

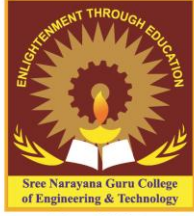


# **Sree Narayana Guru College of Engineering & Technology**

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

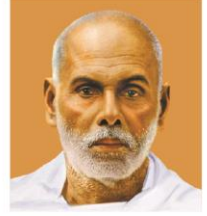


## **ACADEMIC COUNCIL - MEETING MINUTES**



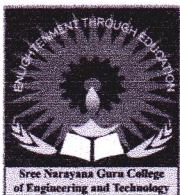
# **Sree Narayana Guru College of Engineering & Technology**

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



## **APPOINTMENT ORDER AND MINUTES OF ACADEMIC COUNCIL**





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

**SNGCET/AC/2022**

**03-05-2022**

**OFFICE ORDER**

**COLLEGE ACADEMIC COUNCIL**

College Academic Council is hereby reconstituted with following members. The committee will meet twice in a semester to review the progress of course coverage against the academic calendar, the course plan and suggestions for improvement.

1. Dr. Leena. A.V, Principal
2. Prof. K Raveendran, HOD ECE & EEE
3. Dr. Susan Abraham, HOD CE
4. Mr. Sunder V, HOD CSE
5. Mr. Rajeesh P, HOD ME
6. Mr. Ashok Hegde L, AO
7. Mr. Nikhil M, HOD S&H
8. Mr. Unnikrishnan O, HOD Phy. Edu.
9. Ms. B.Mary Sonia George, IQAC Coordinator
10. Mr. Abhilash Krishnan T K, Staff Advisor
11. Ms. Aswathi Sreejith, TPO

**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, PAYYANUR**

The minutes of the Academic Council meeting held on 07.06.23

**Members Present:-**

|                                       |                                |
|---------------------------------------|--------------------------------|
| 1. Dr. Leena AV                       | Principal                      |
| 2. Dr. Susan Abraham                  | Dean UG and PG Studies         |
| 3. Mrs. B. Mary Sonia George          | HOD CE & IQAC Coordinator      |
| 4. Mr. Sunder V                       | HOD CSE & Exam Co-ordinator    |
| 5. Mr. Jacob Thomas, (Absent)         | HOD ME                         |
| 6. Ms. Leena Narayanan                | HOD ECE & PTA Secretary        |
| 7. Mr. Abhilash Krishnan T.K (Absent) | HOD EEE & Staff Advisor        |
| 8. Dr. Sudhin Chandra                 | Representing ME Department     |
| 9. Mrs. Prabha Chandran               | Representing EEE Department    |
| 10. Mr. Unnikrishnan O(Absent)        | HOD Physical Education         |
| 11. Mr. Vyjith A N                    | AAO                            |
| 12. Ms. Anusree                       | Training and Placement Officer |


The meeting commenced at 02.30 PM in the Principal's chamber.

**Agenda:**

1. Academic Audit
2. Submission of NAAC SSR
3. Campus Discipline
4. Other Academic and Non Academic Matters

**1. Academic Audit**

- The Principal requested Mrs. Mary Sonia George, IQAC Coordinator to brief about the preparations for the Academic audit.
- Mrs. Mary Sonia George informed that the internal Audit for S8 was scheduled on 8<sup>th</sup> and 9<sup>th</sup> June and for S2, S4 and S8 was scheduled for 13<sup>th</sup> and 14<sup>th</sup> June 2023. She also added that the closing file of S1, S3, S5 and S7 will also be audited before the external audit.
- She requested the tutors to update the students about the committees that are functional in the college immediately. Few Committees have been reconstituted and the students should be aware of it.
- The Convenor of each committee is responsible for the committee file which will include minutes of the meeting and action taken report.
- A feedback file has to be maintained by the class tutor which includes the response from students to the Google form shared to collect feedback.

  
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## 2. Submission of NAAC SSR

Principal insisted that NAAC SSR has to be submitted by 30<sup>th</sup> June . Mr.Sunder informed the council members that write up for various Criteria is almost completed and the proof reading will be done shortly. Auditing for Criterion 1&2 was completed. He informed that the SSR will be done before the deadline & once the SSR is submitted the proof collection work has to be initiated immediately.

## 3. Campus Discipline

The Principal requested the HOD's to inform the entire faculty that Campus discipline and peaceful atmosphere is of utmost importance. She also insisted that personal belongings like mobile phones should not be forcefully confiscated and kept in custody after working hours.

In case of any grievances, students may approach the Staff Advisor or the Students Coordination Committee Chairman for resolving it.

**Students individually or in groups are not permitted to have any confrontation with the faculty and staff of the institution. Principal along with Staff Advisor or the Students Coordination Committee Chairman will resolve the issues any to avoid disruption Peaceful academic ambience .**

## 4. Other Academic and Non Academic Matters

- **S4 and S6 Class Status**

The Principal enquired about the S4 and S6 portion coverage status. HoD's submitted a report on the same and it was noted that several faculty required extra hours to complete the syllabus. It was unanimously decided that the college would function upto 4.45 PM from 15<sup>th</sup> June onwards to include an extra hour each day. Special lab sessions may be conducted on Saturdays to complete the lab.


It was decided that all buses will leave campus at 4.55 PM only and S2 students also may be given extra classes to complete the syllabus well ahead of the last date. Principal also informed that S2 faculty availing vacation in July may engage the S2 classes during the extra hour.

- **Expected Vacancies**

HOD's were asked to complete the subject allocation for the next semester before 14<sup>th</sup> June and details of the expected vacancies were to be submitted to the Principal the same day..

- **Staff Advisor**

Principal informed that Dr.Sudhin Chandra would replace Mr. Abhilash Krishnan as staff advisor w.e.f 01/07/23. The Principal said that Mr.Abhilash Krishnan had done a commendable job as staff advisor during his tenure and appreciated the efforts put in by him to coordinate various student activities.

  
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- **ISO**

ISO Process Manual Discussion is on 30<sup>th</sup> June and 1<sup>st</sup> July and the document work is being done by the committee members. Mr. Abhilash Krishnan will also be inducted in the ISO committee w.e.f 01/07/23.

- **Placement Cell**

Ms. Anusree, TPO in charge was instructed by the Principal to make arrangements to take passport size photo (in uniform) of all the final year students after the commencement of the next academic year. The Principal suggested that training for the final and pre final year students shall be planned to improve the aptitude and communication skills.

- **The Principal informed that a meeting of all the Faculty and Staff of the college will be scheduled on 12/06/23 at 11.45 AM in the Meeting hall.**


The meeting concluded at 3.45 p.m.

Minutes prepared by Dr. Susan Abraham, Dean UG and PG studies

  
**PRINCIPAL**

Copy to:

- 1) Dean /HoDs
- 2) All Faculty and Staff members
- 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, PAYYANUR**

The minutes of the Academic Council meeting held on 4.7.23

**Members Present:-**

|                                       |                                      |
|---------------------------------------|--------------------------------------|
| 1. Dr. Leena AV                       | Principal                            |
| 2. Dr. Susan Abraham                  | Dean UG and PG Studies               |
| 3. Mrs. B. Mary Sonia George          | HOD CE & IQAC Coordinator            |
| 4. Mr. Sunder V(Absent)               | HOD CSE & KTU Co-ordinator           |
| 5. Mr. Jacob Thomas, (Absent)         | HOD ME                               |
| 6. Ms. Leena Narayanan                | HOD ECE & PTA Secretary              |
| 7. Mr. Abhilash Krishnan T.K (Absent) | HOD EEE                              |
| 8. Mrs. Bindiya M.C                   | HOD H&S                              |
| 9. Dr. Sudhin Chandran                | Staff Advisor, Representing ME Dept. |
| 10. Mr. Vaisakh M Nayannar            | Representing EEE Department          |
| 11. Ms. Veena K K                     | Representing CSE Department          |
| 12. Mr. Unnikrishnan O(Absent)        | HOD Physical Education               |
| 13. Mr. Vyjith A N                    | AAO                                  |
| 14. Ms. Anusree T K                   | Training and Placement Officer i/c   |
| 15. Mrs. Gana                         | Admission Cell (Special Invitee)     |

The meeting commenced at 11 a.m in the Principal's chamber.

**Agenda:**

1. Study Camp S4 and S6
2. S2 Class Progress
3. KTU Academic Audit
4. Submission of NAAC- SSR
5. Alumni Meet and Deekshant
6. Other Academic and Non Academic Matters

**1. Study Camp**

The even semester exams are about to commence from 7th July 2023, Principal stressed that study camp should be conducted by every department to improve the performance of the students in the University exam. HoD's informed that study camps were being conducted. However, S6 students who have S4 supplementary exams have continuous exams hence they are not able to attend study camp on few days. Principal opined that the students should focus on S6 exams and try to clear all current semester papers.

  
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## **2. S2 Class progress**

Principal enquired about the S2 class progress and Mrs. Bindiya M.C , HOD H&S informed that four modules were completed in most of the subjects. The second series test would be conducted during 24th to 26th July 2023 and Mr.Shilpa Valsakumar, Internal Exam Coordinator has to prepare the schedule and Invigilation duty list for the same.

## **3. KTU Academic Audit**

Principal informed that all faculty and staff even those availing vacation should be present in College on 12<sup>th</sup> July in view of the external Audit and she requested the IQAC Coordinator to brief about the preparations for the Academic audit.

Mrs. Mary Sonia George informed that the External Audit was rescheduled to 12th July 2023. She emphasised that all current semester files should be upto date. The odd semester files should have all data including course attainment.

She requested the tutors to update the students about the committees that are functional in the college. At least one S6 and S4 student representing each department should be present for the student interaction with the external auditors. The HoD's are to inform the same to the students well in advance. The Convenor of each committee is responsible for the committee file which will include minutes of the meeting, circular and action taken report.

## **4. Submission of NAAC SSR**

Principal informed that the NAAC committee was to brief the Management about the submission of the Self Study report (SSR). She also informed that Dr. Vinodh Pottakulath, Principal CAPE Trikaripur would review the NAAC files and that an MoU may be signed between CAPE Trikaripur and SNGCET for the same with the approval of the Management .

## **5. Alumni Meet**

The Alumni Meet is scheduled on 15th August 2023, so far we have got over hundred responses, it was unanimously decided that we would go ahead with the Alumni meet as per schedule. The HoD's were asked to ensure that the information about the Alumni meet was shared with all passout batches so that no alumni will be left unaware about the event.

## **6. Deekshant**

The Graduation Day for the 2022 Batch, Deekshant is scheduled on 12th August 2023. Dr. Susan Abraham, would be the Coordinator of the event. The preparations for the event would be initiated in the coming week.

  
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PAYYANUR, KANNUR

## 7. Other Academic and Non Academic Matters

- **Staff Advisor**

The Principal informed that Dr.Sudhin Chandran has replaced Mr. Abhilash Krishnan as Staff Advisor from 1st July 2023. The Principal appreciated the efforts put in by Mr. Abhilash Krishnan during his tenure.

- **Placement Cell**

Ms. Anusree, TPO incharge informed that arrangements were made to conduct aptitude classes for final year students immediately after the commencement of S7 classes. A nominal fee of Rs.600 was to be collected from the students for the same.

- **Admission Cell**

Mrs. Gana briefed about the admission status. She informed that the NRI seats were full in most of the departments. Principal informed that the admission campaigning should be done aggressively by all the Departments.

- **Fee Payment**

In spite of several reminders there are few students who have not remitted the fees. The tutors are to inform that all fee defaulters should meet the Principal before writing the end semester exam and give in writing the date when they would clear the fee due.

- **Bridge Course**

Principal informed that Bridge course would commence next week. She asked each department to plan a half a day session for the same. It was decided that the Basic Concepts in Mathematics would be revised during the Bridge Course. Sessions would be conducted by NSS, Nature Club and Physical Education Department as well. She appreciated the efforts put in by the Staff of ECE Department for successfully conducting the ROBOTICS Workshop for the newly admitted students.

- **Life Mission Project**

The Principal sought the updates on the life mission project at Peringome. HOD CE informed that the Master plan is almost ready and a meeting of the CE Faculty with the officials is scheduled on July 13<sup>th</sup> at Peringome Panchayath.

- **Edenspex**

Mr Sunder informed that the work is in progress. The Principal informed that all the necessary features should be available before the commencement of the odd semester

The meeting concluded at 12.15 p.m.

Minutes prepared by Dr. Susan Abraham, Dean UG and PG studies

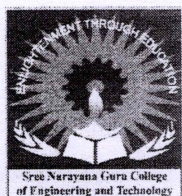
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PRINCIPAL

  
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PAYYANUR, KANNUR





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

**SNGCET/AC/2021**

**03-06-2021**

**OFFICE ORDER**

**COLLEGE ACADEMIC COUNCIL**

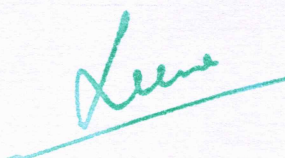
College Academic Council is hereby reconstituted with following members. The committee will meet twice in a semester to review the progress of course coverage against the academic calendar, the course plan and suggestions for improvement.

