

Kerala State Higher Education Council
Minutes of the 18th Executive Body meeting held on 26.11.2025

The 18th Executive Body Meeting of the fourth Council was held on 26.11.2025 at 10.30 am through blended mode. Prof. Rajan Gurukkal P.M., Vice Chairman presided.

The following members attended the meeting.

1. Prof. Rajan Gurukkal P.M.	:	Vice Chairman, KSHEC.
2. Dr. Sabu Thomas	:	Member, Executive Body, KSHEC
3. Dr. M.S. Rajasree	:	Member, Executive Body, KSHEC
4. Dr. P.P. Ajayakumar	:	Member, Executive Body, KSHEC
5. Sri. Paul V. Karanthanam	:	Member, Executive Body, KSHEC
6. Dr. Rajan Varughese	:	Member Secretary, KSHEC

The following agenda was transacted and decisions taken.

1. Item No. 1 – K -REAP Implementation – Letter No. 6280/Admin D II/2024/UOK (PART - IV) dated 11.11.2025 from University of Kerala.

Resolved to approve the K - Reap MoU between KSHEC and University of Kerala. It was also resolved to initiate steps to sign similar K -REAP MoU between KSHEC and other Universities/ colleges implementing K -REAP. Financial details related to fee payment of K - Reap related services shall be finalized in consultation with the Department of Higher Education, Government of Kerala. (Annexure -1)

It was further resolved to constitute a committee to evaluate the K -Reap implementation in universities and colleges with Dr. M S Rajasree (Chairperson), Dr. P P Ajayakumar (Executive Body Members, KSHEC) and Member Secretary as Convenor.

2. Item No. 2 - Implementation of K -Learn.

Resolved to implement the K -Learn digital platform for FYUGP with the following features and objectives.

Online courses are a key component of the Four-Year Undergraduate (FYUG) curriculum, intended to strengthen students' self-learning and lifelong learning skills. However, existing platforms like SWAYAM, Coursera, and edX do not fully align with Kerala's academic calendar, credit structure, and curricular needs. To overcome these limitations, the Kerala State Higher Education Council (KSHEC) is creating a specialized unit within its Centre of Excellence to develop and manage credit-linked online courses tailored for the State.

At the core of this initiative is **K-learn**, a cloud-based platform modeled after global leaders in online education. K-learn will serve as Kerala's central hub for digital higher education, enabling universities, colleges, and approved skilling agencies to design and deliver credit-bearing courses. Faculty from Kerala and abroad will be able to contribute, including by offering university-approved **signature courses** crafted from their areas of expertise. K-learn will provide technical support, while faculty retain responsibility for instruction, assessment, and submission of results for credit recognition.

KSHEC will also collaborate with leading national and international universities to host their specialized courses on the platform and will invite reputed experts to design

innovative, university-approved offerings. In addition, KSHEC will develop free model online courses aligned with FYUG syllabi, delivered by expert faculty and accessible to students anytime as high-quality academic support.

To ensure academic rigor, K-learn will include robust online and physical examination systems, transparent assessment practices, and smooth credit transfer mechanisms through university integration. Students can use the platform to earn additional credits, access courses unavailable in their colleges, and ensure equitable learning opportunities across institutions.

Overall, K-learn represents a major step in Kerala's higher education reforms—creating a flexible, credit-linked, globally connected digital learning ecosystem that broadens student access, enriches faculty engagement, and strengthens the State's position as a forward-looking knowledge hub.

3. Item No. 3 - CMNPF - National Research Conference.

Resolved to organise a National Research Conference in January/February 2026. Prior to the event, a pre-conference meeting with CMNPF Fellows will be held to discuss ways to translate their research outputs into innovations/ startups that can support the State Government's Rebuild Kerala initiatives.

4. Item No. 4 - Construction of Retaining Wall -Unnatha Vidya Bhavan – Letter from ULCCS.

Approved the Project Report submitted by ULCCS for the Construction of Retaining Wall for Unnatha Vidya Bhavan amounting to Rs. 727731.16 (Rupees Seven Lakhs Twenty-Seven Thousand Seven Hundred and Thirty-One and Sixteen Paise).

