



Sree Narayana Guru College of Engineering & Technology

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



CELLS AND COMMITTEES



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/CIR/67/2023

22-08-2023

OFFICE ORDER

The Internal Examination Cell of the college is hereby reconstituted with the following members to coordinate the conduct of Internal Examinations.

✧ Ms. Nimmitha Murali, AP S&H	Coordinator
✧ Mr. Shibin B, AP CE	Member
✧ Ms. Abhaya D K, AP ECE	"
✧ Ms. Aswathi C, AP CSE	"
✧ Ms. Rinsha T V, AP EEE	"
✧ Mr. Dominic Thomas, AP ME	"

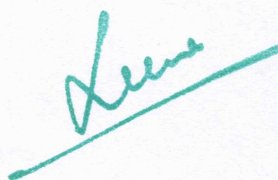
Responsibilities:

1. To take all necessary steps to ensure timely, smooth and transparent conduct of examination with desired credibility and uniformity.
2. To maintain the record of all pre and post examination activities (Question Paper setting, valuation & timely declaration of the result).
3. To identify the underachievers based upon their performance and refer them to the Heads of the Department for intense coaching, guidance or counselling as per their need assessment.
4. To encourage and train the students to follow the examination code of conduct and disciplinary rules and discourage & prevent aberrant behaviour to ensure discipline & sanctity of the examination system.


PRINCIPAL

Copy to:

- 1) All Members
- 2) Dean/HOD's /Faculty/Staff
- 3) File
- 4) President/ Secretary for kind information.


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY,

SNGCET/CIR/72/2023

26-09-2023

OFFICE ORDER

An Innovation, Entrepreneurship and R&D Centre is constituted within our institution to coordinate various activities pertaining to Innovation, Entrepreneurship and research. The Innovation Cell, the formidable wing responsible for coordinating all innovative and entrepreneurial activities at SNGCET, is at the cusp of a significant transformation.

Four crucial initiatives:

1. The Innovation and Entrepreneurship Development Centre (IEDC) under Kerala Startup Mission.
2. HI/BI under MSME.
3. Institutions Innovation Council (IIC) under the Ministry of Human Resource Development (MHRD), Government of India.
4. R&D Centre for submitting Research Projects under various national and international agencies.

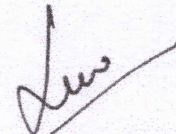
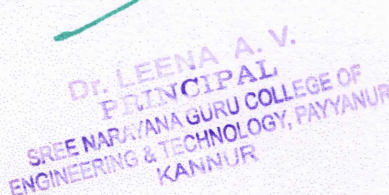
These endeavors symbolize our commitment to not just follow the trends of innovation but to set them. As we stand on the threshold of what promises to be an era of unparalleled growth in innovation and entrepreneurship. Our Innovation, Entrepreneurship and R&D Centre has the unique opportunity to serve as a catalyst for change, a hub of creativity, and a beacon of inspiration for all members of our academic community.

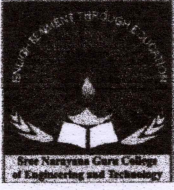
The members of the core committee are as follows:

- | | |
|---|--------------|
| • Dr. Leena A V, Principal | Chairperson |
| • Dr. Raji Sukumar A, Associate Professor CSE | Co-ordinator |
| • Dr. Susan Abraham, Dean UG & PG | Member |
| • Dr. Sudhin Chandran, Associate Professor ME | Member |
| • Mr. Shyaman V P, Assistant Professor S & H | Member |

To

**Members of the committee.
Dean/ HODs/ File
President/Secretary for kind information.**


PRINCIPAL




SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/AC/23/2023

03-08-2023

OFFICE ORDER

HOBBY CLUB

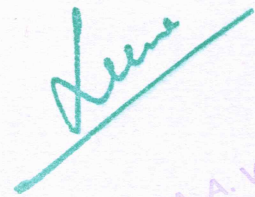
The Hobby Club is hereby constituted for various hobby activities inside the campus. The members can meet as and when required.