1. Dr. Suresan Pareth, Principal
2. Dr. Manjula Bhanu Vikraman, AO
3. Prof. K Raveendran, HOD ECE & EEE
4. Dr. Gangadharan Nair, HOD ME
5. Dr. K K Somasekaran, HOD S & H
6. Dr. Susan Abraham, HOD CE
7. Dr. Leena A V, Dean UG
8. Mr. Sujith D, AP, SA, TPO
9. Mr. Sunder V, HOD CSE
10. Mr. Unnikrishnan O, HOD Phy. Edu.
11. Ms. B.Mary Sonia George, IQAC Coordinator
12. Mr. Abhilash Krishnan T K, Staff Advisor

**To**

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

  
**PRINCIPAL**

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



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

SNGCET/HM//2021

**Minutes of the Academic Council meeting held on 2<sup>nd</sup> September 2021**

**Members Present:**

Dr. Suresan Pareth, Principal  
Prof. Dr. Manjula Bhanu Vikraman, Administrative Officer  
Prof. K. Raveendran HOD, ECE & EEE  
Dr. K. Somasekharan, HOD, S&H  
Dr. Leena A V, UG Dean  
Dr. Susan Abraham, HOD, CE  
Ms. Mary Sonia George, AP, IQAC  
Mr. Sujith D, AP, SA & PO in charge.  
Mr. Sunder Venkitachalam, AP/ & HOD in charge, CSE  
Mr. Lipin AP, HOD in charge, MECH  
Mr. Abhilash Krishnan T K, Representing EEE

The meeting was conducted online and started at 8 Pm. The agenda is:

1. Discussion on general academic affairs.

The following decisions are taken:

- a) KTU Calendar – In the previous Academic Council, the academic calendar was structured. As per the latest release of KTU except for S7 there are no changes. S7 classes are to start on September 27<sup>th</sup>. Hence the programmes are to be rescheduled accordingly. (Action: All HODs)
- b) Faculty remuneration – The split-up details are to be submitted by the examination committee on the comprehensive exams conducted to enable payment. (Action: Exam Committee)
- c) Leave – Applications are to be submitted on a time bound manner before the office for preparing salary bill on time. The circular was


  
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issued earlier on this account. Necessary alterations may be made in the software. (Action: SA & HODs)


- d) HOD Meeting – All HODs are to meet in the Principal's chamber to discuss on course plan, lesson plan, S2, S4 classes and monthly report. (Action: All HODs)
- e) AICTE stipulated Complaint Committee – As Dr. Gangadharan has resigned from SNGCET the Chairmanship of Internal Complaint Committee has become vacant. Dr. Leena AV is nominated as the new Chairperson of the Committee. She shall conduct an enquiry and report on the complaints received from staff members which is transferred to her herewith. She shall submit a primary report before 15<sup>th</sup> September before the Academic Council for redressing the complaints. If necessary, the reports can be transferred to higher authorities. (Action: Dr. Leena AV)
- f) KTU Exams – As more faculty members are affected by Covid'19 they are entering on either leave or are on quarantine. Hence all faculty members are to co-operate for the smooth conduct of exams in this adverse situation. (Action: HODs & Faculty Members)
- g) Idol Installation – The statue of Sree Narayana Guru will be installed in front of the college on 8<sup>th</sup> September after conducting Puja on the previous evening. The management has sought the presence of all staff members of the college in this ceremony. (Action: Staff Convenor)

The meeting ended at 8.30 pm.

Prepared by:  
Administrative Officer



Principal



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





**SREE NARAYANA GURU COLLEGE OF ENGINEERING AND  
TECHNOLOGY , PAYYANUR**

**ACADEMIC COUNCIL MEETING MINUTES**

**DATE: 24/09/2021**

**TIME: 10.30 AM**

**VENUE: PRINCIPAL'S CHAMBER**

**MEMBERS PRESENT**

- 1) Dr. Suresan Pareth, Principal
- 2) Prof. Raveendran K , HOD ECE & EEE
- 3) Dr. Somashekaran K K , HOD H&S
- 4) Dr. Susan Abraham, HOD CE
- 5) Mr. Sunder V , HOD CSE
- 6) Mr. Aswin P , AP ME

**Agenda:**

1. Rescheduling of S4 Contact Classes to 28<sup>th</sup> September
2. Commencement of S7 Online classes.
3. Other academic affairs.

The meeting commenced in the Principal's chamber at 10:30 am

The Principal briefed the agenda of the day's meeting. He informed that the contact classes for the IV Semester B. Tech and II Semester M. Tech scheduled on 27.9.21(Monday) will be rescheduled to 28.9.21(Tuesday).

The following decisions were taken in the meeting:

1. Tuesday will be working day for all.
2. The lab classes scheduled to be held in offline mode on 27.9.21(Monday) has to be rescheduled to 28.9.21 (Tuesday).
3. S4 CSE lab and M.Tech lab will not be conducted on 28.9.21 due to the online examinations scheduled on that day. If needed they may conduct the lab conveniently.
4. S7 classes will commence from 27.9.21 in online mode as planned earlier.

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

The meeting concluded at 12.00 PM.


Minutes Prepared by Dr. Susan Abraham, HOD CE

Copy to,

HOD's/Dean UG/AO

All faculty & staff

For the kind information to Secretary/President, SBSY

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

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

The minutes of the A/C meeting held on 01<sup>st</sup> October 2021.

Members present :-

1. Dr. Suresan Pareth, Principal
2. Prof. Dr. Manjula Bhanu Vikraman, Administrative Officer
3. Prof. K. Raveendran HOD, ECE & EEE
4. Dr. K. Somasekharan, HOD, S&H
5. Dr. Leena A V. UG Dean
6. Dr. Susan Abraham, HOD, CE , **Absent**
7. Mrs Mary Sonia George AP/ IQ&AC
8. Mr. Sujith .D, AP, SA & PO in charge.
9. Mr. Sunder Venkitachalam , AP/ & HOD - in charge, CSE
10. Mr. Lipin AP, HOD- in charge, ME department.
11. Mr. Abhilash Krishnan/ representing EEE dept, **Absent.**
12. Prof. Unnikrishnan PE.

The meeting commenced at 10 am.

The agendas are :

- 1) Disciplinary proceedings against the Librarian.
- 2) D A C report – Action of follow up
- 3) Explanation from staff / faculty with less attendance
- 4) Academic matters.

The decisions are:

1. Award of punishment:- The Librarian Mr. Prakash was awarded minor

  
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**ENGINEERING & TECHNOLOGY**  
**PAYYANUR, KANNUR**



punishment of suspension for 3 days from 5<sup>th</sup> to 7<sup>th</sup> October '21 along with a warning not to repeat the act of misbehaviour to his colleagues in future.  
(Action : AO & LCC)

2. D A C :- In accordance to the D A C report for defacing the College premises, the students are to be convinced of its consequences for violating Court verdict. The parents are to be informed on the show cause notice to be issued to the delinquent students. (Action : AO / HODs)
3. Attendance:- the Principal decided to obtain explanation from the staff / faculty members who have not attended the college for 10 days least out of the total of 12 working days of September '21, as Mondays, Wednesdays & Fridays are compulsory days for attendance, though it could be compensated with Tuesday & Thursday on requirement, till further circular ensues for those issued earlier on the subject. (Action : HODs)
4. Mapping:- of Chemistry subject for the coming months and semesters will be submitted as per the spanning of KTU program. (Action : HOD,S&H)
5. L O R:- Letters of recommendations shall be issued by the respective HODs in the proper format. (Action : HODs)
6. Consultant fee:- is to be fixed as a means of verification of certificate from former students who have been issued TC at least three years prior to the request for verification. (Action AO)
7. Library Committee:- NDLI Club is to be strengthened with coordinators including students / faculty representatives to enable students in getting Certificate of participation in webinars by downloading certificates by themselves from club portal for getting activity points. The listed faculty members for this purpose shall also nominate the students to this Committee.  
  
Mr. PremanandC, Mr.Aswin P, Mrs. Jinsha, Mr. Abhilash Krishnan,  
Mrs. Leena Narayanan (Action AO / Librarian & listed faculty)
8. Cheruvathur sub office :- will continue up to 8<sup>th</sup> October for admission purpose (Action : Admission Committee)

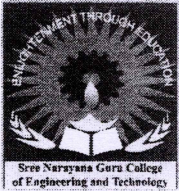
The meeting ended at 12-30 pm.

Prepared by Administrative Officer  
Principal



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





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

**SNGCET/AC/2020**

**04-06-2020**

**OFFICE ORDER**

**COLLEGE ACADEMIC COUNCIL**

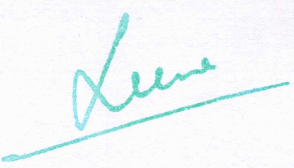
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3. Dr. K K Somasekaran, HOD S & H
4. Dr. Susan Abraham, HOD CE
5. Dr. Leena A V, Dean UG
6. Ms. Amitha IC, HOD CSE
7. Mr. Chandrajith E, HOD ME
8. Mr. Sujith D, AP CSE & SA
9. Mr. Unnikrishnan O, HOD Phy. Edu.
10. Ms. B.Mary Sonia George, AP CE
11. Mr. Abhilash Krishnan T K, AP EEE
12. Mr. Sumith, TPO

**To**

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

  
**PRINCIPAL**

  
**Dr. LEENA A V  
PRINCIPAL  
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PAYYANUR, KANNUR**



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

**SNGCET/HM/27/2020**

**Minutes of Academic Council Meeting Held on 14<sup>th</sup> September 2020**

**Members Present:**

Dr. V K. Janardhanan, Principal  
Dr. Manjula Bhanu Vikraman, Prof. & AO  
Prof K. Raveendran HOD, ECE & EEE  
Dr. K KSomasekaran, HOD S & H  
Dr. Leena AV. Dean UG Studies  
Mr. Chandrajith AP in/c of HOD Mech.  
Ms. Sreeraji, representing CSE  
Mr. Sujith, AP/Sys Admin

The meeting started at 2 pm. The Principal stated that the Milestones for the academic year 2020-21/ Odd semester is to be set forth. Dr. Leena responded that a draft on the same is presented herewith and the same was approved with the addition of the following programme.

The Administrative Officer said the following programmes are to be included:

- a) Project funding proposal. b) Sponsorship applications for workshop, tech fest and webinar. c) MOU proposals with industries.

Other decisions taken are: -

1. The names of faculty members along with subjects allotted for S1 is to be intimated to KTU. The System Administrator informed that the remapping can be done later on after new recruits are made on need based. Presently we can give names of existing faculty. **(Action 1, HODs and SA)**
2. Ms. Jithika, AP is to assist in NBA activities in lieu of Ms Amitha, who proceeded on leave for higher studies. **(Action 2, Ms Jithika, Dr. Leena)**
3. Laboratory staff will start work on display of boards, standards of performance of Lab etc in accordance to NBA criterion **(Action 3, lab staff of each departments, HOD)**
4. The calibration of civil lab equipment can be accepted as per quotation received. **(Action 4, HOD, Civil Department)**
5. Online classes are moving on with the existing and newly appointed faculty in the Moodle. All HODs reported that subjects have been allotted for the smooth functioning of Milestones for the AY. **(Action 5, HODs for follow up through Moodle)**
6. The content of the email received from the Secretary SBSY was discussed and resolved to adhere to with reference to:-



- a) Moodle training for online class – The System Administrator reported that the training was imparted to the new faculty on the last Sunday i.e., the 6<sup>th</sup> of September 2020.
- b) Planning workshop – Discussed and planned in today's meeting with a few incorporated activities (**Action 6, Dr. Leena**)
- c) Question Paper – Yet to be completed (**Action 7, all faculty**)
- d) Mentorship – to allot in CMS by HODs
- e) Online Seminar/Webinar – Three departments (EEE, ECE & Mechanical) not conducted so far. The Principal requested to take urgent action this regard. This will also boost our admission for the departments. (**Action 8, HODs of EEE, ECE & Mechanical Departments**)
- f) Admission campaign – The activities are going at the desired pace (**Action 9, all staff members of SNGCET**)
- g) PTA is to be reframed to include new members (**Action 10, Dr. Leena**)
- h) Training for Lab staff – Prof. Ravindran informed that video recording of lab classes with faculty on initial classes can be done from the workshop of each department (refer training by NIT Surathkal) (**Action 11, HODs**)
- i) The Principal said that a meeting on the matter will be conducted on Friday including the lab staff.

