

30.GC.4.7 The Council noted the details of special lectures delivered by the faculty members

30.GC.5.0 RESEARCH & DEVELOPMENT ACTIVITIES

30.GC.5.1 The Council noted the Ongoing Research Projects

The members of the council advised that the faculty members should obtain more funded Research Projects

- 30.GC.5.2 The Council noted the Consultancy Activities
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- 30.GC.5.4 The Council noted the Research Articles published in Scopus Indexed Journals
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30.GC.6.0 ENTREPRENEURSHIP DEVELOPMENT CELL

- 30.GC.6.1 The Council noted the Entrepreneurship Development Cell Activities

30.GC.7.0 EXTRA CURRICULAR ACTIVITIES

- 30.GC.7.1 The Council noted the achievements of the students in co-curricular and extracurricular activities.
- 30.GC.7.2 The Council noted the NSS Activities

30.GC.8.0 FINANCE AND ACCOUNT

- 30.GC.8.1 The Budget Allotment and Utilization of budget for the financial year 2019-20 was presented before the council and the Council ratified the same.
- 30.GC.8.2 The budget allotment for the year 2020-21 was presented before the Council for approval. After reviewing the budget proposal for the year 2019-20, the Council approved the budget allotment for the year 2020-21.

30.GC.9.0 POLICY DOCUMENTS

30.GC.9.1 A) Research Promotion Policy

The Council noted the various aspects of revised Research Promotion Policy and after detailed discussions, the Council approved the Research Promotion Policy.

The Council appreciated the efforts taken by the college to promote research work by providing seed money.

B) IT Policy

The Council approved the revised IT Policy and after detailed discussion.

The members of the Council welcomed the initiatives taken by the college to promote online learning by enhancing IT facilities.

C) Maintenance Policy

The Council approved the Maintenance Policy and after detailed discussion.

D) Reservation Policy

The Council approved the Reservation Policy after detailed discussion.

E) Environment and Energy usage Policy

The Council approved the Environment and Energy usage Policy after detailed discussion.

F) Scholarship and Freeship Policy

The Council approved the Scholarship and Freeship Policy after detailed discussion. The Council appreciated the measures taken by the college to offer scholarship to the deserving students.

G) HR Manual / Policy

The Council reviewed the HR Policy / Manual including the Code of Ethics for staff members and the Council approved the HR Manual / Policy and after detailed discussion.

H) Disabled Friendly Campus Policy

The council approved the Disabled Friendly Campus Policy, after detailed discussion. The members appreciated the measures taken to make the college as Disabled Friendly Campus.

30.GC.10.0 NEW DEVELOPMENTS

30.GC.10.1 The Council noted the NBA Accreditation (Tier-1 under Washington Accord) for the following UG Programs

- A) B.E. Mechanical Engineering
- B) B.Tech. Information Technology

The Council congratulated the college for obtaining NBA Accreditation for the above two programs.

30.GC.11.0 PROPOSED NEW COURSES

30.GC.11.1 The Council discussed various options for New courses and approved the following New Courses for the academic year 2020-21

- A) B.Tech. Computer Science and Business Systems
- B) B.Tech. Biotechnology

30.GC.12.0 FUTURE PLANS

30.GC.12.1 The Council noted the proposal to apply for NBA Accreditation for the following UG programs:

Discipline	Programme	Type of Accreditation
Engineering & Technology	B.E. Computer Science & Engg	TIER-I
	B.E. Electronics & Communication	
	B.E. Electrical & Electronics Engg	

Ms.S.M.Nazia Fathima, Trust Member & Director (R&D) thanked all the members for their active participation and valuable suggestions inspite of the Covid-19 pandemic situation and assured that the college will carry out the suggestions given by the members. The meeting concluded at **2.30 P.M.**


Member Secretary
Governing Council


Chairman
Governing Council