✧ Dr. Leena A V, Principal	President
✧ Mr. Abhirosh K, AP S& H	Vice President
✧ Mr. Jishnu V N, AP ME	Secretary
✧ Ms. Revathi P, AP CE	Member
✧ Ms. Veena K K, AP CSE	"
✧ Ms. Chaithanya K P , AP ECE	"
✧ Ms. Rinsha T V, AP EEE	"
✧ Mr. Rohith M, System Admin	"
✧ Mr. Akshay P, Lab Staff CE	"


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**



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY,

SNGCET/AC/21/2023

23-06-2023

OFFICE ORDER

GRIEVANCE REDRESSAL CELL FOR FACULTY AND STAFF

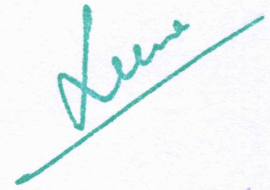
A Grievance Redressal Cell for Faculty and Staff is hereby reconstituted with following members to address the grievances of the Faculty and Staff in the college. The committee can meet as and when required depending upon the requirements of Faculty and Staff members grievances and give its recommendations to the undersigned for action. Based on the recommendations of the committee the undersigned will take necessary action on grievances.

✧ Dr. Leena A V, Principal	Chairperson
✧ Dr. Sudhin Chandran, AP ME	Member
✧ Ms. Saritha Sasindran, AP CE	"
✧ Ms. Prabha Chandran, AP EEE	"
✧ Ms. Varsha M, AP CSE	"
✧ Ms. Mary Sonia George, HOD CE	Convenor


PRINCIPAL

To

Members of the committee.
HODs / AO
President/Secretary for kind information.


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



**SREE NARAYANA GURU COLLEGE OF ENGINEERING &
TECHNOLOGY,**

SNGCET/AC/12/2022

12-08-2022

OFFICE ORDER

GRIEVANCE AND APPEAL COMMITTEE

A Grievances and Appeal Committee is hereby reconstituted for the college to address the grievances of the students and to consider their appeals on any decisions made by the college. The committee can meet as and when required depending upon the requirements of student's grievances and appeals and give its recommendations to the undersigned for action. Based on the recommendations of the committee the undersigned will take necessary action on student's grievances and their appeals.

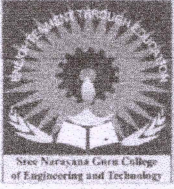
✧ Dr. Susan Abraham, Dean UG & PG	Chairperson
✧ Mr. Rahul A M, AP ME	Member
✧ Mr. Manu C, AP EEE	"
✧ Ms. Saritha Sasindran, AP CE	Convenor

PRINCIPAL

To

**Members of the committee.
HODs / AO
President/Secretary for kind information.**

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



**SREE NARAYANA GURU COLLEGE OF ENGINEERING &
TECHNOLOGY,**

SNGCET/AC/25/2022

26-10-2022

OFFICE ORDER

DRUG ABUSE PREVENTION CELL

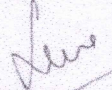
A Drug Abuse Prevention Cell is hereby constituted with the following members to ensure a drug- free campus by imposing a total ban on the possession or consumption or use of drugs and alcohol by students of the college, within or outside the campus/hostels.


Drug Abuse Prevention Cell are to organize awareness programmes in the college and hostels with the help of government authorized agencies/ organizations and also maintain necessary warning sign boards against the use of drugs. Educating the students about the ill-effects of drugs and alcohol, encouraging peer policing among students against the use of drugs and reporting of any noticed use of drugs to the cell.

✧ Mr. Jacob Thomas , HOD ME	Chairman
✧ Ms. Archana C P, AP EEE	Member
✧ Ms. Vijina Vijayan, AP CSE	"
✧ Ms. Abhaya D K, AP ECE	"
✧ Ms. Revathi P, AP CE	"
✧ Mr. Priyesh Padmanabhan, AP ME	"
✧ Ms. Drishya K P, S3 M.Tech	Student Member
✧ Mr. Vidyasagar P, S7 ME	Student Member
✧ Ms. Bindiya M C, AP S&H	Convenor

To

**Members of the committee.
Faculty/HODs / AO/Notice Board.
President/Secretary for kind information.**


PRINCIPAL


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/AC/06/2022

12-08-2022

OFFICE ORDER

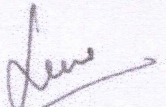
DISCIPLINARY ACTION COMMITTEE (DAC)

Every student of the college is required to observe discipline and decorous behavior inside the campus. Any act of indiscipline, misbehavior and unfair practice in Examinations will be referred to the Disciplinary Action Committee. Malpractice in Examinations shall be viewed very seriously and any such incident observed or reported by a Faculty member or Invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case.