The meeting ended at 3 p.m

Prepared by AO



Principal

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

**SNGCET/HM/28/2020**

**Minutes of Academic Council Meeting Held on 25<sup>th</sup> September 2020**

**Members Present:**

Dr. V K. Janardhanan, Principal  
Dr. Manjula Bhanu Vikraman, Prof. & AO  
Prof K. Raveendran HOD, ECE & EEE  
Dr. K K Somasekaran, HOD S & H  
Dr. Susan Abraham, HOD, CE  
Dr. Leena AV. Dean UG Studies  
Mr. Chandrajith AP in/c of HOD, Mech.  
Ms. Mary Sonia George, IQAC  
Mr. Sujith, AP/Sys Admin & HOD in/c of CSE  
Mr. Abhilash Krishnan, AP, representing EEE  
Prof. Unnikrishnan, HOD, PT

The meeting started at 11 a.m. The Principal stated that the agenda to be discussed are:-

1. Milestones
2. Progress of Online classes
3. First Series Test for S3, S5 & S7
4. Admission status
5. Virtual lab progress
6. Any other points

**Discussions and decisions: -**

1. Milestones: - As the online classes started on 17<sup>th</sup> of August 2020 are ongoing and the related activities of the semester should be targeted and completed in a time bound manner stipulated by the KTU (**Action 1, All faculty members**).
2. Weekly report: - The Classes/ Modules completed for the week shall be reported through mail on each Saturday including the student attendance details and Google Meet report by each HOD (**Action, 2 all HODs**).
3. Mentorship: - Each faculty is allotted with respective roles with reference to their wards. (**Action 3, all faculty members**)
4. Assignments / Tutorial: - Concerned faculty are to assure that the assignment work is completed by each student in time. (**Action 4, All faculty members**)
  - a) Question paper uploading to be completed before 10<sup>th</sup> of October 2020 (**Action 5, All faculty members**)
  - b) Series Exam of 1hour/30 marks to be conducted between 12<sup>th</sup> and 14<sup>th</sup> of October (**Action 6, All faculty members**)



- c) Course progress plan is to be completed before the 30<sup>th</sup> of September including all elements decided in earlier meetings(**Action 7, Dr. Leena will apprise the newly recruited faculty on course plan**).
5. Minor course: - The list of students will be forwarded by Dr. Leena to System Administrator through proper channel to initiate course plan for conducting the same. The time table could be set to carry out the classes on Thursdays and Fridays. Prof. Ravindran, HOD/ECE will furnish feedback of the 26 students of ECE on the subject matter. Ms. Mary Sonia George will review the time table for the purpose of IQAC (**Action 8, Prof. Ravindran, Dr. Leena, Ms. Mary Sonia George and System Administrator**)
  6. Invigilation: - The invigilation duty allocation list for the next week shall be issued by HODs every Friday in CMS(**Action 9, all HODs**)
  7. Virtual Lab: - HODs are to direct the lab staff to conduct virtual lab in each department with proper guidance. (Refer previous meetings) (**Action 10, HODs and System Administrator for conducting the same**)
  8. Admission and Website: - Discussion on the prospects of admission and up-dation of periodic data if any required on the website was done and decided to direct all members of the faculty to actively involve in both activities. All members of the faculty and office staff are requested to periodically visit college website and propose suggestions/input if any to further improve the same. (**Action 11, all HODs faculty members and System Administrator**)
  9. Covid'19: - The War Room activities are to be supervised seriously as the **students forming groups in the campus** prior and after the examination may lead to unfortunate incidents leading to violation of protocol issued for Covid'19 pandemic(**Action 12, HOD Mech, Mr. Aswin, War Room Coordinator**).
  10. PTA: -The re-formation of the PTA is to be held on a meeting scheduled on 5<sup>th</sup> October 2020 (**Action 13, Dr. Leena, Mr. Sarath to arrange the programme**)
  11. Fee collection: - The list of pending students will be provided to the HODs for directing students to make payment at the earliest since the last date was 25<sup>th</sup> September. (**Action 14, HODs, Mr Vyjith for follow up, & Class Tutors**)
  12. P.T:- Since online classes are pending and students are not permitted to report at campus physical training activities are not taking place. The action taken as discussed in previous meetings to conduct online programmes for physical and mental well-being of the students shall be reported. (**Action 15, Prof. Unnikrishnan**)

The meeting came to an end by 1.10 p.m.

Prepared by AO

  
Principal

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

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

**SNGCET/HM/29/2020**

**Minutes of Academic Council Meeting Held on 9<sup>th</sup> October 2020**

**Members Present:**

Dr. V K. Janardhanan, Principal  
Dr. Manjula Bhanu Vikraman, Prof. & AO  
Prof K. Raveendran HOD, ECE & EEE  
Dr. K K Somasekaran, HOD S & H  
Dr. Susan Abraham, HOD, CE  
Dr. Leena AV. Dean UG Studies  
Prof. Mary Sonia George, IQAC  
Prof Sreeraji Narayanan, AP/CSE  
Prof. Abhilash Krishnan, AP, representing EEE  
Prof. Unnikrishnan, HOD, PT  
Prof. Aswin P AP/ME

The meeting started at 11 a.m. A review of few agenda points of the previous meetings were discussed like Milestones and fee collection. The following are the decisions taken: -

1. Supplementary students / tests schedule: - The concerned faculty shall reschedule the test series for supplementary students (**Action 1, concerned faculty**)
2. Minor course: - CSE & ECE will submit the weekly status / progress on the class and students after conducting series of tests (**Action 2, Both HODs**)
3. Milestones: - a) The calendar programmed by KTU shall be strictly observed. b) The weekly report shall be submitted periodically. c) Mentorship of number of students with names shall be reported in the next series. d) Question paper shall be uploaded on time (**Action 3, all faculty**).
4. Virtual Lab: - As the Mechanical department has initiated the introductory class by the workshop instructor, all the other departments shall immediately follow the same for which a slot on the time table for the next week shall be arranged by HODs for the lab technicians (**Action 4, all HODs**).
5. War room: - Mr. Aswin, AP in charge reported that it is being conducted as per protocol. The Principal directed that major preparations for War room and examinations should be done on the previous day itself. Principal suggested since we had appointed Prof Mithun also as war coordinator the duty can be shared in between both faculty. (**Action 5, Prof Aswin**).
6. Physical Training :- Prof. Unnikrishnan, reported that the module prepared in respective of mental and physical health for the students will be up loaded on Monday. (**Action 6, Prof. Unnikrishnan**)


  
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7. Identity for logging in Moodle : - Shall be created for a single lab instructor from each department for conducting virtual lab classes through Moodle. (**Action 7, Prof Sujith SA**)
8. Provisional Certificates: - Prof Sujith D has agreed to collect the provisional degree certificates of passed out S8 students from University. He is leaving for Trivandrum, to make available the Provisional Certificates of 8<sup>th</sup> Semester passed out students by next week. He has also made alternative arrangements for conducting the supplementary examination in the college. (**Action 7, Prof Sujith**)
9. Cross Mentoring: - Dr. Leena is entrusted with the task of forming a core committee by inducting at least two female teachers along with a member faculty of the concerned department to offer mentoring facility to students who are in need of it and to prevent outflow of weak students (**Action 8, Dr. Leena AV**).
10. Google Meet:-The HODs are authorised to conduct a google meet with the students to get introduced to the newly recruited teachers in their department. (**Action 9, all HODs**)

The meeting came to an end by 11.45a.m.

Prepared by AO

  
Principal



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

**SNGCET/HM/30/2020**

**Minutes of Academic Council Meeting Held on 16<sup>th</sup> October 2020**

**Members Present:**

Dr. V K. Janardhanan, Principal  
Prof K. Raveendran HOD, ECE & EEE  
Dr. K KSomasekaran, HOD S & H  
Dr. Susan Abraham, HOD, CE  
Dr. Leena AV. Dean UG Studies  
Prof Sujith D HOD/CSE  
Prof. Mary Sonia George, IQAC  
Prof. Abhilash Krishnan, AP, representing EEE  
Prof. Unnikrishnan, HOD, PT  
Prof Lipin K AP/ME  
Mr Sumit Hr & PO


The meeting started at 10 a.m. A review of few agenda points of the previous meetings were discussed like Milestones. The milestone will be modified according to the latest academic calendar of KTU. The following are the decisions taken: -

1. Admission of new BTech Students: Principal informed that the schedule of admission of CEE allotment of students has come. The schedule starts from 17<sup>th</sup> onwards and it was decided to coordinate the admission of students, by faculty and office staff. Each department faculty also will be verifying the students documents

**(Action: HODs/AO)**

2. Induction programme:- As per the circular from AICTE and KTU an induction programme for new students has to be organized like earlier years. This year the programme is to be conducted online. Principal suggested the council members to plan the Induction programme from 27<sup>th</sup> October. Dr Leena AV Dean UG studies will coordinate the programme in consultation with AO/HODs. Principal also informed that the draft programme to be submitted to Management by 22<sup>nd</sup> October.

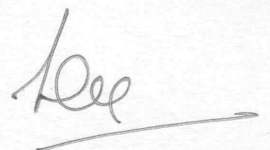
**(Action Dr Leena AV)**

  
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3. Online classes survey: - Online classes survey is to be submitted to University up to September 11<sup>th</sup>. All HODs are to submit the online survey of online classes in the given format and Prof Sujith D will consolidate and send to KTU. **(Action Prof Sujith D)**
4. Mentoring of students: - Mentoring of students is an essential process to make the students to regularly attend the online classes. Many parents also complained to the management that the students are not regularly attending the classes seriously. Principal requested all faculty and class tutors to focus more on mentoring. The core committee is to be formed as detailed in the previous meeting and to be informed. **(Action Dr. Leena AV)**
5. Staff meeting: - A staff meeting is to be organized with all staff members. Council members are of the view that all staff members sitting in the same hall is not advisable due to the present situation. It was suggested to meet department wise along with all council members. Principal suggested we will take a decision in the presence of AO.
6. Student's feedback: - Principal informed that we have to take a students' feedback to know the effectiveness of the online classes and also to know the academic performance of the faculty. Prof Sujith informed that a format is being worked out to get the feedback through students' login in CMS. **(Action Prof Sujith)**
7. Faculty requirement when new students come to college: - Principal informed the concerned HODs to request the additional requirements.

The meeting came to an end by 11.30a.m.



Principal



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

SNGCET/HM/31/2020

**Minutes of the Academic Council meeting held on 30<sup>th</sup> October 2020**


**Members Present:**

Dr. V.K Janardhanan, Principal  
Prof. Dr. Manjula Bhanu Vikraman, Administrative Officer  
Prof. K. Raveendran HOD, ECE & EEE  
Dr. K. Somasekharan, HOD, CE  
Dr. Susan Abraham, HOD, CE  
Dr. Leena A V. Dean UG Studies  
Prof. Chandrajith, HOD/ME in charge  
Prof. Sujith D HOD/CSE in charge  
Prof. Abhilash Krishnan, AP, representing EEE

The meeting started at 9.50 am. Principal enquired about the Orientation program to be conducted next week for the newly admitted students for the year 2020. The Presidential address will be requested to be done by the Secretary and the Program chart will be prepared by Dr. Leena, the Program coordinator of the program. The students and parents will be addressed by the Principal, Administrative Officer & HODs.

**Other decisions:-**

1. The students grouping from the third day shall be in 2 groups vis
  - a) CSE, EEE & ECE
  - b) ME & CE for the sake of convenience(Action : Dr. Leena)
2. The subjects of Physics and Chemistry shall be opted in different semesters of even and odd separately (Action: Dr. Somasekharan / S&H)
3. The M-tech classes will be started on 11<sup>th</sup> as the process of admission is still going on.

  
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4. Transfer Certificate:- Principal stated that before the request for TC is submitted to the Office for issuance, a proper report on the student's performance including his academic report and mentorship activities on the case shall be accompanied to discourage students dropping their studies
5. Cross mentoring:- The activity of cross mentoring is to be initiated urgently as it is observed that student's difficulties are not monitored aptly and timely resulting in their leaving college before obtaining degree. The Core Committee members are :

1. Ms. Subitha / AP – ECE
  2. Mr. Chandrajith / AP – ME
  3. Mr. Mithun AP / - EEE
  4. Ms. Sreeraji / AP – CSE
  5. Dr. Somasekharan / HOD S&H
  6. Dr. Leena A V /Dean UG Studies
  7. Dr. Susan Abraham
- } CE

Ms. Subitha will submit a monthly report on the activities in identifying the needy students, corrective measures adopted and its effectiveness.

6. Attendance:- All students are to be monitored for full attendance on the moodle and (Action to be recorded in the weekly report on Saturdays. (Action : HOD's)
7. Quiz program and different assignments are to be conducted to ensure students are adhering to their lessons (Action : All Faculty)
8. Monthly report :- Shall be submitted in the given format every 2<sup>nd</sup> of each month starting from October to ensure and increase quality of teaching and efficient learning process. (Action : HOD's)

The meeting ended at 11 AM.