5. Item No. 5 - Installation of CCTV cameras in KSHEC Premises.

Approved the proposal for the installation of CCTV cameras in KSHEC premises based on the recommendations of the purchase committee of the Council.

The Minutes were read and confirmed

The Meeting which started at 10.30 am concluded by 12.00 noon.



Member Secretary



Vice Chairman

MEMORANDUM OF UNDERSTANDING (MoU)

Between

Kerala State Higher Education Council (KSHEC)

AND

[Name of the University / Higher Education Institution]

This Memorandum of Understanding (MoU) is made on this ___ day of _____, 2025, by and between:

Kerala State Higher Education Council (KSHEC), having its office at Science & Technology Museum Campus, Vikas Bhavan P.O., Thiruvananthapuram – 695033, represented by its Registrar, hereinafter referred to as “KSHEC”, which expression shall, unless repugnant to the context, include its successors, administrators, and assigns, of the FIRST PART;

[Name of the University / Institution], having its registered office at _____, represented by its Registrar, hereinafter referred to as the “University”, which expression shall, unless repugnant to the context, include its successors, administrators, and assigns, of the SECOND PART.

PREAMBLE

WHEREAS, the Government of Kerala recognizes the crucial role of higher education in driving knowledge, innovation, and socio-economic development;

WHEREAS, the Government of Kerala has entrusted KSHEC with the responsibility to implement the Kerala Resources for Educational Administration and Planning (K-REAP) an ERP software as a Software-as-a-Service (SaaS) model in collaboration with ASAP Kerala for all State universities and autonomous colleges;

WHEREAS, KSHEC has established a State Project Management Unit (SPMU) at the State level and Project Delivery Units (PDUs) in each university to provide localized implementation, technical support, and handholding through the deployment team of ASAP Kerala;

WHEREAS, the K-REAP system is a cloud-based, scalable, and modular platform customized for Kerala’s higher-education ecosystem, ready for deployment in universities and autonomous colleges;

WHEREAS, the financial cost of implementing, hosting, and maintaining the K-REAP for regular university students and students of affiliated colleges is met by KSHEC from the

budget sanctioned by the Government of Kerala, and this arrangement shall continue as long as KSHEC receives Government funding for the project;

NOW, THEREFORE, both parties agree to collaborate under the following terms and conditions.

1. Objectives and Scope of the MoU

This MoU establishes the framework for cooperation between KSHEC and the University for the adoption and operation of the K-REAP under a State-level SaaS model to ensure efficiency, transparency, and data-driven governance in higher education.

Objectives:

1. Strengthen transparency, accountability, and efficiency in higher-education management.
2. Digitize and integrate all academic, administrative, and financial processes.
3. Enable analytics-based planning, decision-making, and performance monitoring.
4. Support Kerala's higher-education reforms implementation and governance modernization.
5. Facilitate seamless integration with national data systems in compliance with MeitY and DPDP Act 2023.

2. K-REAP Architecture and Services

K-REAP's architecture is built on open-source and open-standard technologies. It is cloud-based, scalable, and deployed as Software-as-a-Service (SaaS), ensuring high performance, flexibility, and accessibility for Higher Education Institutions (HEIs) of diverse types and sizes. K-REAP ERP is hosted on MeitY-empowered Cloud Service Providers (CSPs) following MeitY Cloud Guidelines for security, disaster recovery, and service-level assurance.

Functional Groups of Modules:

1. Academics & Student Lifecycle
2. Learning management systems
3. Institutional Governance & Other Essential Services

3. Roles and Responsibilities

A. KSHEC (SPMU – State Project Management Unit):

- Act as the State-level implementing agency for K-REAP.
- Manage cloud hosting, system configuration, maintenance, and version updates.
- Supervise and coordinate University-level PDUs operated by ASAP Kerala.
- Provide central training, technical documentation, and helpdesk support.
- Ensure compliance with data-protection, privacy, and cloud-security standards.
- Periodically monitor implementation through dashboards and performance audits.

