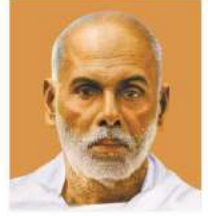


Sree Narayana Guru College of Engineering & Technology

CHALAKKODE P.O., KOROM, PAYYANUR, KANNUR-670 307



STAFF WELFARE COMMITTEE



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/AC/10/2023

03-05-2023

OFFICE ORDER

STAFF WELFARE COMMITTEE


A Staff Welfare Committee is hereby constituted for looking after the welfare of the Faculty and Staff members of the college. The committee can meet as and when required on Staff welfare activities. Based on the recommendations of the committee the undersigned will take necessary actions on staff welfare.

✧ Dr. Leena A V, Principal	President
✧ Mr. Jacob Thomas, HOD ME	Vice President
✧ Ms. Mary Sonia George, HOD CE	Secretary
✧ Mr. Vyjith A N, AAO	Treasurer
✧ Ms. Vijina Vijayan, AP CSE	Member
✧ Mr. Jishnu V N, AP ME	"
✧ Mr. Shibin B, AP CE	"
✧ Ms. Thrishna S, AP ECE	"
✧ Ms. Nimmitha Murali, AP S& H	"
✧ Mr. Nishanth K P, Lab Staff CSE	"


PRINCIPAL

To

**All Members
Dean/ HODs /Faculty/ File.
President/Secretary for kind information.**


**Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR
KANNUR**

Minutes of Staff Welfare Committee

Date: 9-5-2023

Name of the members.

1. Dr. Leena. A.V.
2. Mr. Jacob Thomas
3. Ms. Mary Sonia George
4. Mr. Vijiith. A.N.
5. Ms. Vijina Vijayan
6. Mr. Jishnu. V.N.
7. Mr. Shibir. B.
8. Ms. Thrishna. S.
9. Ms. Nimariltha Minali
10. Mr. Nishanth. K.P.
11. Mr. Vaishak. M.

[Signatures]
 May 14
 Jishnu
 Shibir
 Thrishna
 Nimariltha
 Nishanth
 Vaishak

Agenda.

1. Duties of the Committee
2. Activities of the Committee.

1. The Staff Secretary gave a warm welcome to the Staff Welfare Committee members.
2. The Staff Secretary briefed the agenda. The Staff Welfare Committee will be responsible for staff meetings conducted for all staff. The arrangements required will be made by Staff Welfare Committee.
3. The Staff Secretary invited suggestions from the members for the welfare of all staffs.

[Signature]
 (Secretary)

DR. LEENA A. V.
 PRINCIPAL
 SREE NARAYANA GURU COLLEGE OF
 DISTANCE EDUCATION
 P. V. V. CAMPUS

4

Action Taken Report . Date: 9-6-2023

1. A Staff meeting was conducted at the beginning of the semester by the Principal including the Directors of SBSY. This was co-ordinated by Staff Welfare committee.
2. The Duties of the committee were enlisted in a word Document and then printed and maintained in file.

May 19
(Secretary)

Leena

DI. LEENA A.V.
PRINCIPAL
SREE NARAYANA G. RU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR
KANNUR

DI. LEENA A.V.
PRINCIPAL
SREE NARAYANA G. RU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR
KANNUR

Minutes of Staff Welfare Committee

Date: 12-6-2023.

1. Dr. Keena A.V.
2. Mr. Jacob Thomas
3. Ms. Mary Bria George
4. Mr. Vijith A.N.
5. Ms. Vyira Vyayan
6. Mr. Jishnu V.N.
7. Mr. Shibu B.
8. Ms. Thushna S.
9. Ms. Nimetha Murali
10. Mr. Nishanth K.P.
11. Mr. Vaishak M.