Prepared by the Administrative Officer

  
Principal

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

SNGCET/HM/32/2020

**Minutes of the Academic Council meeting held on 9<sup>th</sup> November 2020**

**Members Present:**

Dr. V.K Janardhanan, Principal  
Prof. Dr. Manjula Bhanu Vikraman, Administrative Officer  
Prof. K. Raveendran HOD, ECE & EEE  
Dr. K. Somasekharan, HOD, CE  
Dr. Susan Abraham, HOD, CE  
Dr. Leena A V. Dean UG Studies  
Prof. Chandrajith, AP/ HOD/ME in charge  
Ms. Sreeraji, AP/CSE  
Prof. Abhilash Krishnan, AP, representing EEE  
Prof. Mary Sonia George/Sr. AP/CE

The meeting started at 12 pm. The Principal greeted all the participants to the meeting. The subject matter discussed and decisions taken:-

1. Series tests – As per the academic calendar the series tests are to be completed before the 30<sup>th</sup> of this month. Hence with reference to the Milestones of KTU, shortfall if any are to be overcome, the dates should be fixed for completion of series tests as 25<sup>th</sup>, 26<sup>th</sup> & 27<sup>th</sup> (All HOD's & System operator).
2. Weekly reports – are (a) to be included with remarks on completion or progress of previous modules or on modules conducted simultaneously (b) uniform (c) Attendance of students specified. (All HOD's & System operator).

  
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3. Class Status:- Principal enquired about the Class status of S3, S5 & S7. The HOD's reported that:

CE – is going on the 4<sup>th</sup> module.

CSE – is going on the 3<sup>rd</sup> module.

S&H – S3 & S5 is lagging for the time being on Mathematics which will be focused upon.

ECE – 4<sup>th</sup> Module is initiated.

ME : Lagging a bit on certain subjects yet hopefully moving at a better pace.


EEE – Third module started. Everybody agreed that series tests will continue. (All HOD's & System operator).

4. Monthly report – The report in accordance to the proforma will be submitted immediately as mentioned in the previous meeting. (All HOD's & System operator).
5. S1 classes – The Orientation classes will be extended to the next week till regular classes begin as per the KTU Calendar. The subjects of Maths & Physics will be given due importance (Action: Dr. Leena)
6. PG program – The M-Tech classes are to start on 9<sup>th</sup>, therefore as some students have joined, a google meet will be carried out with them today by Prof. Mary Sonia George Sr. AP/CE. (Action: The PDF of the syllabus will be uploaded by Prof. Mary Sonia George thereof)
7. Charge of HOD:- Citing stress related reasons Prof. Chandrajith has requested for relieving him from the charge of HOD duties of Mechanical department. Hence Ramprasidh A / AP is hereby directed to take the charge of the department as of date. Separate proceedings will follow.
8. Audit:- The Internal account audit report preparations per the directions is to be completed today which will be done, Ms. Mary Sonia George reported (Action: Mary Sonia George/AP)

9. Time Table:- The Class schedule for the month of November will be arranged from 16<sup>th</sup> to 27<sup>th</sup> as per Milestones (Action: Dr. Leena)

The meeting ended at 12.40 pm.

Prepared by the Administrative Officer

  
Principal



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

SNGCET/HM/33/2020

**Minutes of the Academic Council meeting held on 13<sup>th</sup> November 2020**

**Members Present:**

Dr. V.K Janardhanan, Principal  
Prof. Dr. Manjula Bhanu Vikraman, Administrative Officer  
Prof. K. Raveendran HOD, ECE & EEE  
Dr. K. Somasekharan, HOD, CE  
Dr. Susan Abraham, HOD, CE  
Ms. Mary Sonia George, QAC  
Prof Sujith .D AP/System Admin & HOD in charge CSE  
Prof. Ram Prasidh .A, AP & HOD/ in charge ME.

The meeting started at 12 pm. The Principal greeted the participants and stated that:-

1. A time table for the orientation programme that is to be scheduled for the whole of next week is to be prepared today itself. (Action 1: Dr. Leena)

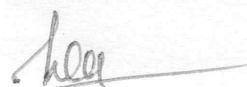
The common subjects like Mathematics, Engineering Physics, Linear Algebra & Calculas, Basics of Civil Engineering, Life Skill, Engineering Graphics and Basics of Mechanical Engineering will be the subjects on focus till 27<sup>th</sup>.

2. Attendance of students should be compulsorily marked through Moodle. (Action 2: All Faculty)
3. Series tests questions should be uploaded on 23<sup>rd</sup> (Action 3: All Faculty)
4. Monthly report to be forwarded today itself for onward Transmission (Action 4: All HODs)
5. Weekly report to be submitted before Monday (Action 5: All HODs)

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

6. The Principal informed that henceforth all representations / complaints should be forwarded only through proper channel as the Management has taken a serious view of the direct approach method adopted by a few Staff. (Action 6: All Staff & Faculty members)
7. The student feed back schedule is being uploaded for further action, SO reported (Action 7: All Faculty)
8. The Principal reminded that all related emails should be promptly replied by recipient as the subject matters dealing with the University are to be replied on a time bound manner (Action 8: All Faculty, SO)
9. Invigilation / Valuation duty is to be complied with by the concerned as it is a University commitment & part of duty. [Order dated 24.6.2020 & 10.10.2020 may be referred] (Action 9: All Faculty)
10. Google meet is to be conducted by all Faculty members for their respective subjects for which individual link can be created. (Action 10: All Faculty)
11. The IQAC portal will be enabled shortly, the SO stated for the purpose of furnishing reports. (Action 11: Ms. Mary Sonia George AP, & SO)

**Prepared by the Administrative Officer**

  
**Principal**



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

SNGCET/HM/34/2020

**Minutes of the Academic Council meeting held on 20<sup>th</sup> November 2020**

**Members Present:**

Dr. V.K Janardanan, Principal  
Prof. K. Raveendran HOD, ECE & EEE  
Dr. K. Somasekharan, HOD, CE  
Dr. Susan Abraham, HOD, CE  
Dr Leena AV, Dean UG studies  
Prof Sujith .D AP/System Admin & HOD in charge CSE  
Prof. Mary Sonia George, IQAC Coordinator  
Prof. Ram Prasidh .A, AP & HOD in charge ME.  
Mr Sumit HR & PO

The meeting started at 12 pm. The Principal greeted the participants and stated that:-

1. Conducting of 2nd series test was discussed. Principal sought the views of class status from HODs. All HODs informed that most of the courses 4 modules will be completed before the 2nd series. Few courses in the 3 plus modules. Principal told council members that question paper should be uploaded by 23rd November and the questions to be asked only from the completed portions. Principal requested Dr Leena AV to prepare the time table for 2nd series test. (Action: Dr Leena AV/HODs/Faculty)
2. All HODs briefed the class status. Few courses are lagging since these courses are started late. The semester examinations as per the time table published by the University will start after Christmas vacation and as per the academic calendar the classes ends by the 10th December. Principal asked all HODs to review the class status and verify in Moodle and ensure the modules are completed in time. (Action: HODs)

3. All supplementary comprehensive examinations to be completed before 24th November and report to be sent to University. This may be informed to concerned tutors/faculty and actions to be taken to schedule the comprehensive examination and invite the external examiner.
4. Principal informed the number of admission this year also not meeting the requirement of 50% for NBA prequalification. Dr Leena AV informed state government higher education department is also coming out with state level accreditation and the process and files submission will be almost same. Hence whatever work we have done for NBA will be suitable for state accreditation process also.
5. Henceforth monthly reports only will be submitted by HODs and the class status will be updated in CMS by the faculty and it can be verified online. The class status updating shall be verified by the concerned HOD and any lagging must be informed to the faculty and to make up the classes.
6. Dr Leena AV Dean UG studies informed about the uploading of class videos and other course programmes in Moodle for first year students in branch wise. She told since the classes are taken in two batches the branch wise uploading of videos will be a duplication of work and uploading provision in Moodle may be changed to batch/class wise instead of branch wise. Prof Sujith HOD/CSE informed that this will be verified and if feasible will be implemented.

(Action: Prof Sujith, HOD/CSE)

7. The Principal informed that the valuation duty is coming for all the faculty members. Camp officer informed me that the paper can be collected and the valuation can be done from home. The collection and returning of answer scripts should be done utmost caution and and it should not be misplaced.

  
Principal



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

SNGCET/HM/34/2020

**Minutes of the Academic Council meeting held on 27<sup>th</sup> November 2020**

**Members Present:**

Dr. V.K Janardhanan, Principal  
Prof. Dr. Manjula Bhanu Vikraman, Administrative Officer  
Prof. K. Raveendran HOD, ECE & EEE  
Dr. K. Somasekharan, HOD, CE  
Dr. Susan Abraham, HOD, CE  
Ms. Mary Sonia George, QAC  
Prof Sujith .D AP/System Admin & HOD in charge CSE  
Prof. Ram Prasidh .A, AP & HOD/ in charge ME.  
Mr. Sumith, Placement Officer.

The meeting started at 12 pm. The following matters were discussed and decisions taken:

1. Time table:- is hereby finalised and approved for the coming weeks. (Action: All Faculty)
2. Caution deposit:- can be released from Monday onwards for the outgoing students. The HODs are directed to forward an estimate of liability created by these students, before evening (All HODs)
3. KTU Progress:- The Time table (Orientation class) for the forthcoming weeks are to be informed to the new students, as received from KTU & instruct them to watch on KTU facebook (Action: All Faculty)
4. Series test:- To be scheduled urgently as per KTU stipulations (Action: All Faculty)
5. Module scheduling / Course progress:- With the given human resources, the Faculty should observe the KTU syllabus / Calendar in the chronological order of Modules set forth. All HODs should observe the Science & Humanities subjects for its progress in their classes. The M-tech course progress should be monitored by Ms.

  
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**PAYYANUR, KANNUR**


Mary Sonia George for which enable option may be given (Action : All HODs , Ms. Mary Sonia George &SO)

6. Monthly report :- a) To be submitted compulsorily by HODs within 7<sup>th</sup> of each month (Action :-All HODs) b) the solved question papers will be included as a criteria in the next month proforma (Action :- All HODs)
7. Moodle/Online classes: 1) Improving the Lab classes is very much essential to prepare the students for the exams (Action : All HODs) and to report on action taken by next week  
  
2) Increasing the content of teaching by giving notes, PPT etc to students to enable better readiness for approaching exams. (Action: All Faculty)  
  
3) The online classes on Moodle should be attended strictly from December 1<sup>st</sup>.  
The students are to be informed (Action :- All Faculty & SO)
8. Placement :- The Placement Officer reported that several offers could not be met by the students due to lack of accreditation for the institution. The Principal directed that placement offers are to be searched in nearby locality. Local based companies for the students of the college can be sought for placement of recently outgoing students. Monthly report on POs activities should be continued.

The meeting ended at 01-10 pm.

**Prepared by the Administrative Officer**

  
**Principal**

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



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

SNGCET/ACM/36/2020

Academic Council meeting dated 11<sup>th</sup> December 2020

**Members Present:**

Dr. V.K Janardanan, Principal  
Prof. Dr. Manjula Bhanu Vikraman, Administrative Officer  
Prof. K. Raveendran HOD/ ECE & EEE  
Dr. K.K Somasekharan, HOD/ CE  
Dr. Susan Abraham, HOD, CE  
Dr. Leena A V. Dean UG Studies  
Prof. Ram Presidh, HOD/ ME in charge  
Dr. Leena A.V / UG Dean  
Prof Lipin, AP, ME.

The meeting started at 11am. The main points discussed are as follows.

1. College re-opening:- As the College would be re opening on December 28<sup>th</sup> for S7 students the **(a)** time table should be renewed for contact classes, online classes & Lab classes.

The time table should focus specifically on failed subjects in the previous years for the purpose of contact classes **(b)** Solved questions & answers are to be given for each lessons for enriching subject knowledge. **(c)** Quizzes should be followed atleast module-wise for enabling the students for competitive exams. It may be noted that Questions/Answers/Quiz methods are also a reviewing process of the students' confidence to appear for University / public exams **(d)** Revision classes should also be included in the time table.

The time table shall be submitted by the HODs before Monday.  
(Action: All HOD & Faculty)

  
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2. Student interaction:- The Principal stated that the Management has directed for an interaction with the student leaders. The activities of certain students has ended in poor admission for the current year. The internal discipline has been negatively affected and various damages are done to the college property. Maintenance work was obstructed, walls are scribbled with paintings, posters are hung in the campus and other students are discouraged from studying. Prof. Raveendran HOD stated that the student leaders should be held responsible for loss sustained. Many students have even left the institution, to join neighboring colleges due to the lack of discipline. The students union should be directed towards developmental and academic activities alone. As this institution is giving sustenance to many the college should move on as a seat of learning for the future. Prof. Somasekharan stated that visible politics should be avoided within the campus. Dr. Leena, Dean UG studies also agreed that students should concentrate more on studies rather than untoward activities. Dr. Susan Abraham (HOD), Prof. Sujith Devadasan (HOD), Prof. Ram Prasidh (HOD) & Prof Lipin (Staff Advisor) agreed that peaceful & congenial atmosphere is the need of the hour for the students while in the campus. Hence a meeting with the student leaders is proposed at 2 O' clock today.
3. Student groups:- The UG Dean suggested that meritorious students are to be grouped for delivering and sharing knowledge to weaker students to improve upon the latter's capability to appear for exams. Hence it is decided that all departments are to form students groups for this purpose. (Action:- All HODs)



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4. Discontinuing the course:- the Management has expressed great concern over a large number of students dropping out in the middle of the course. The data shows that

2015-2019 : 57 nos. dropped out of 185 students / per year.