B. University:

- Adopt and operate K-REAP for all core academic, administrative, and financial functions.
- Nominate a University K-REAP Nodal Officer and establish a University Implementation Committee.

- Train a technical team from existing IT staff to support daily ERP operations.
- Provide office space, internet, and facilities for the K-REAP PDU team from ASAP Kerala.
- Oversee data migration, validation, and integrity.
- Conduct internal capacity-building sessions for staff.

C. ASAP Kerala (PDUs – Project Delivery Units):

- Operate on-site technical assistance centres in each university.
- Provide first-level troubleshooting, user training, and configuration support.
- Coordinate with KSHEC SPMU for issue escalation, change requests, and updates.
- Maintain uptime, monitor local operations, and assist in data backup and validation.

4. Financial Arrangements

1. The implementation, customization, cloud-hosting, and maintenance costs of the K-REAP ERP for the University and its affiliated colleges will be borne by KSHEC from the funds sanctioned by the Government of Kerala.
2. This arrangement will continue as long as KSHEC receives financial allocation from the Government for the K-REAP project.
3. For regular students of the University and its affiliated colleges, the cost of ERP operation shall be fully met by KSHEC.
4. For students enrolled under private, open, online, or distance-education modes, the University shall remit to KSHEC a per-student fee as decided and notified by KSHEC from time to time, towards ERP hosting, maintenance, and data-management costs.
5. Payment details and schedules for such categories shall be communicated separately by KSHEC.
6. KSHEC reserves the right to revise the fee structure if project funding or service scope changes, with prior notice to the University.

5. Process Re-engineering and Change Management

- Implement process re-engineering to minimize redundant workflows and align with standardized templates.
- K-REAP is deployed with **minimum customization**; configuration sets are provided for Payroll, Recruitment, Leave, Programme, Evaluation, and Grading.
- Institutions may configure modules per internal policy, with KSHEC support for system alignment.
- Customizations beyond standard configurations will be planned jointly by KSHEC, ASAP Kerala, and the University.
- Data-backup plans will follow MeitY-approved cloud-storage protocols, with local backups and disaster-recovery mechanisms.
- Regular audits will ensure data integrity, compliance, and security.

6. Accountability and Institutional Capacity Building

i. Steering Committee / Project Monitoring Unit (PMU):

Each University shall form a steering committee comprising senior leadership to review K-REAP implementation and performance indicators.

ii. Implementation Task Force:

Comprising functional heads and operators responsible for daily ERP functioning.

- **Project Coordinator / Manager:** oversee implementation, coordinate among teams, and report progress to the Steering Committee.
- **Module Implementation Teams:** handle Academic & Student Services, HR, Finance, and Governance modules.

7. Training, Support, and Monitoring

- KSHEC and ASAP Kerala shall conduct structured training for administrators, IT staff, and end-users.
- PDUs will provide on-site handholding and helpdesk services.
- Each University shall submit **quarterly implementation and performance reports** to KSHEC SPMU.
- KSHEC shall organize **biannual State-level review meetings** of Nodal Officers and PDUs.

8. Data Protection and Confidentiality

- All data stored or processed under K-REAP remains the sole property of the University
- KSHEC ensures full compliance with the **Digital Personal Data Protection Act 2023**, MeitY Cloud Security Standards, and State IT Policy norms.

9. Term

This MoU shall remain in effect for 5 years, commencing from the effective date of signing, and may be extended by mutual consent.

10. Dispute Resolution

Any dispute arising under this MoU shall be resolved amicably between KSHEC and the University. Unresolved matters shall be referred to the **Department of Higher Education, Government of Kerala**, whose decision shall be final.

11. Amendments

Any modification or amendment to this MoU shall be made in writing with mutual consent of both parties.

Signatories

For Kerala State Higher Education Council (KSHEC)	For [Name of the University]
Signature: _____ Name: _____ Designation: Registrar, KSHEC Address: KSHEC, Thiruvananthapuram	Signature: _____ Name: _____ Designation: Vice-Chancellor / Registrar Address: _____
In the Presence of: (Signatures, Names & Designations of Witnesses)	