Keena
 Jacob
 Mary
 Vijith
 Vyira
 Jishnu
 Shibu
 Thushna
 Nimetha
 Nishanth
 Vaishak

Agenda

1. Formation of Staff Club.
2. Any other Matter.

Discussions

1. The Staff Secretary gave a warm welcome to the members.
2. The President put forth an idea of forming a Staff Club for co-ordinating various activities of the Staff.
3. It was suggested that an amount can be collected for conducting various events and for distributing it for some noble cause.
4. To obtain the willingness of the Staff members, a Google sheet can be circulated.

Faculty & Staff Members.

5. A suggestion for the collection of Rs. 50 or Rs. 100 can also be mentioned in the Google form.
6. The meeting concluded.

May 14
(Secretary)

LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR
KANNUR

Action taken Report.

1. The Faculty were notified about the Staff Club and a Google form was shared among the Faculty members and Staff members to obtain the willingness for the Staff Club and to finalise the amount for collection on a monthly basis.
2. The details of the Google responses were shared among the Faculty members. Most of the Faculty are willing to join in the Staff Club.
3. The Staff Club fund of Rs. 50 minimum can be collected. Many staff members are willing to give Rs. 100. So it was finalized for Rs. 50 Minimum for a month.

May 14
(Secretary)

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR

Committee

7

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Agenda

1. A contribution towards a illness of the Ladies Hostel Walchman.
2. Any other matter.

Discussions

1. The Staff Secretary gave a warm welcome to the members.
2. A request to contribute towards the sickness of the ~~widman~~ in ladies Hostel was put forth by the President.
3. All Department co-ordinators were asked to collect the fund to be distributed to the

Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
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Walchman.

5. The meeting concluded.

May 19
(Secretary)

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
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KANNUR

Action Taken Report:

1. An amount of Rs: 23,000 was collected and transferred to son-in-law of the Walchman towards the treatment of the illness.

May 19
(Secretary)

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PATTANUR
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Minutes of Staff Welfare Committee Meeting

Date: 14-8-2023

1. Dr. Leena. A.V.
2. Mr. Jacob Thomas
3. Ms. Mary Sonia George.
4. Mr. Vyjith A.N.
5. Ms. Vyna Vijayan
6. Mr. Fishnu V.N.
7. Mr. Shibu B.
8. Ms. A. Theisha S.
9. ~~Mr. N. Nirmala~~ Murali
10. Mr. R. ~~Marimuthu~~ K.P.
11. Mr. Vaishak M.

Lee

J

M

V

V

F

S

M

R

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V

Nirmala

M

R

V

V

Agenda

1. Collection Towards Shymala chechi's daughter's Marriage
2. Staff Cricket Team of College.
3. Onam Celebration.

Discussions

1. The Staff Secretary gave a warm welcome to the members.
2. The Committee members requested that a common collection of ^{money} can be done for functions so that a lumpsum amount can be given towards the staff as gift money.
3. A suggestion was put forth to form a staff

DR. LEENA A.V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
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PAYANUR, KANNUR

Cricket team of the college which can take part in various competitions.

4. An Onam Celebration is to be organised by the staff club on 26th August. The Staff Welfare committee members were given charges for the conduct of celebration.

5. The Meeting concluded.

Maya
(Secretary)

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PANNUR

Action taken Report -

1. An amount of Rs. 25,000 was given as gift money to Mr. Shyamala for the marriage of her daughter.

2. A College Staff cricket team was formed and some practice sessions were done.

3. A Grand Pookalam was drawn by the Staff Club and Staff Onam Celebration was conducted. It had many program scheduled like games, Thiruvathira etc.

Maya
(Secretary)

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PANNUR

Minutes of Staff Welfare Committee

Date: 11 - 9 - 2023.

1. Dr. Leena A.V.
2. Mr. Jacob Thomas
3. Ms. Mary Sonia George
4. Mr. Vyjith A.N.
5. Ms. Vjina Vijayan
6. Mr. Tishnu V.N.
7. Mr. Shibu B.
8. Ms. Theishna S.
9. Ms. Nimitha Murali
10. Mr. Vishanth K.P.
12. Mr. Vaishak M.