2016-2020 : 21 nos. „ „ 141 „ / per year.

The UG Dean stated that specific training of students are needed at certain levels for this to improve. The Principal stated that student-teacher relationship should be enhanced and a few subjects should be selected by each department and given additional / extra / coaching for results to improve. Each HOD will decide on the methodology and report on action within a week through the UG Dean (All HODs & UG Dean)

The meeting ended at 12 pm.

Prepared by the Administrative Officer

  
Principal

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

SNGCET/ACM/37/2020

Academic Council meeting held on 18-12-2020

**Members Present:**

Dr. V.K Janardanan, Principal  
Prof. Dr. Manjula Bhanu Vikraman, Administrative Officer  
Dr. K.K Somasekharan, HOD/ CE  
Dr. Susan Abraham, HOD, CE  
Dr. Leena A.V / UG Dean  
Pro. Mary Sonia George, IQAC  
Prof Sujith D HOD/CSE in charge  
Prof. Ram Prasidh, HOD/ ME in charge  
Prof. Abhilash Krishnan, AP, representing EEE  
Prof. Unnikrishnan .O, HOD / PE.  
Mr. Sumith, Placement Officer.

The meeting started at 11 am.

The Principal greeted the participants and enquired about the time table for the coming weeks. The Principal stated that all the Faculty members are to initiate actions in uploading the Course progress without waiting for instructions. Any inertia will be viewed seriously. The following decisions were taken and facts reported.

1. S1:- Prof. K.K Somasekharan reported on the progress of Modules for S1 Semesters. Regarding Physics subject the 1<sup>st</sup> & 2<sup>nd</sup> modules will be completed shortly and 2 Lab classes are done one through Google Meet. Maths classes are going on 3<sup>rd</sup> module. Life skill subject will be soon entering the 3<sup>rd</sup> module and Civil & Mechanical subjects have covered almost 70% with ECE at 60%. ( Action: HOD, S&H)


  
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2. Solved Questions/Quiz:- Principal stated that it should compulsorily be done as the ultimate aim is good results for the students. It is also a monitoring system on the teaching / learning process. The monthly report reveals that some faculty members have marked it at Zero level for which they are answerable as it will certainly affect the students' performance in exams. ( Action: All HODs )
3. S7:- Contact classes are announced by KTU and the 118 students are to attend College on the reopening day. Buses will be plying for them and the food arrangements, if needed will be made as per requirement. Further instructions will follow. ( Action : AO / Class Tutors, Office Staff )
4. Covid Protocol:- Instructions on the subject will be issued by the UG Dean on the precautions to be observed by the S7 students while at College. (Action: UG Dean)
5. Revision classes:- Dr. Leena said that if revision classes could be conducted from January 9<sup>th</sup> to February end by uploading atleast 40 questions based on lessons in the module, results will definitely improve. ( Action :- All Faculty )
6. CGPA:- The System Administrator said that our students should be kept informed on the levels of obtaining of required CGPA and its accumulation during the course period. The Principal stated that it is with regret that one need to realize that during the course period with 110 nos. of students, 80 nos. discarded studies and only 33 had rejoined. This should be avoided at all costs and each Faculty should put in efforts to improve results and motivate students instead of spoiling their future. ( Action:- SA will conduct awareness class on CGPA, batch wise)
7. Placement:- Mr. Sumith reported that he has sent proposals to five companies for placements. The students are directed to register in WIPRO, and follow up will be submitted fortnightly on all activities.

The meeting ended at 11-45 a m.

Prepared by the Administrative Officer

  
Principal  
Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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**SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY,**  
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SNGCET/HM/38/2020

**Minutes of the Academic Council meeting held on 28<sup>th</sup> December 2020**

**Members Present**

Dr. V.K Janardanan, Principal  
Prof. Dr. Manjula Bhanu Vikraman, Administrative Officer  
Prof. K. Raveendran HOD, ECE & EEE  
Dr. K.K. Somasekharan, HOD, CE  
Prof Sujith.D AP/System Admin & HOD in charge CSE  
Prof. Abhilash Krishnan, AP, representing EEE  
Prof. Shilpa AP/ CE  
Prof. Ram Prasidh .A, AP & HOD/ in charge ME.  
Prof. Unnikrishnan .O, HOD / PE.  
Mr. Sumith, Placement Officer.

The meeting started at 11 a.m. The Principal welcomed the participants and the Government Order with document no./dt/TVM/ Approved date of Government of Kerala was discussed for implementation. The decisions taken are:

**1. Attendance:-**

All Faculty and staff to attend College everyday from 28<sup>th</sup> December 2020  
(Action : All faculty)

**2. Shift system:-** need not to be implemented as the students are few in numbers (118 nos.) & the attendance is not compulsory. The time scheduled is 8-45 am to 4 pm. All HODs are to inform before Thursday on the Students' anticipated percentage of attendance. (Action : All HODs)

  
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3. Hostel:- a room will be allotted to each student as per protocol. The wardens are to take action in sanitizing & cleaning the hostel premises. (Action : Wardens of both hostel)
4. Plying buses:- The additional buses will be made available from 4<sup>th</sup> as per the Students' List of attendees, received from HODs before Thursday. (Action : All HODs)
5. Time table:- is to be re-scheduled from January 4<sup>th</sup> to 15<sup>th</sup> for S7 for offline classes including Lab. The Labs are to be prepared as per Covid protocol. The online classes will continue from the campus. (Action : All HODs & Lab Staff)
6. Module of S7/Contact classes/ :- The progress of S7 modules are reported by all HODs
 

|         |   |                                                                  |
|---------|---|------------------------------------------------------------------|
| ECE/EEE | - | 5 <sup>th</sup> module is completed – Revision classes initiated |
| CSE     | - | Going on 6 <sup>th</sup> module                                  |
| CE      | - | Going on 5 <sup>th</sup> module.                                 |

S1 classes are moving at the desired pace, all HODs reported.
7. Covid Protocol:- (1) Sanitizers will be placed in front of each class (S7), (2) Mr. Rakesh will thermal scan the students at the entry point of campus every day morning. (3) The class monitors will supervise the students in their class for strictly observing the Covid protocol behavioural pattern. (4) UG Dean will arrange to put up posters at crucial points. (5) Drinking water should compulsorily be brought by each individual to reduce risk in the pandemic situation. (6) The water cooler is to be serviced and put to proper use. (7) The

  
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HODs will educate the Students' attending College on the current situation and the protocol to be adopted. (Action : All concerned)

8. Placement :- Urgent action will be taken by Mr. Sumith to collect address from Software / Hardware companies from Kannur/Thalassery/ Payyanur etc and communicate to students' and report. (Ref. A/c meeting dtd. 18-12-2020)  
(Action : PO)
9. CGPA :- SO is to report on the class conducted (Ref A/c 18-12-2020)
10. Report:- The UG Dean may refer A/c dtd. December 11<sup>th</sup> on item (4) and submit the respective report.

The meeting ended at 12 pm.

Prepared by the Administrative Officer

  
Principal

  
Dr. LEENA A V  
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SNGCET/HM/39/2020

**Minutes of the Academic Council meeting held on 01<sup>st</sup> January 2021**

**Members Present**

Dr. V.K Janardanan, Principal  
 Prof. Dr. Manjula Bhanu Vikraman, Administrative Officer  
 Prof. K. Raveendran HOD, ECE & EEE  
 Dr. K.K. Somasekharan, HOD, CE  
 Prof Sujith.D AP/System Admin & HOD in charge CSE  
 Prof. Saritha Sasindran Asst. Prof. (representing CE)  
 Prof. Ram Prasidh .A, AP & HOD/ in charge ME.  
 Prof. Unnikrishnan .O, HOD / PE.

The meeting started at 11 am. The Principal welcomed the participants to the meeting.

Review of previous Minutes.

1. Item 8 & 10 of Minutes 28<sup>th</sup> December, report not submitted (Attention UG dean and PO)

Also refer the minutes of 11<sup>th</sup> & 28<sup>th</sup>.

2. Prof. sujith to report on the progress of CGPA.

The following agendas and decisions taken:

1. Semester 7 – Contact Classes and the manner to be conducted was discussed. The participants agreed mutually that a proper plan is to be drawn out for students while starting College from 4<sup>th</sup> January (a) the portions remaining should be completed during this period (b) revisions should be conducted through tutorials viz. sessions of discussion on University questions of previous years in the class rooms (c) Lab classes should be simultaneously conducted to avoid crowding of students. (Action all HODs)

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**PAYYANUR, KANNUR**

2. Arrangements of Class rooms:- (a) All Protocol should be strictly adhered to maintain social distance. The three departments ME, CSE & CE shall arrange desks & chairs in such a manner to accommodate only 2 students in a bench. (b) The time table should be scheduled accordingly (Action: All HODs)
3. Examination:- Kindly refer KTU/AD (Exam)/2365/2020 dt. 23-12-'20 of CE. Hereby the KTU will treat the maximum mark as 70% of maximum mark and is applicable only for regular students, and the end Semester exams will be on conventional\_mode with aduration of 2 hrs and 15 minutes. However the reduced max mark and the exam duration is not applicable for supplementary candidates. The Faculty will multiply the marks in the portal with 1.42857 to reach the final marks. (All HODs)
4. Google meet :- All departments will meet with the students on google to appraise on matters concerning (a) fee payment. (b) Classes (c) refreshment (d) hostel (e) transportation facility (Action : All faculty & Class Tutors)
5. Conducting class:- the internet Lab of College shall be utilized during online classes. If necessary personal laptops can be connected to the terminals in the Lab (Action:SO)
6. Refreshment:- Class Tutors are to inform students on the item (7) of Academic Council minutes dt. 28<sup>th</sup> December '20. It is reminded again that provision for food and water shall be made available by the student for himself/herself to observe Protocol of COVID. However snacks and lunch will be provided at the minimum level for which token shall be obtained after payment on a daily basis before 9-45 am from the respective counter (Action : Class Tutors & Mr. Hareesh).
7. Hostel:- Only 9 students have requested for hostel facilities through their Tutors and facilities are arranged (Action: Tutors to inform these students)

The meeting came to an end at 12-15 pm.

Prepared by the Administrative Officer

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

  
**Principal**



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

SNGCET/HM/40/2020

**Minutes of the Academic Council meeting held on 08<sup>th</sup> January 2021**


**Members Present**

Dr. V.K Janardanan, Principal  
Prof. Dr. Manjula Bhanu Vikraman, Administrative Officer  
Prof. K. Raveendran HOD, ECE & EEE  
Dr. K.K. Somasekharan, HOD, S&H  
Dr. Susan Abraham, HOD, CE  
Dr. Leena A V. Dean UG Studies  
Ms. Mary Sonia George, QAC  
Prof Sujith.D AP/System Admin & HOD in charge CSE  
Prof. Ram Prasidh .A, AP & HOD/ in charge ME.

The meeting started at 11 am. The Principal enquired about the ongoing contact session of S7 classes and enquired about the timely submission of monthly report before evening. Decisions take are as follows:

**1. Contact classes for S7:-**

- a) CE department:- HOD reported that the lab classes are almost over and classroom teaching will be finished by Wednesday. Project work are also nearing the end.
- b) ME department:- Lab classes are completed and module will be finished by next week.
- c) ECE department:- Lab classes are over and simultaneously contact classes for one hour is being done.
- d) EEE department:- Lab classes are over and simultaneously contact classes for one hour is being done.
- e) CSE department:- Lab classes are completed. Two and one fourth module to be finished as two Faculty members discontinued their service during the month. (Action : HODs)

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

2. Time table:- The revision classes are to be initiated urgently for S7 as only few days are left to complete contact classes. The time table shall be forwarded before evening. (Action :HODs)
3. Contact classes for S5:- Classes will start from 18<sup>th</sup> up to 30<sup>th</sup> of January and the students will be informed by the tutors. Saturdays dated 23<sup>rd</sup> & 30<sup>th</sup> are included in the contact classes (Action: Tutors)
4. Time table for S5:- Should be set for the above mentioned days taking into consideration the course progress, Lab classes and other activities if any before Wednesday. (Action HODs)
5. CGPA:- Principal stated that the CGPA of Semester 7 students are to be closely monitored and the weaker students are to be identified. The names of subjects and their numbers should be identified and focus given to these in accordance to the particular student to improve upon their CGPA. The CGPA list shall be downloaded by each HOD. The UG Dean shall monitor and report urgently on the matter (previous minutes may be referred) (Action :HODs)

The meeting ended at 12 pm.

Prepared by Administrative Officer

  
PRINCIPAL

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

SNGCET/HM/41/2020

**Minutes of the Academic Council meeting held on 15<sup>th</sup> January 2021**

**Members Present**

Dr. V.K Janardanan, Principal  
 Prof. K. Raveendran HOD, ECE & EEE  
 Dr. K.K. Somasekharan, HOD, CE  
 Dr Susan Abhraham, HOD/CE  
 Dr Leena AV, Dean UG studies  
 Prof Mary Soniya George, PG Coordinator  
 Peof Ram prasidh, HOD/ME  
 Prof Sreeraji Narayanan, AP/CSE  
 Prof. Unnikrishnan .O, HOD / PE.  
 Shri Sumit, HR&PO



The meeting started at 11 am. The Principal welcomed the participants to the meeting. Review of previous Minutes.