Based on this the Committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examinations of the University and forward it to the Principal for action. A Disciplinary Action Committee is hereby constituted with the following members:


- | | |
|-----------------------------------|-------------|
| ▪ Dr. Susan Abraham, Dean UG & PG | Chairperson |
| ▪ Ms. Shilpa Valsakumar, AP CE | Member |
| ▪ Mr. Nikhil M, HOD S&H | Member |
| ▪ Mr. Sunder V, HOD CSE | Convenor |

The Committee can meet as and when required with the prior permission from the undersigned.


PRINCIPAL

To

Members of the committee.
HODs / AO
President/Secretary for kind information.


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/AC/18/2023

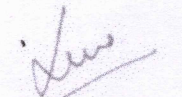
22-06-2023

OFFICE ORDER

Sub: Career Guidance and Placement Cell

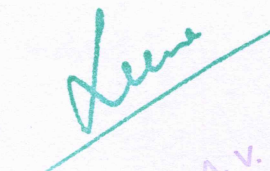
A Career Guidance and Placement Cell is hereby reconstituted with following members to provide guidance and assistance for the students to achieve their career goals. The Career Guidance Placement Cell shall provide services in areas of career counselling, Training Programmes, Campus Interviews, Job Placements to students that enable them to develop applicable skills in the competitive job environment.

✧ Dr. Leena A V, Principal	Chairperson
✧ Ms. Shamyia Sukumaran M, AP CE	Member
✧ Ms. Veena K K, AP CSE	"
✧ Mr. Manu C, AP EEE	"
✧ Ms. Vani R, AP ECE	"
✧ Mr. Rahul C G, AP ME	"
✧ Ms. Anusree T K, TPO	Convenor


PRINCIPAL

To

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


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/AC/17/2023

22-06-2023

ANTI RAGGING COMMITTEE (ARC)

Ragging has ruined countless innocent lives and careers. An anti-ragging committee is hereby constituted for creating a ragging free environment in the college campus. The anti-ragging committee shall implement strategies for curbing the menace of ragging in the college by adopting array of activities, including recommending action against such students. The committee is also authorized to enquire and recommend action against students who encourage /supporting or are involved ragging.

- Dr. Leena A V, Principal
- Dr. Susan Abraham, Dean UG & PG
- Sri. Suresh Babu K V, Member, Kankol Alapadamba Grama Panchayath
- Sri. Subhash P, SHO, Peringome Police Station
- Sri. Jalaluddeen K V, PTA Vice President
- Ms. Mary Sonia George, HOD CE
- Mr. Jacob Thomas, HOD ME
- Mr. Sunder V, HOD CSE
- Ms. Bindiya M C, HOD S&H
- Mr. Abhilash Krishnan.T.K, HOD EEE
- Ms. Leena Narayanan, HOD ECE
- Mr. Unnikrishnan O, HOD Phy. Edu.
- Mr. Dhanaraj K, Workshop Supdt.
- Ms. Gana N, Assistant Librarian
- Mr. Rajath Manoharan, S6 CE
- Ms. Thejasree T K, S6 ECE

Chairperson
Vice Chairperson

Member

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PRINCIPAL

To

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

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

**SREE NARAYANA GURU COLLEGE OF ENGINEERING &
TECHNOLOGY**

SNGCET/ALU/02/2022

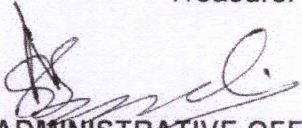
05th May 2022

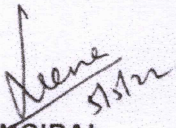
OFFICE ORDER

Sub: SNGCET Alumni Association (SNAAP)

The college Alumni Association (SNAAP) has been reconstituted with the following members. The committee will organize a meeting of the Alumni in the college. The Alumni General Body shall be conducted to elect the Executive Members of Alumni.