Leena
Jacob
Mary
Vyjith
Vjina
Tishnu
Shibu
Theishna
Nimitha
Vishanth
Vaishak

Agenda

1. Suggestion of monthly collection in Bank.
2. Any other academic matter.

Discussions

1. The Staff Secretary gave a warm welcome to all the members.
2. The Staff Secretary put forth that a monthly collection can be collected of Rs: ~~100~~ 50 minimum and it can be deposited to a bank account.
3. There were suggestions that it can be cut from the salary, but then it was rejected as all members were not in staff club.

Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
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PAYANUR, KANNUR

4. It was decided that Department Staff Welfare committee members would collect the monthly amount from the ^{Department} Staff and would give it to Treasurer Mr. Vijith who after the month's ~~deduct~~ expenditure would deposit in the a new bank account.

5. The President said that the consent of all the members in Staff Club would be necessary for the same.

6. The meeting concluded.

~~Maya~~
(Secretary)

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PATTANUR
KANNUR

Action Taken Report:

1. The Staff Welfare committee members discussed the matter of collecting Staff fund by Department SWE members and depositing in Bank Account.

~~Maya~~
(Secretary)

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
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KANNUR

Minutes of Staff Welfare Committee

Date: 31-10-2023

1. Dr. Leena A.V.
2. Mr. Jacob Thomas
3. Ms. Mary Bria George
4. Mr. Vylith A.N.
5. Ms. Vigna Vijayan
6. Mr. Tishnu V.N.
7. Ms. Athia P.
8. Ms. Theishna S.
9. Ms. Nimithe Murali
10. Mr. Nishanth K.P.
11. Mr. Vaishak M.

Leena
Jacob
Mary
Vylith
Vigna
Tishnu
Athia
Theishna
Nimithe
Nishanth
Vaishak

Agenda

1. Discussion on consent from the Faculty for collecting the amount and depositing in Bank Account.

2. Kooda Purnima Day

Discussions

1. The Staff Secretary gave a warm welcome to all the members. The new member Athia was introduced.
2. All the department Staff welfare committee had discussed about the staff fund with the Staff Club members. They gave the consent to the committee members verbally.
3. All the Staff Welfare committee members

Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
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PAYYANUR, KANNUR

informed to request the staff to come in traditional dress on Kerala Piravi day.

4. A Whats app group of staff welfare committee and staff club ~~will be~~ started ~~as~~ for easier communication.
5. The Meeting was concluded.

Action taken report

Mayh

(Secretary)

1. The fund was collected from the month of the November at a minimum Rs. 50.
2. The Whats app group was started for both SWC and Staff club.

Leena

Mayh

(Secretary)

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
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KANNUR

Minutes of Staff Welfare Committee

Date: 8-11-2023

1. Dr. Leena. A.V.
2. Mr. Jacob Thomas
3. Ms. Mary Sonia George
4. - Mr. Vyjith A.N.
5. V. A. Anitha Vijayan
6. - V.N.
7. Ms. Athia.P.
8. Ms. Theishna.S.
9. Ms. Nimitha Murali
10. Mr. Nishanth.K.P.
11. Mr. Vaishak.M.

Lee
J
S
yashu
Athina
H
Nimitha
*
Vash.

Agenda:

1. Registration for Staff Cricket conducted in Cape Thallusery.
2. Any other Matter.

Discussion

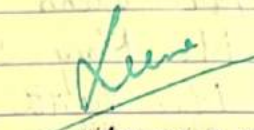
1. The Staff Welfare committee members suggested the participation of All Kerala Teachers Flood Light Cricket Tournament by Staff Cricket team.
2. ~~Dr. Leena A.V.~~ agreed to the matter and it was decided that the registration fees of Rs. 3000 will be given by the Staff fund.
3. It was also suggested that the

Dr. Leena A.V.
Principal
Sree Narayana Guru College of
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Payyanur, Kannur

Fund will be given to Mr. Harish the office staff for medical expenses due to leg injury.