1. Semester 7: Contact Classes for S7 has almost completed as per the time table. All lab experiments have been completed and Lab exam also completed. Dr Leena AV informed as per the KTU calendar the attendance and internal/lab marks of S7 has to be published on 27<sup>th</sup> January. Prof Mary Soniya George informed the internal marks uploading in KTU portal is from 2<sup>nd</sup> to 6<sup>th</sup> February. Principal requested all HODs to make note of this and act accordingly. (Action all S7 Faculty/HODs)
2. Semester S5: Principal informed as per the KTU calendar the S5 contact class schedule is from 18<sup>th</sup> January to 6<sup>th</sup> February. Principal also suggested the same procedure adopted for S7 students to be followed for S5 students also. As per Covid19 safety protocol the students to be screened verifying their body temperature. All class rooms to be made ready as per the social distancing protocol. (Action: AO/HODs). HODs informed the time tables for S5 contact classes are ready.

  
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3. S4 results: The University has published S4 results based on the norms of 4.33 CGPA up to 3<sup>rd</sup> semester. Students passed in all subjects who have CGPA of 4.33 up to 3<sup>rd</sup> semester. The full pass percentage is 65%. 42 students could not get 4.33 CGPA up to 3<sup>rd</sup> sem. Dr Leena AV Dean UG studies has made an action plan to make them attain the minimum CGPA of 4.33 in consultation with HODs and class tutors. The action plan is being implemented the class tutors and HODs of the departments. Same action plan is proposed for S6 results also. (All S5 Tutors/HODs)
4. S1 improvement examination: The S2 results have not published. University has proposed improvement examination for S1. The students can register for two improvement examination and improve their grade points in the passed subjects in order to improve their SGPA. Principal requested all HODs to inform their students to register for the improvement examination. (Action HODs/S1 tutors)
5. First series test for S1 UG and PG: As per the University academic calendar the first series test for S1 both UG and PG has to be completed before January 23<sup>rd</sup>. Accordingly it is decided to conduct the first series test for S1 UG and S1 PG from 21<sup>st</sup> January to 23<sup>rd</sup> January through online. The time table for the series test to be prepared by the department exam coordinators and the consolidated time table will be prepared by Prof Shipla Valsakumar, AP/CE.
6. Refreshment and Lunch: Class Tutors are to inform S5 students on the lunch and refreshment scheme being implemented inside the campus. It would be better if the students bring food and water for himself/herself to observe Protocol of COVID. However snacks and lunch will be provided at the minimum level for which token shall be obtained after payment on a daily basis before 9-45 am from the respective counter (Action: Class Tutors & Mr. Hareesh).
7. Hostel: Hostel facility will be available for students as per the requirements. (Action: Tutors to inform these students).

The meeting came to an end at 12-00 pm.

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

SNGCET/HM/40/2021

**Minutes of the Academic Council meeting held on 22<sup>nd</sup> January 2021**

**Members Present**

Dr. V.K Janardanan, Principal  
Prof. Dr. Manjula Bhanu Vikraman, Administrative Officer  
Prof. K. Raveendran HOD, ECE & EEE  
Dr. K.K. Somasekharan, HOD, CE  
Prof Sujith.D AP/System Admin & HOD in charge CSE  
Dr. Susan Abraham, HOD, CE  
Dr. Leena A V. Dean UG Studies  
Prof. Sunder .V / CSE  
Prof. Ram Prasidh .A, AP & HOD/ in charge ME.  
Mr Sumit HR & PO

The meeting started at 11 am. The Principal enquired about the course progress, especially of S7 as exams are approaching. Each HOD reported that portions are completed for S7 and the HOD ME reported that the pending portions will be completed by him before 27th January. The following are also discussed:

1. S7 exams:- The internal marks are to be uploaded from February 2<sup>nd</sup> to 6<sup>th</sup> on the KTU portal. (Action: HODs, UG Dean)
- (a) Tutors are to publish the internal marks and attendance of S7 students before 27<sup>th</sup> January and inform the students (Action: class advisors/HODs)
2. S1 exams:- Series tests are going as on targeted. From 29<sup>th</sup> onwards special improvement university exams for S3 students (of S1 subject) will start. (Action: Prof Sunder V)

  
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PRINCIPAL  
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3. S5 Contact class:- It is noted with regret that the attendance is at a poor level by the S5 students. As on today the attendance is 22/49 CE, 7/37 CSE, 0/4 EEE, 1/30 ME, with full attendance of ECE. The total attendance is 41 out of 139 students. Council decided to conduct an urgent PTA meeting (preferably the next working day) to redress the issue. (Action: Secretary/PTA)
4. S3 Contact class:- The time table is to be prepared before 28th January since the S3 contact classes are starting on 1st February (Action: HODs)
5. Transference of charge:- As Prof. Sujith, System Admin & HOD CSE is proceeding on leave, Prof. Sunder.V will be taking over charge of both capacities. Separate Proceedings are being issued by Principal.
6. Co-ordinator:- For KTU exams related works, Prof. Manuraj will assist Prof. Sunder upon the latter's taking charge of SA post. Prof. Sunder & Prof. Manuraj will themselves be informed about the works involved.
7. Placement:- The PO should do regular google meet classes with the students to imbibe positivity and motivate them while appearing for exams. They are to be well equipped for interviews and HR training should be arranged. The reports should include executed plans and not merely proposals or plans.

The meeting ended at 12.15 pm.

**Prepared by the Administrative Officer**

**Principal**

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

SNGCET/HM/50/2021

**Minutes of the Academic Council meeting held on 12<sup>th</sup> July 2021**

**Members Present:**

Dr. Suresan Pareth, Principal  
Prof. Dr. Manjula Bhanu Vikraman, Administrative Officer  
Prof. K. Raveendran HOD, ECE & EEE  
Dr. Gangadharan Nair, HOD, ME  
Dr. K. Somasekharan, HOD, S&H  
Dr. Susan Abraham, HOD, CE  
Dr. Leena A V, UG Dean  
Prof. Unnikrishnan, PE  
Mr. Sujith D, AP, SA & PO in charge.  
Mr. Sunder Venkitachalam, AP/ & HOD CSE in charge

The meeting started at 2 pm. The agendas are:

1. Formation of various committees
2. Other matters related to academics

Initially the Principal said that lagging portions in respect of subjects, both modules as well as lab classes of S6 are to be completed within 23<sup>rd</sup> of this month as examinations are to start on August 2<sup>nd</sup>. The Principal also reminded that the questionnaire on S6 are to be uploaded to KTU before 15<sup>th</sup> of July 2021. This was followed by decisions taken on agendas.

1. Formation of committees:
  - a) Sports Council will be formulated on a later date based on guidelines. (Follow up: Prof Unnikrishnan)
  - b) Academic Council will continue as per the present structure
  - c) Planning and Monitoring Committee: will be formulated including HODs, IQAC Coordinator, Management Representative, External, Research and Industry representatives

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

- d) Career Guidance and Placement Cell: Mr. Sujith D as Coordinator, Mrs, Shilpa, Ms. Swetha Pai, Mr. Manu, Mr. Chandrajith and Mrs. Srindhuna are to be included.
- e) Anti-ragging Committee: Prof. Raveendran will be the Chairman and Mrs. Mary Sonia will be the Convenor. Other members are Dr. Leena, Dr. Somasekharan, Mr. Chandrajith and Mr. Sujith. D. This committee shall include representatives from Police department, Media, PTA and Students.
- Dr. Leena as Convenor of squad shall function along with Mr. Aswin, Mr. Chandrajith, Prof. Unnikrishnan, Mrs. Jithika, Mr. Dhanraj and Mr. Vilas.
- f) Women Grievance Cell: Dr. Susan Abraham will head this Cell along with Mrs. Saritha, Mrs. Bushara, Mrs. Jithika and Mrs. Soujisha.
- g) Disciplinary Committee: Prof. Raveendran as Chairman and Mrs. Mary Sonia as Convenor, Dr. Somasekharan and Mr. Chandrajith are to be members of the Disciplinary Committee and has to be reconstituted according to APJKTU directions if needed.
- h) SC/ST Committee : will be constituted with a Convenor, a lady staff two faculty members and two students on a later date.
- i) Internal Complaint Committee: Dr. Gangadharan will act as the Chairman and Mr. Lipin, Staff Advisor will be the Convenor with Mrs. Sharija, Mr. Nikhil, Mrs Leena Narayanan and Mrs. Archana.
- j) Library Committee: Mr. Sujith D as coordinator will function along with the librarian Mr. Prakasan, Mrs. Sangeetha, Mrs. Jinsha, Mrs. Subhitha, Mrs. Bindiya, Mr. Lipin and Mr. Manu.
- k) Extra-curricular Committee: Mr. Lipin as coordinator and Mrs. Shilpa, Mrs. Praveena, Prof. Unnikrishnan, Mrs. Jinsha and Mr. Nikhil are included.
- l) Hostel Committee will include male and female wardens in respect of each hostel along with resident teachers and students, separately for each hostel.
- m) Amenities Committee: AO shall be the management representative, Prof. Unnikrishnan, Mr. Vyjith, Mr. Rakesh and Mr. Sharath are the members



n) IQAC: Mrs. Mary Sonia George as coordinator and department members shall include Mrs. Anu Mohan, Mr. Lipin, Mr. Abhilash, Mr. Nikhil and Mrs. Shilpa.

The meeting ended at 3.30 pm

Prepared by Administrative officer

  
PRINCIPAL

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

SNGCET/HM/05/2021

**Minutes of the Academic Council meeting held on 30<sup>th</sup> July 2021**

**Members Present:**

Dr. Suresan Pareth, Principal  
 Prof. Dr. Manjula Bhanu Vikraman, Administrative Officer  
 Prof. K. Raveendran HOD, ECE & EEE  
 Dr. Gangadharan Nair, HOD, ME  
 Dr. K. Somasekharan, HOD, S&H  
 Dr. Susan Abraham, HOD, CE  
 Dr. Leena A V. UG Dean  
 Prof. Unnikrishnan, PE  
 Mr. Sujith .D, AP, SA & PO incharge.  
 Mr. Sunder Venkitachalam , AP/ & HOD CSE incharge  
 Mr. Abhilash Krishnan/ representing EEE – absent.  
 Mr. Pappan.K, MH Warden.

**Agenda:**

1. Commencement of S2 & S4 classes.
2. Subject allocation
3. Hostel re opening
4. Academic calendar
5. Other academic matters.

The meeting started at 11 am in the chamber of the Principal. The agendas discussed and decisions taken are:

1. Commencement of Classes:- S1 examinations are completed and the S2 classes will be resumed on Monday the 2<sup>nd</sup> of August. S4 examinations are postponed (two subjects) but the classes will start on August 5<sup>th</sup>. The module portion up to two and half are finished to enable first series test for S2 & S4. However the second series test is to be targetted as on 16<sup>th</sup>, 17<sup>th</sup> &

*Leena*  
**Dr. LEENA A V**  
**PRINCIPAL**  
**SREE NARAYANA GURU COLLEGE OF**  
**ENGINEERING & TECHNOLOGY**  
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18<sup>th</sup> September for S2 & S4. All other formalities viz attendance, internal mark uploading etc shall be carried out by September 30<sup>th</sup>. (Action : All HODs)

2. Subject allocation:- For Odd semesters course mapping, all HODs are to fill up the given proforma & submit it by Friday 6<sup>th</sup>. Lesson plans shall be completed within August 31<sup>st</sup>. Faculty members should change their allotted subjects atleast every 3 years. N B A documentation subscribes to these facts. (Action : All HODs)
3. Hostel re opening:- All the students who opt for hostel facility during semester examination should produce Covid Negative Certificate, parents' consent & HODs' recommendation. Rent of Rs. 1500/- minimum / month and mess will be run by the students themselves. (Action : Warden & AAO)
4. Academic calendar:- A table is being prepared for smooth conduct of the Calendar for tutorials as well as revision classes. (Action : All HODs)
5. Vaccination registration will be undertaken for the students as directed by KTU by requesting for slots preferably after 05-8-2021. (Action : SA)
6. Comprehensive viva external fee shall be disbursed as per stipulations (Action : SA)
7. Details such as date of examination, mark entry, absentees' list & duration of exam for subjects Sustainable Engineering and Life Skill shall be furnished by respective faculty urgently. (Action : HODs / S&H)
8. Admission:- Data base of students shall be utilized properly. Posters to be distributed on August 5<sup>th</sup> at all exam centers. Brochure completion shall be done by Monday.

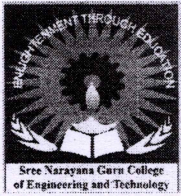
The meeting ended at 12-30 pm.