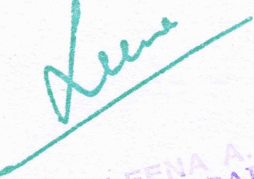
Chief Patron	: Sri.KP Balakrishnan, President, SBSY,Kannur
Patron	: Sri K P Pavithran, Secretary, SBSY, Kannur.
President	: Dr. Leena.A.V
Chairman	: Mr. Ebrahim Sainudheen
Vice President	: Sri. Ashok Hegde.L : Dr. Susan Abraham : Prof. Saritha Sasindran
Secretary	: Prof. Sunder.V
Joint Secretary CSE	: Prof. Varsha.M : Prof. Thulasibai.A
Joint Secretary EEE	: Prof. Prabha Chandran
Joint Secretary ME	: Mr. Arjun Govind
Joint Secretary ECE	: Prof. Bushra Abdulla.N.T : Prof. Meera.M
Joint Secretary CE	: Mr. Akhil.K.C
Treasurer	: Prof. Manu.C

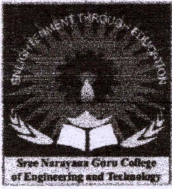

ADMINISTRATIVE OFFICER


PRINCIPAL

To

All Members /HODs
File
President/ Secretary for kind information.


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/AC/26/2023

10-08-2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell (IQAC) is hereby reconstituted as directed by APJAKTU to oversee and monitor all the academic activities including all internal evaluations and Examinations with the functions as below. The IQAC has to submit report to the undersigned every quarter so as to submit to the University.

- | | |
|--|----------------------------------|
| • Dr. Leena. A.V, Principal | Chairperson |
| • Ms. MarySonia George, HOD CE | Coordinator |
| • Sri. CC Mohanan | Member/Management Representative |
| • Dr. Susan Abraham, Dean UG&PG | Member |
| • Ms. Leena Narayanan, AP ECE | " |
| • Mr. Abhirosh K , AP S&H | " |
| • Ms. Saritha Sasindran, AP CE | " |
| • Mr. Jacob Thomas, HOD ME | " |
| • Ms. Veena K K, AP CSE | " |
| • Mr. Jayadeep, Asst. Engineer, Kerala PWD | Member/industry |
| • Prof. T. Divakaran | Member/Professional body |
| • Sri Suresh Babu K V | Member/Local body |
| • Ms.Aswathi P I, S6 CSE | Student Member |
| • Mr. Sunder V | Member/Alumni |
| • Ms. Prabha Chandran , AP EEE | Convenor |

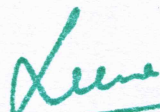
Functions:

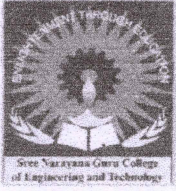
- Oversee and monitor all the academic activities including all internal evaluations and Examinations.
- Prepare academic audit statements in the formats prescribed by the University for each semester at regular intervals.
- Monitoring mechanism of activity points to be earned by the students through Co-curricular and Extra-curricular activities.

To

Chairperson and Members of committee
HODs/Department Notice Boards
President/Secretary for kind information


PRINCIPAL


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/AC/04/2022

12-08-2022

OFFICE ORDER

WOMEN'S GRIEVANCE CELL (WGC)

The Women's Grievance Cell is hereby constituted in the college to look after the grievances of women employees and female students including sexual harassment of women at work place. All grievances of the women employees and female students shall be referred to this committee and the committee can deliberate and recommend actions against the concerned Faculty/Students to the Principal appropriately.

- Dr. Susan Abraham, Dean UG & PG
- Ms. Saritha Sasindran, AP CE
- Ms. Varsha M, AP CSE
- Ms. Archana C P, AP EEE
- Ms. Meera M, AP ECE
- Ms. Aswathi Sreejith, AP S&H

Convenor

Joint Convenor

Member

"

"

"

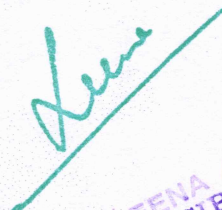

PRINCIPAL

To

Members of the committee.

HODs / AO

President/Secretary for kind information.


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/CIR/05/2023

21-01-2023

OFFICE ORDER

TIME TABLE COMMITTEE

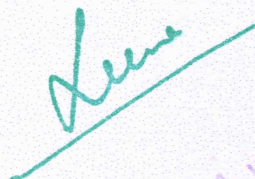
The time table committee is hereby reconstituted to prepare the time table for the even semester. A draft copy of the time table is to be submitted to the undersigned **on or before 25-01-2023**.

✧ Dr. Susan Abraham, Dean UG &PG	Chairperson
✧ Mr. Sunder V, HOD CSE	Co-ordinator
✧ Ms. Saritha Sasindran, AP CE	Member
✧ Mr. Divyathej M V, AP ME	Member
✧ Ms. Veena K K, AP CSE	Member
✧ Ms. Meera M, AP ECE	Member
✧ Ms. Archana C P, AP EEE	Member


PRINCIPAL

Copy to:

- 1) Members of the committee.**
- 2) Dean/HOD's /Faculty/Staff**
- 3) File**
- 4) President/ Secretary for kind information.**


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/AC/11/2022

12-08-2022

OFFICE ORDER

STUDENT'S WELFARE COMMITTEE

A Student's Welfare Committee (SWC) is hereby reconstituted for looking after the welfare of the students. The committee can meet as and when required on student's welfare activities. Based on the recommendations of the committee the undersigned will take necessary actions on student's welfare.

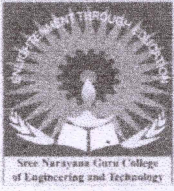
✧ Mr. Abhilash Krishnan T K, AP EE	Chairman
✧ Ms. Bindiya M C, AP S&H	Member
✧ Mr. Sunder V, HOD CSE	Member
✧ Mr. Nikesh.K, S3 M.Tech	Student Member
✧ Ms. Anjali.M.P, S7 CE	"
✧ Ms. Shahana sherin, S5 CE	"
✧ Mr. Abhinav C, S5 EEE	"
✧ Mr. Hrudhul Rag, S5 EEE	"
✧ Mr. Arjun. M, S5 CSE	"
✧ Ms. Anagha.K, S7 CSE	"
✧ Mr. Sourag.K, S5 ME	"
✧ Mr. Athul.B, S7 ME	"
✧ Ms. Keerthana.C.V, S7 ECE	"
✧ Ms. Thejasree T.K, S5 ECE	"
✧ Mr. Nikhil.M, HOD S& H	Convenor

To

Members of the committee.
HODs / AO
President/Secretary for kind information.


PRINCIPAL


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



**SREE NARAYANA GURU COLLEGE OF ENGINEERING &
TECHNOLOGY**

SNGCET/AC/08/2022

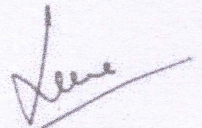
12-08-2022

OFFICE ORDER

STUDENT GRIEVANCE REDRESSAL COMMITTEE

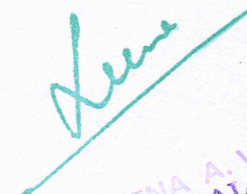
A Student Grievances Redressal Committee is hereby reconstituted to address the grievances of the students and to consider their appeals on any decisions made by the college. The committee can meet as and when required depending upon the requirements of student's grievances and appeal and give its recommendations to the undersigned for action. Based on the recommendations of the committee the undersigned will take necessary action on student's grievances.

✧ Dr. Leena A V, Principal	Chairperson
✧ Ms. Mary Sonia George, HOD CE	Member
✧ Mr. Abhilash Krishnan T K	"
✧ Mr. Sunder V	"
✧ Mr. Rajath Manoharan, S5 CE	Special Invitee
✧ Ms. Aswathi P P, S5 EEE	"


PRINCIPAL

To

Members of the committee.
Student notice board
HODs / AO
President/Secretary for kind information.


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



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, PAYYANUR
KANNUR**



**SREE NARAYANA GURU COLLEGE OF ENGINEERING &
TECHNOLOGY**

SNGCET/AC/19/2023

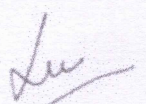
22-06-2023

OFFICE ORDER

SPORTS COUNCIL

A sports council is hereby reconstituted with the following members to coordinate the sports and extracurricular activities conducted by APJAKTU and other colleges. The proposals for attending the extracurricular activity are to be submitted to the committee after getting recommendation from the Head of the Department. The committee shall verify the same and submit their recommendations to the undersigned.

▪ Mr. Abhilash Krishnan T K, AP EEE	Chairman
▪ Mr. Abhirosh K, AP S&H	Member
▪ Ms. Meera M, AP ECE	Member
▪ Mr. Vilas P, Lab Staff	Member
▪ Ms. Gana N, Assistant Librarian	Member
▪ Ms. Nandhana T, S2 CSE	Member
▪ Mr. Rajath Manoharan, S6 CE	Member
▪ Mr. Unnikrishnan O, HOD Phy. Edu.	Convenor


PRINCIPAL

To

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


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



**SREE NARAYANA GURU COLLEGE OF ENGINEERING &
TECHNOLOGY.**

SNGCET/AC/20/2023

23-06-2022

OFFICE ORDER

SC/ST COMMITTEE


A SC/ST Committee is hereby reconstituted with the following members to provide special inputs in areas where the students experience difficulties. The committee also monitors the implementation of reservation policy in the institution and provides awareness regarding the various Government and Non-Government scholarship schemes to the students.

✧ Dr. Leena A V, Principal	Chairperson
✧ Ms. Archana C P, AP EEE	Member
✧ Ms. Meera M, AP ECE	"
✧ Mr. Shibin B, AP CE	"
✧ Ms. Vijina Vijayan, AP CSE	"
✧ Mr. Rahul A M, AP ME	"
✧ Mr. Abhirosh K, AP S&H	"
✧ Mr. Rajath Manoharan, S6 CE	"
✧ Ms. Sreelakshmi K, S6 CE	"
✧ Dr. Susan Abraham	Convenor


PRINCIPAL

To

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


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/AC/28/2023

07-09-2023

PROGRAMME ASSESSMENT COMMITTEE (APC)

The Programme Assessment Committee (APC) is hereby constituted with the following members to monitor the Department activities and evaluate various parameters.

Civil Engineering


1. Ms. B. Mary Sonia George, HOD CE- Chairperson
2. Dr. Susan Abraham, Dean UG & PG – Senior Faculty Member
3. Ms. Saritha Sasindran, AP CE- IQAC Co-ordinator
4. Ms. Sharmya Sukumaran, AP CE- NAAC Co-ordinator
5. Ms. Sowbhagya. P.S, AP ME - Member from Sister Department

Computer Science and Engineering

1. Mr. Sunder V, HOD CSE- Chairman
2. Ms. Varsha M, AP CSE – Senior Faculty Member
3. Ms. Veena K K, AP CSE- IQAC Co-ordinator
4. Ms. Vijina Vijayan, AP CSE- NAAC Co-ordinator
5. Ms. Chaithanya, AP ME - Member from Sister Department

Electrical and Electronics Engineering

1. Mr. Abhilash Krishnan T K, HOD EEE- Chairman
2. Mr. Manu C, AP EEE – Senior Faculty Member
3. Ms. Prabha Chandran, AP EEE - IQAC Co-ordinator
4. Mr. Vaishak M Nayanar, AP EEE - NAAC Co-ordinator
5. Ms. Soshya V C, AP ECE - Member from Sister Department


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

Electronics and Communication Engineering

1. Ms. Leena Narayanan, HOD ECE- Chairperson
2. Ms. Meera M, AP ECE – Senior Faculty Member
3. Ms. Thrishna S, AP ECE - IQAC Co-ordinator
4. Ms. Vani R, AP ECE - NAAC Co-ordinator
5. Ms. Aswathi Ravindran, AP EEE - Member from Sister Department

Mechanical Engineering

1. Mr. Jacob Thomas, HOD ME- Chairman
2. Dr. Sudhin Chandran, Associate Professor ME – Senior Faculty Member
3. Mr. Dominic Thomas, AP ME - IQAC Co-ordinator
4. Mr. Athul Raj P P, AP ME - NAAC Co-ordinator
5. Mr. Deepesh M P, AP CE - Member from Sister Department

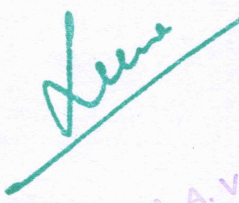
Functions:

- Monitoring the achievements of Program Outcomes (POs) and Program Specific Outcomes (PSOs)
- Evaluating program effectiveness and proposing necessary changes.
- Preparing periodic reports on program activities, progress, status or other special reports for management.
- Motivating the faculty towards attending workshops, developing projects, working models, paper publications and engaging in research activities.
- Review of Curriculum Gaps, Approval of Syllabus Gaps and intimating the relevant ones to the University.

To

**Members of the committee
HODs/Department Notice Boards
President/Secretary for kind information**


PRINCIPAL


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/CIR/03/2023

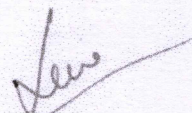
18-01-2023

OFFICE ORDER

NATURE CLUB

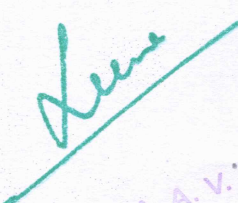
The Nature Club of SNGCET which was constituted on the event of World Environment Day 2022 is hereby reconstituted with the following members to coordinate the activities of the Nature Club.

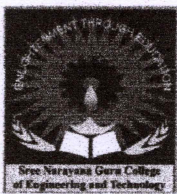
✧ Mr. Vilas P, EEE Staff	Chairman
✧ Ms. Gana N, Asst. Librarian	Treasurer
✧ Mr. Dhanaraj K, ME, WS Supdt.	Member
✧ Ms. Nimmitha Murali, AP S&H	Member
✧ Mr. Divyathej M V, AP ME	Member
✧ Mr. Rakesh A K, Office Staff	Member
✧ Mr. Gangadharan A, ME Staff	Member
✧ Mr. Nishanth KP, CSE Staff	Member
✧ Mr. Sreejith K, ECE	Member
✧ Mr. Akhil K C, CE Staff	Member
✧ Mr. Manu C, AP EEE	Convenor


PRINCIPAL

To

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


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/AC/33/2023

31-10-2023

OFFICE ORDER

MENTORING COMMITTEE

The Mentoring Committee is hereby reconstituted to monitor the Departmental mentoring processes. The committee shall coordinate and work to aim for enriching the life of students on the campus and empower them to continue with their studies and other activities unencumbered by any social or psychological constraint.

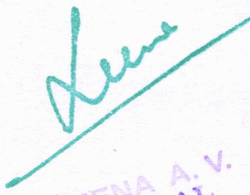
Dr. Susan Abraham, Dean - Chairperson

Department Coordinators:

1. Mr. Jacob Thomas , HOD ME
2. Ms. Leena Narayanan, HOD ECE
3. Ms. Saritha Sasindran, AP CE
4. Ms. Prabha Chandran, AP EEE
5. Ms. Varsha M , AP CSE

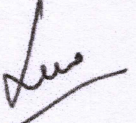
Functions:

1. Allot mentees to each Faculty in the Department.
2. Maintain records of Departmental mentoring systems.
3. Coordinate the Departmental mentoring process and submit mentoring report to Chief Co-ordinator as per the schedule.


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

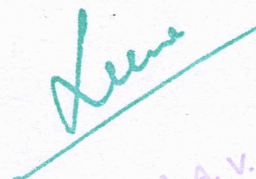
The mentors shall note the following points:

- The mentors must have one-to-one interaction with the students and support them systematically in their academic as well as personal growth.
- The mentors shall act as guides, friends and role models for the students.
- The mentors shall be in contact with mentees as per assigned schedule and they can adjust the frequency based on the needs of the mentees.
- The mentors may form WhatsApp groups so that there could be an uninterrupted flow of communication whenever required.
- The students should be able to discuss their problems with the mentors through telephonic exchange apart from the scheduled meet hours.


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**



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/UTY/E/2023

02-06-2023

OFFICE ORDER

Sub: Conducting APJAKTU Examinations.

An Examination Committee is hereby reconstituted with following member to the smooth conduct of APJAKTU University Examinations in the college.