5. The meeting concluded.

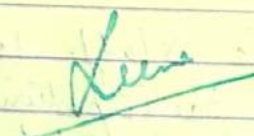
May 14
(Secretary)


Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
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KANNUR

Action taken Report

1. The Staff cricket team participated in the All Kerala Cricket Tournament and got a trophy for participation.
2. The money collected was given to Mr. Harish Kumar. An amount of Rs. 4000/- was given, towards medical expenses due to leg injury.

May 14
(Secretary)


Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
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Minutes of Staff Welfare Committee

Date : 5-12-2023.

1. Dr. Leena. A.V.
2. Mr. Jacob Thomas
3. Ms. Mary Sonia George
4. Mr. Vyjith
5. Ms. Vynia Vijayan
6. Mr. Tishnu. V.N.
7. Ms. Athia. P.
8. Mr. Krishna. S.
9. Mr. Mitha Mucali
10. Mr. Nishanth. K.P.
11. Mr. Vaishak. M.

[Signatures]
 joshua
 Athia
 Krishna
 Mitha
 Nishanth
 Vaishak

Agenda

1. Christmas Celebration
2. Any other matter.

Discussion

1. The Staff Secretary gave a warm welcome.
2. It was planned to celebrate Christmas by the Staff club on 22-12-2023. The classes of all Semesters will be completed on 21st December.
3. It was suggested to select a Christmas friend and exchange gift on the celebration day.
4. A carol was planned and a cake

Dr. LEENA A.V.
 PRINCIPAL
 SREE NARAYANA GURU COLLEGE OF
 ENGINEERING & TECHNOLOGY
 PAYANUR, KANNUR

cut on the celebration day.

5. The Staff Welfare committee members were asked to start the preparations for the same.
6. The Meeting concluded.

Mayth
(secretary)

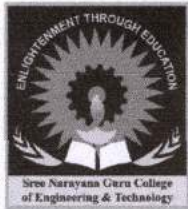
Dr. LEENA A. V.
PRINCIPAL
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ENGINEERING & TECHNOLOGY, PAYANUR
KANNUR

Action taken Report

1. The Staff Christmas celebration was conducted on December 22nd, 2023.
2. Gifts were exchanged by Christmas friends selected through lots.
3. A cake was cut by The Principal and distributed amongst Staff.
4. A carol was conducted as a part of Christmas Day celebrations.

Mayth
(secretary)

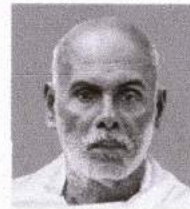
Dr. LEENA A. V.
PRINCIPAL
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Sree Narayana Guru College of Engineering & Technology

CHALAKKODE P.O., KOROM, PAYYANUR, KANNUR-670 307



Report on staff tour

The two day tour to Wayanad from June 3 to June 4 2023 was an enriching experience filled with exploration and discovery. The destination was Situated in the Western Ghats of Kerala, Wayanad is renowned for its lush greenery, misty mountains, and rich biodiversity. Total 25 members were there in the journey.

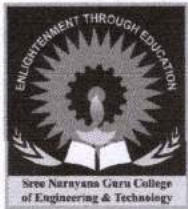
The Journey started morning 7 AM from Sree Narayana Guru College of Engineering & Technology. First Destination was Pookkode Lake, which is a very beautiful tourist place cherished with greenery. After spending joyfull moments on Pookkode lake, the bus departed to Resort Located at Vaithiri.

The Team had a night with a sumptuous dinner, savoring the flavors of Kerala cuisine and reminiscing about our adventures in Wayanad.

On 4th june, the next destination was Meenmutti Waterfalls. That was truly an adventurous one. The whole team spent so much time to enjoy the natural beauty of Meenmutti Waterfall. After having lunch the team returned to the Resort. Then return to Campus at 10 PM

May 19
Staff Secretary

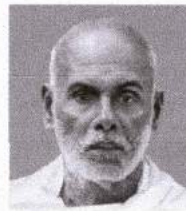
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PRINCIPAL
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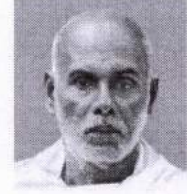
Maya
Staff Secretary

Leena
Dr. LEENA A. V.
PRINCIPAL
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Report on Staff Onam Celebration

Onam recalls the days of prosperity, equality, and unity; it is a festival that creates the feeling of oneness among all sections of people. Onam is a harvest festival that marks the homecoming of the mythical King Mahabali.