Prepared by AO

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

  
Principal





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

**SNGCET/AC/2019**

**11-07-2019**

**OFFICE ORDER**

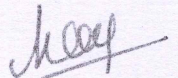
**COLLEGE ACADEMIC COUNCIL**

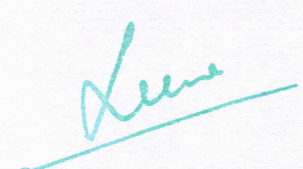
College Academic Council is hereby reconstituted with following members. The committee will meet twice in a semester to review the progress of course coverage against the academic calendar, the course plan and suggestions for improvement.

1. Dr. V K Janardanan, Principal
2. Prof. K Raveendran, HOD ECE & EEE
3. Prof. Bhanumathi Arunachalam, HOD S & H
4. Dr. K K Somasekaran, Professor S & H
5. Dr. Susan Abraham, HOD CE
6. Dr. Leena A V, Dean UG
7. Ms. Amitha IC, HOD CSE
8. Mr. Chandrajith E, HOD ME
9. Mr. Sujith D, AP CSE & SA
10. Mr. Unnikrishnan O, HOD Phy. Edu.
11. Ms. B.Mary Sonia George, AP CE
12. Mr. Abhilash Krishnan T K, AP EEE
13. Lt. Col. C Preveen, AO
14. Mr. Anand M E, TPO

**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,**  
**PAYYANUR**

**SNGCET/HM/018/2020**

**Minutes of Academic Council Meeting Held on 5th June, 2020**

**Members Present:**

Dr. VK. Janardanan, Principal  
Prof K Raveendran HOD ECE & EEE  
Dr. KK Somasekaran, HOD S & H  
Dr Susan Abraham, HOD, CE  
Dr Leena AV, Dean UG studies  
Prof Chandrajith E, HOD, ME  
Prof Amitha IC, HOD, CSE  
Prof Mary Soniya George, Sr.AP/CE  
Prof Sujith, AP/Sys Admin  
Prof Abhilash Krishnan AP/EE  
Prof O Unnikrishnan, AP/PE  
Shri Sumith, HR&PO

Principal requested all HODs to briefly present the status of online classes and the class tests and briefed the main agenda points to be discussed like college reopening, next academic year admission, placement activities done, students fee collection and NBA accreditation process.

**Class status:**

Prof K Raveendran informed for ECE S8 students only 20% portion is pending in 6<sup>th</sup> module and expected to complete the portions by next week. For S2 S4 and S6 all are in the beginning of the final module and expected to complete by the month end. Class tests are planned for S8 next week and for S2, S4 and S6 tests also will be completed before 30<sup>th</sup> June. Prof Raveendran also briefed about the status of electrical department. In EEE most of the portions for S2, S4 and S6 semesters will be completing by third week of June and for S8 before 15<sup>th</sup> June classes as well as tests will be completed.

Prof Chandrajith presented the status of classes and online tests for the mechanical engineering department. It was informed that for S8 the course portions as well as the class tests will be completed before 15<sup>th</sup> June and S2, S4 and S6 the course portions as well as the online class tests are expected to complete by 30<sup>th</sup> June. The details of online class status are given in the weekly feedback.

Dr Susan Abraham briefly discussed the class and tests status of civil engineering department. For S8 the classes and all tests will be completed before 15th June and all other semesters the classes and tests will be completed by 30<sup>th</sup> June. MTech S2 classes are also expected to complete before 30<sup>th</sup> June. Dr Susan Abraham requested for the opening of civil engineering labs for enabling students to do projects.

  
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Prof Amitha IC briefed the status of online class requirements to complete the syllabus. For S2 to complete the syllabus 10 more online classes are required. In the case of S4, 8 online classes and for S6, 6 more online classes are required. The S8 classes and tests will be completed before 15<sup>th</sup> June. All other classes and tests are expected to complete before 30<sup>th</sup> June.

**College reopening:**

This matter of reopening the college for faculty was discussed. All HODs and council members are of the view that the online classes are smoothly being conducted by the faculty from houses. All council members expressed their anxiety in travelling during this restricted period. Principal informed one bus will be starting from Kannur in regular time and as per the directive of the University the timing will be 8.30 to 1.00 p.m. University in their guidelines also insisted faculty from other districts, faculty from containment zones and hot spots may be allowed to work from house and need not be called to the college. Principal requested the faculty coming to the college to strictly follow the safety precautions. Council members also requested management to provide the protection devices in the bus.

**Fee collection:**

Faculty members contacted all students who has not paid the fee for the last year and asked to pay the fee before 15<sup>th</sup> June. Few students have paid the fee and most of the S8 students will pay the fee during this month. Other semesters AAO Mr Vyjith contacted the parents from office and the list is being given to tutors for follow up.

**NBA Certification:**

Dr Leena AV Dean UG studies informed that for NBA application for prequalification for 3 departments, CSE, CE, ME are ready and the documents will be submitted to Principal to forward to management. Other two departments ECE and EEE since the admissions are very low applying for prequalification is to be further reviewed.

**Admission activities:**

As discussed in the earlier council meeting all departments has taken keen interest in preparing the brochures and posters to be posted in social media for publicity. Prof Sujith sys admin has guided all other departments in generating the posters. By Monday all brochures will be ready and subsequently the posters also will be made. Principal suggested publicising the posters in social media at the earliest.

**Placement activities:**

Mr Sumith, placement officer informed that during this lockdown period two recruitment campaigns were initiated and informed the students. One is for TCS and other Webinar for entrepreneurship. He was asked to support Prof Sujith in uploading the entrance exam question papers in our Moodle platform.

To

All council members

cc 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,**  
**PAYYANUR**

**SNGCET/HM/20/2020**

**Minutes of Academic Council Meeting Held on 19<sup>th</sup> June, 2020**

**Members Present:**

Dr.VK.Janardanan, Principal  
Dr.ManjulaBhanuVikraman, AO  
Prof K Raveendran HOD, ECE & EEE  
Dr. KK Somasekaran, HOD S & H  
Dr.Susan Abraham,HOD, CE  
Dr Leena AV, Dean UG studies  
Prof Chandrajith E, HOD, ME  
Ms.Amitha, APi/c, HOD, CSE  
Ms.MarySoniya George, Sr.AP/CE  
Mr.Sujith, AP/Sys Admin  
Mr.Abhilash Krishnan AP/EE

The Principal welcomed the participants to the meeting at 12 noon and appreciated the members of the faculty in uploading the internal marks and project evaluation in anticipation of S8 exams. The Principal sought the details of students appearing for the exam with respect to their residence, conveyance, the details quarantined family members if any, containment / hot zone status etc. The seats for the examination in the hall are to be arranged based on this data. The similar data of 9 supplementary students are to be collected. The Principal stressed the importance of obtaining 100% result for all departments as this would reflect on the Admission for the next Academic Year. The Principal also emphasised that revision classes should be initiated as soon as possible utilizing the Moodle and through quiz programmes on subjects as it is the only method of assessing the students and to know how much students really studied.

Prof K Raveendran informed the online classes and online test for S2, S4 and S6 students of ECE and EEE are planned and the time table is prepared. It is expected to complete all academic activities of this semester before 30<sup>th</sup> June. Prof Chandrajith also informed that the online classes and the tests of ME department will be completed before 30<sup>th</sup> June. Prof. Chandrajith said that on S2 and S4 the third Test will be scheduled before 30<sup>th</sup> of June 2020.

Dr. Susan Abraham informed that they have conducted S8 students meeting through zoom and informed them about the examination time schedule. The total duration of the examination is 2 hours 15 minutes. Dr Leena AV Dean UG studies informed that this information has been passed on to all S8 students through tutors. Prof Amitha informed that revision classes for S8 students are planned through zoom. Prof. Amitha said that 3<sup>rd</sup> tests are already over, while with 4<sup>th</sup> and 5<sup>th</sup> on certain subjects it is going on.

  
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**PAYYANUR, KANNUR**

MTech Project evaluation the names of the examiners are to be mapped. To make internal assessment we have to map the faculty and for this the KTU portal has to be revoked. Prof. Mary Sonia George said that this has informed to the Kannur MTech cluster convenor and a reply in this regard is expected.

On S2, Dr. Somasekharan reported that 2<sup>nd</sup> tests are completed. Other tests are planned in next and expected to complete before 30<sup>th</sup> June. Dr. Susan said that the 3<sup>rd</sup> Test is finished and the 4<sup>th</sup> is planned on which a video will be posted.

**Action 1:** All the participants agreed that to prepare the S8 students for the July 1<sup>st</sup> starting exams, mentorship activities are to be conducted at this stage which will be done in each department. The HODs will supervise the activity of mentorship and assign the duty.

**Action 2:** The students who are coming from containment/hot zones are to avail separate self-arranged conveyance. HODs are to intimate the matter to the students.

**Action 3:** The 'War Room' is under preparation (ref. Notification dated 13-06-2020 of CE) and a meeting with Punchayat, health, safety and other department is planned on 24.6-2020. Prof Sujith examination coordinator is making arrangements for students seating based on the data and to ensure all safety measures for the conduct of the exams.

**Action 4:** As the drive to collect fee arrears are on the move, the HODs reported that students are remitting fees. They sought the list of names of who paid fees to continue the action on this line. Mr. Vyjith, office staff to provide the list of remitters.

Dr. Manjula Bhanu Vikraman, Administrative Officer spoke about:

- a) The need to communicate the facts discussed and the decisions taken in the Academic Council Meeting to other faculty members by HODs so as to execute such decisions to enable the smooth functioning of the College.
- b) The AO said that proper Revision Tests need to be conducted on S2, S4 and S6 students as the S8 exam preparations are on the finishing line. Prof. Sujith elaborated up on the methodology in the Moodle through which students can be prepared for the online examination by making them solving the university question papers. Prof Sujith also informed the importance of conducting quiz for all courses to know the students depth of knowledge acquired through the on line classes.

**Action 5:** HODs. All the HODs agreed that the students are to be made ready on both online and offline mode of examination to face the impending University Exams and they find it easier now in handling the Moodle as it is subject dependent.

- c) The AO requested the HODs to select 5 students for the Placement Cell along with the tutorship of a faculty for enabling special skill assistance and communication skill before getting them appear for interviews at different levels.

**Action 6:** HODs, Prof. Sujith & Mr. Sumith (PO).

  
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- d) AO is of the view that as NBA accreditation is the dire necessity of the hour, the Placement activity is of predominance. Along with this the related factors need to be addressed by the coordinators assigned for the purpose.

**Action 7:** Dr. Leena and Prof. Sujith as discussed in the NBA meeting.

- e) AO suggested that an 'Alumni Profile' could be initiated by each department as a contributing factor of satisfying a criterion for accreditation.

**Action 8s:** HODs, Dr. Leena and Team of NBA.

- f) The AO requested all participants to take utmost safety measures against Corona Virus, while on duty.

The Principal reminded about the circular directing for alternate days of attendance though exemption is granted for genuine cases including medical conditions based on the government order. HODs are requested to inform faculty to attend the college or produce acceptable documents as stated in the GO for exemption.

Principal informed all council members to attend the 24<sup>th</sup> meeting called in the college for establishing a War Room inside the campus for conducting the S8 examination. The Principal also emphasised on health safety guidelines in daily transactions. The meeting ended at 1.15 pm.

Minutes prepared by AO

  
Principal

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

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

**SNGCET/HM/020/2020**

**Minutes of Academic Council Meeting Held on 26<sup>th</sup> June, 2020**

**Members Present:**

Dr. VK. Janardanan, Principal  
Prof K Raveendran, HOD ECE & EEE  
Dr. KK Somasekaran, HOD S & H  
Dr Leena AV, Dean UG studies  
Prof Chandrajith E, HOD, ME  
Prof. Amitha, HOD, CSE  
Prof O Unnikrishnan AP/PE  
Prof. Sujith, AP/Sys Admin  
Prof Aswin P, AP/ME  
Mr Sumit HR & PO

The meeting was called to finalize and review the preparedness for the S8 semester examination. Principal sought the cooperation of all faculties for conducting the examination during this difficult situation. In addition to 115 our students about 80 students are coming from other colleges for writing the examination. Principal also informed that all arrangements as per Covid-19 protocol have been finalized and the state government officials have been informed. We also sought the help of police for conducting the examination.

The examination is being conducted forenoon and afternoon sessions. CS, CE and EE students are attending the examination in the forenoon and ME and EC students are attending in the afternoon sessions.

Considering the faculty shortage from 1<sup>st</sup> July Principal suggested co operating all faculty members to conduct the examination smoothly. It was also decided to ask office staff to cooperate with the examination work since we have to deal with more than 200 students with safety protocols.

Prof Sujith and Prof Aswin informed that all students will be allowed only through the department block entrance for health check/screening. Students need not come to the Admn block and accordingly the fencing to be made and direction marked from the gate.

Action: Prof D Sujith and Prof Aswin

The seating layout of all students to be made and published in SNGCET Website and to be displayed at different locations inside campus so that crowding of students can be avoided. The students should be guided while they are entering the campus and ask them to stand in the line as marked keeping the social distance. Health officials will be screening the students at 3 places inside the department block in order to avoid the delay.

Action: HODs and P Aswin.

Council members were seeking the information about the transport arrangement for the students. Yesterday many students and parents called HODs and faculty about the transport

  
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arrangement for the examination. Members are of the view that keeping the students inside the campus after the forenoon examination may create indiscipline among students since quiet long they were not meeting together. The university guidelines also against keeping them inside the campus after the exam will tempt them to celebrate and that should not be allowed.

Principal informed that today morning also Secretary was enquiring about the number of students from our college attending the examination. Principal suggested we will discuss the matter in the presence of AO and to put up the matter with management through AO.

Action: AO

Dr Leena AV briefed about the NBA core committee meeting held on 26<sup>th</sup> June. It was informed that the verification of all the course files have been completed in all departments. The course file documents are to be kept in box files so that the documents pertaining to a particular course for three academic years shall be kept in a single box file. It was suggested that each department details are to be updated in the college website and all details are to be given in the site. Actions are identified to committee members to complete the activities in a time bound manner.

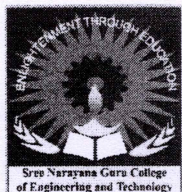
Action: Dr AV Leena

Principal in his conclusion reminded the council members our main interest is to conduct the examination smoothly for that all faculty members to cooperate with Prof Sujith exam coordinator.

  
Principal

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





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

**SNGCET/AC/2018**

**26-07-2018**

**OFFICE ORDER**

**COLLEGE ACADEMIC COUNCIL**

College Academic Council is hereby reconstituted with following members. The committee will meet twice in a semester to review the progress of course coverage against the academic calendar, the course plan and suggestions for improvement.

1. Dr. V K Janardanan, Principal
2. Prof. K Raveendran, HOD ECE & EEE
3. Prof. Bhanumathi Arunachalam, HOD S & H
4. Dr. Susan Abraham, HOD CE
5. Dr. Leena A V, Dean UG
6. Ms. Amitha IC, HOD CSE
7. Mr. Chandrajith E, HOD ME
8. Mr. Sujith D, AP CSE & SA
9. Mr. Unnikrishnan O, HOD Phy. Edu.
10. Ms. B.Mary Sonia George, AP CE
11. Mr. Abhilash Krishnan T K, AP EEE
12. Lt. Col. C Preveen, AO

**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**  
**PAYYANUR**

**SNGCET/HM/ 02 /2018-19**

**Minutes of Academic Council Meeting Held on 10-09-2018**

**Members Present:**

Dr. VK.Janardanan, Principal  
Prof K Raveendran HOD/ ECE/EEE  
Prof Bhanumathi Arunachalam, HOD S&H  
Dr Susan Abraham, HOD/CE  
Dr Leena AV, CE  
Prof Chandrajit E, HOD ME  
Prof Sreeraji, CSE  
Prof Sujith, Sys Admin  
Prof Unnikrishnan, HoD Phy Ed  
Lt Col C Preveen, AO

1. **Constitution of Class Committees:** Principal informed that all committees have been released except Class Committees, which will be released shortly after getting details from departments. All Committees should be effective on immediate basis and provide reports to principal regularly after carrying out their prescribed actions.
2. **Timely Submission of Reports to KTU.** Principal informed that all reports like Monthly report etc should be submitted to KTU in time. All departments and faculties should provide their respective reports to principal and sys admin well in time for timely submission to KTU.
3. **Attendance Uploading by Faculty:** All HODs should ensure that all faculties in their respective departments are uploading attendance in time. Delay in the same is not acceptable.
4. **Feedback to Parents regarding Attendance.** All Tutors should provide weekly feedback to parents regarding attendance of their wards through WhatsApp. Also a consolidated attendance statement for the month including severe deficiency should be intimated to office by 3<sup>rd</sup> of every month so that intimation can be sent to parents.
5. **Year-out Students Sitting in Class.** Position on the sittings of Year-out students in the classes was discussed. It was decided by the committee that the students who have applied for revaluation can be permitted provisionally to sit in the class till results are out, after getting the written undertaking from their parents. All other cases will be dealt strictly as per KTU rules.
6. **Onam Celebration:** Onam will be celebrated in the campus on 20 Aug 2018. Principal said that the co-operation of all staff will be required to ensure that things run smoothly without any issue. All HODs should convey this to their respective staff so that all students are actively monitored and controlled by respective staff during the events.

  
**Dr. LEENA A V**  
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**PAYYANUR, KANNUR**

7. **Working Day on 18 August.** Principal informed that 18 august will be observed as a working day. Since there are very less number of working days in this year, all 1<sup>st</sup> and 3<sup>rd</sup> Saturdays are required to be taken. All faculties and staff needs to avoid taking leave on these days, to ensure that commensurate output is provided to the extra expenditure incurred by the management to organize these classes.
8. **Conduct of Workshops:** Principal said that Workshops should be conducted by all departments in time and the report should be submitted immediately for informing management and KTU.
9. **Registration of New Students.** Principal informed that a schedule for registration of students has been prepared and the same need to be followed for smooth process of registration. The process should complete before 14 Aug 2018 positively.
10. **Duty Slip Submission for Attendance.** Any student who has been requested for attendance against any bonafied duty done by them at that time, should be given attendance only after submission of duty slip signed staff advisor, tutor and countersigned by HOD.
11. **Anti Ragging Measures.** Principal directed that ALL FACULTIES should educate the students in their respective classes initially on a daily basis regarding the ill effect of ragging and the implication of being caught for ragging, as it is a non bailable criminal offense. First 2 minutes of classes can be utilized for this by every faculty.
12. **HODs Visit to Classes.** Principal asked all HODs to walk into the classes of their departments often to informally interact with students and find out if they have any problem in academics and schedule, so as to implement effective remedial measures to improve results.
13. **Purchase of Lab Equipment.** Principal asked all HODs to expedite purchase of Lab equipment so that sufficient number of experiments is carried out in time.
14. **Need for a Computer in Civil Workshop:** HOD CE requested for a computer in Civil Lab. Principal asked the system admin to arrange a PC for them as soon as possible.
15. **Canteen Committee.** AO said that a Canteen committee is required to be constituted to monitor the quality of food in the Canteen. Principal said that the same will be constituted with Prof Unnikrishnan as Chairman and one staff from each department who is a canteen user, as a member. Few students also to be included in the committee.
16. **Mentorship System.** AO informed the committee that a mentorship system is being followed in neighboring colleges, which has helped to positively enhance their results. Principal said that the same can be implemented here also and asked HODs to work out a mentor system for our College.
17. **Attendance for Course Repeater students.** Principal said that Course Repeating students' attendance should be marked as per KTU rules, showing separate U slot in the respective blue books of the faculty. This can be further discussed in the internal audit committee and finalized.

  
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18. Regularization of Leave Applications by Faculty and Staff: AO informed that the office is facing administrative problems due to the non regularization of absence by the faculties and staff. Henceforth, a system generated mail will be sent to the concerned individual with copy to Principal and AO, if such absence is not regularized within 7 days.

//Minutes Prepared By Administrative Officer//



Principal

To  
All council members/AO  
President/Secretary.....for kind information



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

**SNGCET/HM/ 03/2018**

**Minutes of Academic Council Meeting Held on 01-10-2018**

**Members Present:**

Dr. VK.Janardanan, Principal  
Prof K Raveendran HOD/ ECE/EEE  
Prof Bhanumathi Arunachalam, HOD S&H  
Dr Sonia George, CE  
Prof Sreenith, ME  
Prof Amitha IC, HOD.CSE  
Prof Sujith, Sys Admin  
Lt Col C Preveen, AO

1. **Weekly Feedback:** Principal complimented all present in preparing weekly feedbacks as a tool for improving the academic performance of the students, and said that it gives a lot of confidence for the management in the performance of the Academic Staff. The same should be continued properly.
2. **Performance Appraisal Submission.** Performance Appraisal has been forwarded to management. However some departments are yet to submit the performance appraisal forms. Same should be submitted immediately.
3. **Attendance Uploading by Faculty:** Principal said that attendance uploading is more or less prompt now a days. the same should be kept that way always.
4. **Remedial Classes.** Remedial Classes should be organised immediately after the results of first Series Tests. All students who have scored marks < 50% should attend the remedial classes. Other students are free to attend if they want to improve their performance further. .
5. **Minimise FE.** Too much percentage of FE in the Classes reflect very poorly on the faculty, department and the College. All efforts should be made to coach and mentor students so that FE is minimised.
6. **Conduct of Series Test :** There was a proposal to conduct Series tests one per day. Revision of next days subject will be taken on the second half of the day. This will have a positive effect both in series tests as well as in final exams due to repeated coaching. Principal asked all HoDs to discuss the plan in their respective departments and suggest a plan of action.

  
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7. **Series Test Question Paper.** Principal said that series test question papers should be set in such a way that all students are able to attend some part of the paper. Questions has to be a judicious mix of theory and problems within the guidelines of KTU. Also probable questions for the final exams should be given due weightage. This will help in minimising the FE and boosting the confidence of the students.
8. **Shortage of Attendance:** Principal said that letters should be send to parents of all students regarding their series test marks and attendance shortage. AO said that if an excel sheet in required format is given, SMS can be sent to parents regarding attendance shortage.
9. **Undertaking by Year Out Students.** Principal informed that as per directions of the KTU it is mandatory for all year out students to submit an undertaking in the prescribed format. HoDs should ensure that this is strictly complied with.
10. **Duty Slip Submission for Attendance.** Any student who has been awarded attendance against any bonafied duty done by them at that time should be given attendance only after submission of duty slip signed by HOD, by the student.
11. **TechKranti 2018.** Organising of Technical Seminar Tech Kranti 2018 by CSE department was discussed. Principal wished all the very best for the conduct of the same. .
12. **Conduct of Quiztronics:** Principal congratulated ECE department for the successful conduct of Quiztronics and asked other departments also to conduct similar events.
13. **Result analysis Book.** Principal asked all HODs to ensure that the result analysis book is submitted duly filled by next meeting.
14. **Mentorship System.** AO informed the committee that a mentorship system has been worked out. Since some senior members were not present, Principal said the same can be discussed in the next meeting.

//Minutes Prepared By Administrative Officer//

Principal

Principal

To

All HODs/AO/VP

President/Secretary.....for kind information

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

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

**SNGCET/HM/ 04 /2018**

**Minutes of Academic Council Meeting Held on 09-11-2018**

**Members Present:**

Dr. VK.Janardanan, Principal  
Prof K Raveendran HOD ECE & EEE  
Prof Bhanumathi Arunachalam, HOD S & H  
Dr. Susan abraham, HOD,CE  
Prof Chandrajit E, HOD, ME  
Prof Amitha IC, HOD.CSE  
Dr. Leena AV  
Prof Sonia George, CE  
Prof Abhilash Krishanan, ECE  
Prof Sujith, Sys Admin  
Lt Col C Preveen, AO

1. **Preparation of Class Wise Students List for Assessment of Results:** Principal informed that as per the discussion of the last meeting of the management, all department needs to submit the list of students of all classes, with their assessment of students ability to pass the exam, so that weak students can be trained accordingly. The list needs to be submitted by 16 Nov 2018 by all HODs to Principal.
2. **NBA Accreditation Training Session.** NBA Accreditation Training Session will be conducted from 17 Dec 2018 to 22 Dec 2018. All faculties should attend the same and ensure their presence by altering other commitments.
3. **Mentoring:** HODs said that the name of certain experienced faculties are missing from the mentor list. Principal said that it was due to the removal of the final years from the mentorship, and the same will be corrected and issued to all soon.
4. **Remedial Classes.** Remedial Classes should be taken very seriously.. All students who have scored marks < 50% should attend the remedial classes. Other students are free to attend if they want to improve their performance further.
5. **Special Classes.** Special classes should be organised in a coordinated manner within and among the departments, so that maximum value is derived out of the expenditure for the same by the management.
6. **Ringin of Bell and Prayer :** There is an issue of Bells and Prayer not being heard in the department block sometimes. Principal asked AO to look into the matter and resolve the issue.

  
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7. **Shifting of Cooler to the First Floor.** HODs said that all students need to come down to the first floor to have Water and asked if the Cooler in the Administrative Block can be shifted to the first floor. Principal asked AO to look into the matter and resolve the issue.

8. **Research Grant of KTU:** KTU has announced a research grant for faculties upto Rs 15 Lacs for the selected projects. Principal asked all HODs to encourage their faculties to apply for the same.

9. **Special Classes in The evening.** Requirement of taking special classes and the paucity of time available for the same was discussed by the committee. It was decided by the committee to take special classes till 16.30 in the evenings. AO said the buses need to leave the campus latest by 16.45, so that students, especially girl students reach their homes in time. It was decided to take the special classes by all departments in an organised fashion till 16.30 Tuesday onwards

10 **External Audit:** KTU external audit is planned in between 16th and 21st November. Principal requested all departments to be ready for the external audit after completing the valuation of the second series test.

11 **Monthly reports:** Principal informed all council members that the monthly reports to KTU are mandatory and requested to send the monthly reports in time in the required format to Sys admin Prof Sujith and a copy to principal.

//Minutes Prepared By Administrative Officer//

Principal



To

All HODs/AO

President/Secretary.....for kind information



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