- ✧ Dr. Leena A V, Principal
- ✧ Mr. Sunder V, HOD CSE
- ✧ Mr. Vaishak M Nayanar, AP EEE
- ✧ Ms. Revathi P, AP CE
- ✧ Mr. Hareesh Kumar C, Office Staff

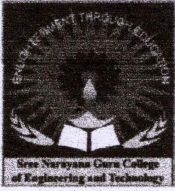
- Chief Superintendent
- Deputy Chief Superintendent
- Assistant
- Assistant
- Support Staff

PRINCIPAL

To

**Members of the committee.
Faculty/HODs / AO/Notice Board.
President/Secretary for kind information.**

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/AC/37/2023

17-11-2023

OFFICE ORDER

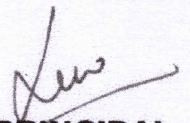
Sree Narayana Guru College of Engineering and Technology, Payyanur is an Institutional Member of the 'Indian Society for Technical Education' (ISTE) since 2005. To revive the activities and to initiate a ISTE Student Chapter, a Committee is hereby constituted with the following members in it.

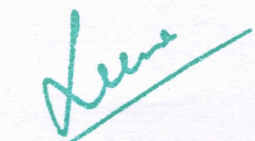
- | | |
|---------------------------------------|--------------------|
| 1) Dr. Susan Abraham, Dean UG & PG | Chief Co-ordinator |
| 2) Ms. Saritha Sasindran, AP CE | Convenor |
| 3) Ms. B.Mary Sonia George, HOD CE | Member |
| 4) Mr. Sunder V, HOD CSE | " |
| 5) Dr. Sudhin Chandran, HOD ME | " |
| 6) Ms. Leena Narayanan, HOD ECE | " |
| 7) Mr. Abhilash Krishnan T K, HOD EEE | " |
| 8) Ms. Shruthi P, AP CSE | " |
| 9) Ms. Chaithanya K P, AP ECE | " |
| 10) Aswathi Raveendran, AP EEE | " |
| 11) Mr. Jijin I, AP ME | " |

The ISTE Student Chapter will contribute positively to the academic environment at fostering innovation and enhancing the technological capabilities of our students and will provide a platform for students to explore, learn, and contribute to the field of educational technology.

To

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


PRINCIPAL


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



Sree Narayana Guru College of Engineering & Technology

P.O. Chalakode, Payyanur - 670 307, Kannur Dist., Kerala State.

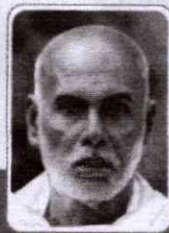
(Approved by AICTE New Delhi and Affiliated to APJ Abdul Kalam Technological University)

Managed by Sree Bhakthi Samvardhini Yogam, Kannur-2.

Ph: 04985-201987, 201988, 201989 EPABX: 201702, 703, 709 Fax: 04985-201988

Email: info@sngcet.org sngcet@bsnl.in

Website: sngcet.org



SNGCET/NSS/01/23

06-02-2023

To

**Programme Coordinator
National Service Scheme Cell
APJAKTU, Thiruvananthapuram.**

Dear Sir,

This is to bring to your kind attention that **Mr. Vaishakh M Nayanar**, Assistant Professor in the Electrical and Electronics Engineering Department is appointed as NSS Programme Officer of our college NSS unit (No. 610).

Thanking you,

PRINCIPAL
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR



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



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016

Ph: 0471 2598122; Fax: 2598522 www.ktu.edu.in Email: university@ktu.edu.in

PROCEEDINGS OF THE UNIVERSITY NATIONAL SERVICE SCHEME CELL

PRESENT : Dr.JOY VARGHESE V M, NSS PROGRAMME COORDINATOR

Sub:- Posting of National Service Scheme (NSS) Programme Officer- Orders -Issued

No: KTU/NSS/021/2019

Dated, 15.04.2023

Read:- 1 National Service Scheme Manual Govt of India.

2 Email from Principal dated 06.02.2023

ORDER

Based on recommendation of Principal, SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY-SNC, by reference cited as read 2, I am here by appointing Prof.VAISHAKH M NAYANAR (KTU-F40494) faculty member of above institution as Programme Officer of National Service Scheme Unit no: 610 in SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY-SNC, with effect from 06.02.2023.

Sd/-

Joy Varghese V M *
NSS Program Co-ordinator

Copy To

- 1 The Principal
- 2 Regional Coordinator
- 3 District Coordinator
- 4 Programme Officer
- 5 Training Coordinator
- 6 Portal Coordinator

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

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