SNGCET celebrated Onam on August 26th, 2023. The preparations for the celebration started weeks ago. The staff welfare committee had planned the Onam celebration for the faculty and staff members of the college. The dress code for the day was traditional Kerala sarees and dhotis.

The main highlight of the celebration was the flower carpet designed on the first floor of the administrative block. The group effort of the faculty and staff created a stunning design of a carpet with flower petals and rangolis. The celebration began with a lamp lighting ceremony with all the members gathered in the meeting hall. The ladies of SNGCET captivated the crowd with the graceful moves of traditional "Thiruvathira," while the gentlemen mesmerized the crowd with "Kaikottikali."

Adding to the charm, different fun games were arranged. Members from different groups participated in lemon spoons, balloon breaking, tug of war, musical chairs, etc., which added a sense of team spirit. The day's celebration was followed by an Onam sadhya, which added a taste of tradition to the day.

The day ended with lots of memories. It provided an opportunity for everyone to experience the vibrant traditions and customs of Kerala. The festivities created a joyful atmosphere, fostering a sense of belonging and pride among the college community.

Maya
Staff Secretary

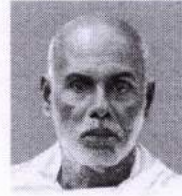
Leena
Dr. LEENA A. V.
PRINCIPAL
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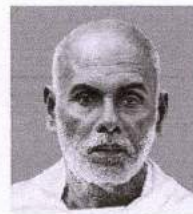
Manjy
Staff Secretary

Leena
Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
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Report on Staff Christmas Celebration

On the 22nd of December 2023, the staff of our institution came together to celebrate Christmas in a joyful and festive manner. This report aims to provide an overview of the celebration and highlight the significant contributions of the staff in making the event memorable.

Prior to the celebration day, the staff welfare committee had planned for a dress code with a red and white combination, symbolizing the traditional colors of Christmas. Most staff members dedicated their time and effort on the preceding day to make necessary arrangements, such as setting up the Christmas crib, and decorating the surroundings with stars and LEDs, adding to the festive ambiance.

The day of the celebration commenced with all staff members assembling at the Swami Ananda Theertha block in the morning. Together, they sang Christmas carols, spreading joy and festive cheer. The highlight of the event was the entry of Santa Claus, which added excitement and created memorable moments for everyone present. Following the morning activities, the staff gathered at the Mahakavi Kumaranashan Hall, where the main Christmas celebration took place. The program began with an introductory speech by the Principal, setting the tone for the festivities. Staff members then exchanged Christmas friend gifts, fostering camaraderie and warmth among colleagues.

Various entertainment activities, including singing songs and dancing, were organized to enhance the festive atmosphere. Staff members enthusiastically participated in these activities, showcasing their talents and spreading joy throughout the gathering. The lively and spirited atmosphere further added to the overall enjoyment of the event.

As the day drew to a close, all staff members extended warm wishes of "Merry Christmas" to each other, marking the conclusion of the program. The Christmas celebration conducted by the staff was a resounding success, thanks to their collective efforts, dedication, and spirit of camaraderie. It not only brought joy and happiness to everyone involved but also strengthened the bonds within the staff community.

This report acknowledges and appreciates the staff's active participation and contributions towards making the Christmas celebration a memorable and enjoyable event.

May 19

Staff Secretary

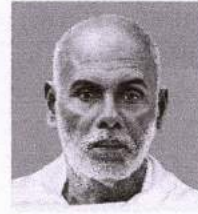
Leena
Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
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May 14

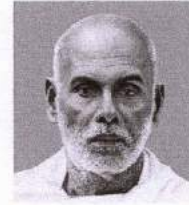
Staff Secretary

Dr. Leena A. V.
Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
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Report on SATVI

Satvi, the College Day Program organized by the College Union, was conducted on the 2nd and 3rd of March 2024. This report aims to highlight the significant contribution of the staff towards the success of the program. The staff's involvement in Satvi was truly commendable, serving as the backbone in supporting students in organizing and executing various activities. Their participation ranged from judging events to actively engaging in performances alongside the students.

A considerable portion of the staff served as judges for the different competitions and events held during Satvi. Their expertise and impartial judgment contributed significantly to maintaining the integrity and fairness of the competitions. Furthermore, staff members played a crucial role in ensuring the timely completion of the program as per schedule. Their guidance and assistance helped students in managing their time effectively and coordinating different activities smoothly. In a gesture to motivate and inspire students, staff members actively participated in a group dance performance. Remarkably, staff from various departments came together, breaking barriers, and showcased their enthusiasm and unity through this performance.

On the concluding day of Satvi, the staff organized an entry program from the college main entrance. This program featured musical poppers and fireworks, adding vibrancy and excitement to the event. The staff's effort in making the program colorful and engaging was highly appreciated by both students and management. The participation of the staff not only uplifted the spirits of the students but also garnered appreciation from the management for their unity and contributions. Their active involvement enhanced the overall experience of Satvi, creating a memorable event for everyone involved.

In conclusion, the staff's participation during the Satvi College Day Program was instrumental in its success. Their unwavering support, enthusiasm, and dedication underscored their commitment to the students' development and the overall welfare of the college community. Their contribution truly exemplified the spirit of teamwork and unity, making Satvi a resounding success.

This report acknowledges and celebrates the invaluable role played by the staff in making Satvi a memorable and successful event.

Manjy
Staff Secretary

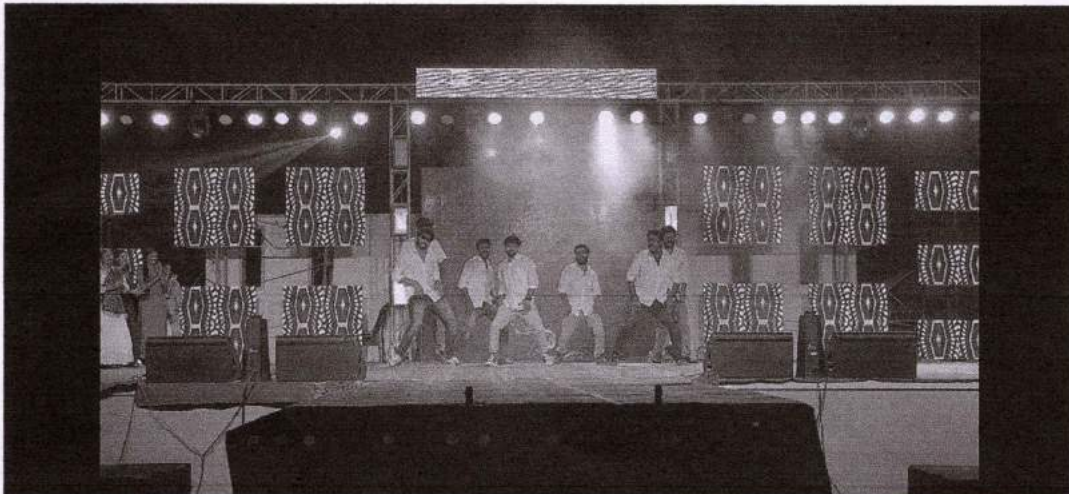
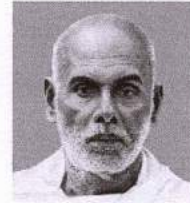
Leena
Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR



Est. 2003

Sree Narayana Guru College of Engineering & Technology

CHALAKKODE P.O., KOROM, PAYYANUR, KANNUR-670 307



May 14
Staff Secretary

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR