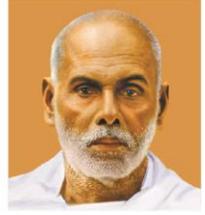


# **Sree Narayana Guru College of Engineering & Technology**

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



## **DEPARTMENT STAFF MEETING MINUTES**

05. 14

Minutes of action taken for dept staff Meeting

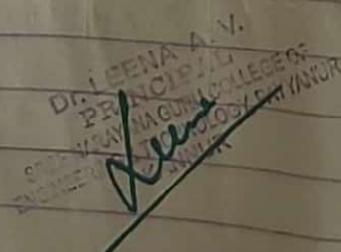
Date 12/07/23

Time 1:45 PM

Venue Lab (coordination room)

SL.NO	Discussions/Decisions taken	Target Date	Responsible Person	Remarks
1	Subject Allocation odd semester <del>discussed &amp; finalized</del>	-	All faculty	HOD informed the subject allocation odd semester discussed & finalized.
2	Lab Record	19/07/23	Lab handling Faculty	All lab handling faculty should make the odd semester Lab Record
4	Budget		Thulasi bai A	

Minutes Prepared by  
Vijina Vijayan  
Vijina



Sunder V  
HOD CSE  
Sunder V

Department Meeting Minutes held on  
12/07/23

Members Present

- 1. Mr Sunder V HoD, CSE *Sunder V*
- 2 Mrs Varsha M AP CSE *Varsha M*
- 3 Ms Vijaya Vijayan AP CSE *Vijaya Vijayan*
- 4 Mrs Thulasibai A AP CSE *Thulasibai A*
- 5 Mrs Veena K K AP CSE *Veena K K*
- 6 Mrs Haritha M.V AP CSE *Haritha M.V*
- 7 Mrs Aswathi C AP CSE *Aswathi C*
- 8 Mrs Shanthi P AP CSE *Shanthi P*
- 9 Mr Nishanth Lab Staff *Nishanth*
- 10 Mr Pradeep Lab Staff *Pradeep*
- 11 Mrs Anusha M Lab Staff *Anusha M*
- 12. Mrs Thulasibai - A

Agenda

- 1) Subject Allocation
- 2) Lab Reword
- 3) Lab Budget Status

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

12/12/2023

53

Time : 3.00 PM

Venu: CSE Dept.

### Members Present

1. Sunder. V HOD CSE Sunder
2. Aswathi. C, AP, CSE Aswathi
3. Vijina Vjeyan, AP CSE Vijina
4. THULASTIBAI - A, AP CSE Thulasi
5. Shruthi P, AP CSE Shruthi
6. Veena K K, AP CSE Veena
7. Nimisha M.K. AP CSE Nimisha

### Agenda

1. Subject Allocation
2. Lab and Budget
3. Mentoring.
4. External Lab exam.

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

# Minutes of Action taken for Dept. Staff Meeting

Date 12/12/23

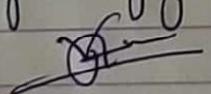
Time: 3:00 PM

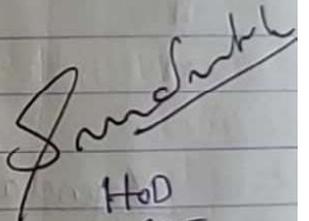
Venu: CSE Dept.

Sl. No	Discussion of Decision Taken	Target Date	Responsible Person	Remarks
1.	Subject Allocation	01/01/24	<del>Vijaya</del> <del>Vijaya</del> All faculty	HOD informed that a google form is shared to all faculties and enter your subject preference and final allocation should be done in priority with
2.	Lab and Budget	01/01/24	Thulasi Bai (Lab coordinator) Mishanth (Lab staff)	Lab incharge are instructed to prepare the requirement for respective lab
3	Mentoring	-	All faculty	Mentoring should be carried out seriously

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

				and submit mentor report HoD on time
4.	External Lab Exam	-	lab faculty incharges	Faculty lab incharge should forward the lab to students before external lab exam.

Minutes prepared by  
Vijina Vijayar  


  
HoD  
CSE

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



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

**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING**

**MINUTES AND ACTION TAKEN REPORT OD DEPARTMENT  
STAFF MEETING**

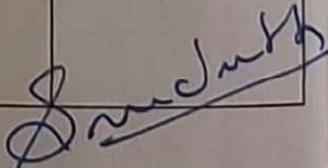
DATE:15/07/2022

TIME:01.15 PM

VENUE: CSE DEPARTMENT

SL NO:	DISCUSSIONS AND DECESION TAKEN	TARGET DATE	RESPONSIBLE PERSON	REMARKS
1.	Faculty meeting	29/07/2022	All Faculty	
2.	Online class PTA meeting	30/07/2022	All Faculty	
3.	Convocation plan discussion	04/07/2022	All Faculty	
4.	Odd semester class preparation	August	All Faculty	
5.	S2.S4 and S6 result improvement	August	All Faculty	
6.	S2, S4 and S6 series 2 date confirmation	July 4, 5 and 6	All Faculty	

PREPARED BY:   
Staff Secretary  
Prof. Vijina Vijayan  
CSE Dept

APPROVED BY: HOD  
  
Prof. Sunder V  
CSE Dept

Date - 15/07/2022

Prof.	Sunder V	AP CSE	HOD	<i>[Signature]</i>
Prof.	Varsha M	AP CSE		<i>[Signature]</i>
Prof.	Neba M.V	AP CSE		<i>[Signature]</i> 15/07/22
Prof.	Vijina Vijayan	AP CSE		<i>[Signature]</i> 15/07/22
Prof.	Nimisha M.K	AP CSE		<i>[Signature]</i> 15/07/22
Prof.	Thulasibai A	AP CSE		<i>[Signature]</i> 15/07/22
Prof.	Veena K.K	AP CSE		<i>[Signature]</i> 15/07/22
Mr	Nishanth K.P	Lab staff		<i>[Signature]</i> 15/07/22

### Agenda

1. Discussed about online class PTA meeting.
  2. Odd semester class preparation.
  3. Discussed about  $S_2$ ,  $S_+$  &  $S_6$  result improvement
  4.  $S_2$ ,  $S_+$  &  $S_6$  Series 2 date Confirmation
  5. Discuss the coming semester subject allocation
- All faculty

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

*[Signature]*



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

**DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING  
MINUTES AND ACTION TAKEN REPORT OD DEPARTMENT  
STAFF MEETING**

<b>DATE:09/12/2022</b>	<b>TIME:01.15PM</b>	<b>VENUE:CSE DEPARTMENT</b>
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<b>SL NO:</b>	<b>DISCUSSIONS AND DECISION TAKEN</b>	<b>TARGET DATE</b>	<b>RESPONSIBLE PERSON</b>	<b>REMARKS</b>
1.	Subject Allocation	30/12/2022	Mr Sunder V	All faculty should submit the subject preference for the upcoming semester
2.	Lab Record preparation	20/12/2023	Mrs Thulasibai A	Lab coordinator make sure the lab record readiness and send to Nishath sir before January 20
3.	Status of Subject Allocation	04/01/2023	All Faculty	Finalize the elective subject
4.	Fee collection	20/12/2023	All Tutors	The last date for fee remittance of previous due and current was 20/12/2023
5.	Mentoring	-	All Faculty	Mentors are to remind your mentees to study well as the university exam

**PREPARED BY:**

**Staff Secretary  
Prof. Vijina Vijayan  
CSE Dept**

**APPROVED BY: HOD**

**Prof. Sunder V  
CSE Dept**

Date 9/12/2022

1. Prof. Sunder V, HoD CSE *SVP*
2. Prof. Varsha M, AP CSE *Varsha*
3. Prof. Vyoma Vyajan, AP CSE *Vyoma*
4. Prof. Nimishia M.K AP CSE *Nimishia*
5. Prof. Thulasibai A, AP CSE *Thulasibai*
6. Prof. Veena K K, AP CSE *Veena*
7. Mr Nishanth KP, Lab staff *Nishanth*
8. Mrs Anusha M, Lab staff *Anusha*

### Agenda

1. Informed to submit the subject preference for the upcoming semester
2. Lab Record preparation.
3. Status of Subject Allocation.
4. ~~Fee collection of the all the semester~~  
Status of fee collection, of all the semesters
5. Mentoring Status.

Dr. L. S. N. A. V.  
PROFESSOR  
SRINIVASA RAO UNIVERSITY OF  
ENGINEERING  
*Seen*



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

**DEPARTMENT OF CIVIL ENGINEERING**

**Minutes of the Staff meeting held on 20<sup>th</sup> Sep 2021**

**Members Present**

Dr. Susan Abraham, HOD/CE *Susan*

Dr. Leena A V , AP/(Sr. GR.) /CE *Leena*

Ms. Mary Sonia George AP/CE *Mary*

Ms. Shilpa Valsakumar AP/CE *Shilpa*

Ms. Saritha Sasindran AP/CE *Saritha*

Mr. Prmanand C , AP/CE *Prmanand*

Ms. Sangeetha AP/CE *Sangeetha*

Mr. Abhijith VV Lab Assistant *Abhi*

**Agenda :**

Commencement of S4 Contact classes

Non-academic matters

Subject allocation for odd semester

**Discussions :**

- A Staff meeting was arranged to discuss the progress of the current semester.
- HOD briefed the agenda of the meeting and informed that contact classes for the fourth semester B-Tech will commence from 22/09/2021 as per the circular from KTU.
- HOD informed that the lab classes will be held in offline mode on alternate days with two sessions per day
- It was decided that lab examination shall be held on 06/10/2021 and 08/10/2021.
- HOD informed that internal marks of S2 and S4 Btech should be published on 01/10/2021.
- The subject allocation of the odd semester was done by the HOD.
- Faculty members were advised to prepare CP and notes of I<sup>st</sup> two modules of the odd semester subjects .

TO,

All The Staff Members

*Susan*  
HOD



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

**DEPARTMENT OF CIVIL ENGINEERING**

**DEPARTMENT MEETING MINUTES**

**Date:** 01/04/2022

**Time:** 3pm

**Venue:** HoD's Chamber,

**MEMBERS PRESENT**

The minutes of the Department meeting held on 01st April 2022.

Members present:

Dr. Susan Abraham, HOD/CE

Ms. Mary Sonia George AP/CE

Ms. Shilpa Valsakumar AP/CE

Ms. Saritha Sasindran Proff. CE

Mr. Premanand C, AP/CE

Ms. Sangeetha AP/CE

Mr. Akhil K C, Special grade lab instructor

Mr. Shinoy V V, lab assistant

**AGENDA**

1. Submission of activity points for 2018-2022 Batch
2. Other Academic and non-academic matters

**DISCUSSIONS**

The meeting commenced at 12.30 pm in the Department Staff room. The HoD CE welcomed all the staff members and briefed the agenda of the meeting.

The following were discussed.

1. **Activity Points Submission:** The HoD enquired the status of the activity points submission of the 2018-2022 batch in the KTU portal as the last date of submission was 02/04/2022. the HoD also informed the tutor to submit the list of students who have not attained the required minimum Activity points and instructed that the tutors has to ensure that all students have submitted the relevant documents in time

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

2. **Class Progress:** The HoD enquired about the class progress of VIII Semester.
3. **Series Exam:** The HoD enquired the preparedness of the students for the series exam and status of the series question paper submission
4. **Attendance :** The attendance status for the students of the department was updated to the HoD

The meeting ended at 12.45 pm.

To all staff members

  
HoD



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

Date: 24-09-2020



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

**DEPARTMENT OF MECHANICAL ENGINEERING**

**Minutes of the Meeting held on 24-09-2020**

**Members Present;**

1. Mr. Chandrajith. E *[Signature]*
2. Mr. Lipin, K *[Signature]*
3. Mr. Aswin. P *[Signature]*
4. Mr. Manu Raj. A. C *[Signature]*
5. Mr. Praveen Kumar *[Signature]*
6. Mr. Melbin Benny *[Signature]*

**Agenda:**

1. Subject allotment for faculties.
2. NBA criterion for laboratory staff.
3. Online classes and other academic duties.

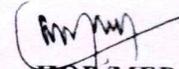
**Action Taken:**

1. The names of faculty members along with subjects allotted for S1 is to be intimated to KTU.
2. Laboratory staff will start work on display of boards, standards of performance of Lab etc in accordance to NBA criterion. *[Signature]*
3. Online classes are moving on with the existing *[Signature]* newly appointed faculty in the Moodle. The content of the email received *[Signature]* Secretary SBSY was discussed and resolved to adhere to with reference to:
  - a) Moodle training for online class – The training was imparted to the new faculty on the last Sunday (6<sup>th</sup> of September 2020)
  - b) Question Paper – Yet to be completed.

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

c) Mentorship

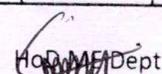
d) Online Seminar/Webinar – HOD reminded about the planning of online activities.

  
HOD/MED

## DEPARTMENT OF MECHANICAL ENGINEERING

### SUBJECT ALLOCATION 2020-2021 ODD SEMESTER

Faculty Name	Subject Code	Subject name	Dept	Semester
Mr. Chandrajith E	ME 409	Compressible Fluid Flow	ME	7
	MCN 201	Sustainable Engineering	ME	3
	ME 451	Seminar and Project Preliminary	ME	7
Mr. Lipin K	IE 306	Supply Chain and Logistic Management	ME	7
	EST 200	Design and Engineering	CS	3
	ESL 120	Civil and Mechanical Workshop	CS	1
Mr. Aswin P	ME 407	Mechatronics	ME	7
	ME 301	Mechanics of Machinery	ME	5
	ME 341	Design Project	ME	5
	ESL 120	BME Workshop	ME	2
Mr. Manuraj T V	CET 203	Fluid Mechanics and Hydraulics	CE	3
	MET 205	Engineering Thermodynamics	ME	3
	MEL 201	Computer Aided Machine Drawing	ME	3
Mr. Binesh Balan	MCN 201	Sustainable Engineering	ME	3
	ME 303	Machine Tool and Digital Manufacturing	ME	3
	ME 451	Seminar and Project Preliminary	ME	7
Mr. ArunRaj A C	ME 367	Non Destructive Testing	ME	5
	ME 401	Design of Machine Elements	ME	7
	ME 431	Mechanical Engineering Lab	ME	7
Mr. Ranjith T V	ME 407	Advanced Energy Engineering	ME	7
	MET 201	Mechanics of Solids	ME	3
	ME 451	Seminar and Project Preliminary	ME	7
Mr. Praveen Kumar	MET 203	Mechanics of Fluids	ME	3
	ME 405	Refrigeration and Air Conditioning	ME	7
	ME 331	Manufacturing Technology Lab I	ME	5

  
HOD/MED Dept

Date: 24-09-2021



SREE NARAYANA GURU COLLEGE OF ENGINEERING &  
TECHNOLOGY

DEPARTMENT OF MECHANICAL ENGINEERING

Minutes of the Meeting held on 24-09-2021

**Members Present;**

1. Mr. Chandrajith. E *(mm)*
2. Mr. Lipin. K *Lipin*
3. Mr. Aswin. P *P. Aswin*
4. Mr. Praveen Kumar *P. Praveen*
5. Mr. Sreelal. C. V *Sreelal*

**Agenda:**

1. Commencement of contact class for S4
2. Lab examination schedule
3. Publishing internal mark of S2 ,S4
4. Class committee meeting
5. Preparation of CPS and notes

**Action Taken:**

1. HOD briefed the agenda of the meeting and informed that contact classes for the fourth semester B-tech will commence from 22/09/21 as per the circular from KTU.
2. He informed that lab classes will be held in offline mode on alternate days with two sessions per day.
3. It was decided that lab examination shall be held on 06/10/2021 and 08/10/2021.
4. He informed that internal marks of S2 and S4 B-tech should be published on 30/09/21.
5. Tutors were advised to conduct class committee meeting on 01/10/21.
6. Faculty members were advised to prepare CPS for all courses and notes of first two modules of odd semester subjects.

*(mm)*

HOD/MED

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

DEPARTMENT MEETING MINUTES

Date: 28-06-2019.

Time: 1.15 PM.

Venue: EEE.

MEMBERS PRESENT

1. Abhilash Krishnan . T. K. 
2. Vilas. 
3. Alwin Augustine. 
4. Prabha Chandran. 
5. Vijisha . E.V. 
6. Amrutha Raghavan 
7. Akshara Mohan 

AGENDA

1. comprehensive Examination .
2. valuation . 
3. Handling of first semester students 
4. Campus discipline .
5. Classes for faculty
6. Subject allocation .

DEPARTMENT OF ELECTRICAL AND ELECTRICAL ENGINEERING

SUBJECT ALLOCATION(2019-2020 ODD)

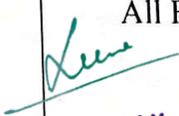
SI NO	NAME OF FACULTY	SUBJECT DETAILS
1	ABHILASH KRISHNAN T K	<ol style="list-style-type: none"> <li>1. EE 303 MEASUREMENTS AND INSTRUMENTATION</li> <li>2. EE367 NEW AND RENEWABLE ENRGY</li> <li>3. EE311 DIGITAL CIRCUITS AND EMBEDDED SYSTEMS LAB</li> <li>4. EE405 ELECTRICAL SYSTEM DESIGN</li> </ol>
2	Ms. AKSHARA MOHAN	<ol style="list-style-type: none"> <li>1. ESL 130 ELECTRICAL ENGINEERING WORKSHOP</li> <li>2. EE201 CIRCUITS AND NETWORKS</li> <li>3. EE309 MICROPROCESSORS AND EMBEDDED SYSTEMS</li> <li>4. EEL431 DESIGN PROJECT</li> </ol>
3	Ms.PRABHA CHANDRAN	<ol style="list-style-type: none"> <li>1. EST 130 BASIC ELECTRICAL AND ELECTRONICS ENGINEERING</li> <li>2. EE203 ANALOG ELECTRONIC CIRCUITS</li> <li>3. EE231 ELECTRONIC CIRCUITS LAB</li> <li>4. EE303 LINEAR CONTROL SYSTEMS</li> </ol>
4	Mr. ALWIN AUGUSTINE	<ol style="list-style-type: none"> <li>1. EE205 DC MACHINES AND TRANSFORMERS</li> <li>2. EE311 ELECTRICAL DRIVES CONTROL FOR AUTOMATION</li> <li>3. EE355 ELECTRICAL AND ELECTRONICS LAB</li> <li>4. EE403 DISTRIBUTED GENERATION AND SMARTY GRID</li> </ol>
5	Ms. AMRUTHA RAGHAVAN M P	<ol style="list-style-type: none"> <li>1. EE301 POWER GENERATION TRANSMISSION PROTECTION</li> <li>2. EE355 ELECTRICAL AND ELECTRONICS LAB</li> <li>3. EE465 POWER QUALITY</li> <li>4. EE407 DIGITAL SIGNAL PROCESSING</li> </ol>
6	Ms. VIJISHA E V	<ol style="list-style-type: none"> <li>1. EE305 POWER ELECTRONICS</li> <li>2. EC307 POWER ELECTRONICS</li> <li>3. EE407 DIGITAL SIGNAL PROCESSING</li> </ol>

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



**SREE NARAYANA GURU COLLEGE OF ENGINEERING &**  
**TECHNOLOGY**  
**DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING**  
**MINUTES AND ACTION TAKEN REPORT OF DEPARTMENT STAFF**  
**MEETING**

DATE: 28/06/2019	TIME: 01.15 PM	VENUE: EEE DEPARTMENT
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SL NO:	DISCUSSIONS AND DECISION TAKEN	TARGET DATE	RESPONSIBLE PERSON	REMARKS
1.	Comprehensive Examination	01/07/2019	All Faculty	Instructions for comprehensive examination have been issued by the University and all faculty members must acquaint themselves with the same. The results must be forwarded by 1 <sup>st</sup> of July positively.
2.	Valuation	-	All Faculty  Dr. LEENA A V PRINCIPAL SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY PAYYANUR, KANNUR	Valuation should be carried out by the faculty who actually took the class. Strict action will be taken on the defaulting faculty members by the University.
3.	Handling of First Semester Students	-	First year tutor	All faculty should plan the activities to ensure proper induction and grooming of the

				<p>first semester students to ensure that they are pre-oriented to take on the curriculum effectively and achieve best results accordingly.</p>
4.	Campus Discipline		All Faculty	<p>Faculty should ensure discipline in and out of the classes and in the entire campus.</p>
5.	Classes for Faculty.	05/07/2019	<p><i>Leena</i>  <b>All Faculty</b>  <b>Dr. LEENA V</b>  <b>PRINCIPAL</b>  <b>SREE NARAYANA GURU COLLEGE OF</b>  <b>ENGINEERING &amp; TECHNOLOGY</b>  <b>PAYYANUR, KANNUR</b></p>	<p>A Quality Improvement Program will be conducted for the faculty members before the opening of the College, tentatively in 5<sup>th</sup> July 2019. Classes on the Students Handling and Mentoring will be handled by Department</p>

6	Subject allocation	28-06-2019	All faculty	All the subjects have been allocated
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*Amme J*  
*HOD (eee)*  
HOD

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING &  
TECHNOLOGY

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

DEPARTMENT MEETING MINUTES

Date: 16/12/2019  
Time: 11.15 AM  
Venue: EEE department

MEMBERS PRESENT

1. Prof. Raveendran K
2. Abhilash Krishnamurthy *Abhilash*
3. Manu C *Manu C*
4. Prabha Chandran *Prabha*
5. Vijiha E V *Viji*
6. Amrutha Raghavem *Amrutha*
7. AKshara Mohan *Amrutha*

AGENDA

1. Subject allocation *Leena*
2. Lab Requirements *Leena* Budget
3. Presence of Tutors During Exams
4. Presence of Subject Teachers during Exams
5. Involvement of Labstaff in NBA and other Dept Activities
6. Training program for 15 year

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



**SREE NARAYANA GURU COLLEGE OF ENGINEERING &  
TECHNOLOGY  
DEPARTMENT OF ELECTRICAL AND ELECTRONICS  
ENGINEERING**

**MINUTES AND ACTION TAKEN REPORT OF DEPARTMENT STAFF MEETING**

<b>DATE: 16/12/2019</b>	<b>TIME: 11.15 AM</b>	<b>VENUE: EEE DEPARTMENT</b>
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SL NO:	DISCUSSIONS AND DECISION TAKEN	TARGET DATE	RESPONSIBLE PERSON	REMARKS
1.	Subject allocation	-	All Faculty	HOD alloted the subjects as well as the lab for the coming semester to the faculty.
2.	Lab requirements and Budget			Lab incahrges are instructed to prepare the requirements for respective labs for the coming semester along with the approximate expense
3.	Presence of Tutors During Exams.		 <b>Dr. LEENA A V</b> PRINCIPAL SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY PAYANUR, KANNUR	HOD informed that the Tutors should be present during exam days to coordinate the exam activities of respective Classes, and make the necessary arrangements for valuation if there is a coincidence.

4.	Presence of Subject Teachers During Exams			HOD informed that presence of subject teachers are necessary during exams, so as to clear any doubts in question papers immediately, so that students do not lose valuable time.
5.	Involvement of Lab Staff in NBA and other Departmental Activities.			HOD informed that lab staff must be incorporated in all possible activities by respective departments, especially in NBA activities.
5.	Training Program for 1st Year	18/01/2020-19/01/2020		It was decided to conduct the two day training program for first year students on 18/19 Jan 2020

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

  
For HOD(EEE)

## DEPARTMENT Meeting Minutes held on 25-07-2019

### Agenda

- 1) subject allocation
- 2) Lab and budget
- 3) Lateral entry admissions
- 4) 1st year results
- 5) Mentoring.

### Members present

Prof. K. Raveendran

*[Signature]*

Ms. Leena Narayanan

*[Signature]*

Ms. Subitha MB

*[Signature]*

Mr. Sreejith K P

*[Signature]*

### Discussion:

The meeting started at 11.00 a.m.

1. Subject allocation: HOD allocated the subjects as well as the lab for the coming semester to the faculty.
2. Lab requirements and Budget: Lab in charges are instructed to prepare the requirements for respective labs for the coming semester along with the approximate expense
3. Lateral Entry Admissions. All Faculty Members must try to get more lateral entry students through their personal links and acquaintances.
4. Class for Staff. HOD informed that a separate class for all recently joined staff will be carried out on students handling before the opening of the academic session.
5. Classes for Faculty. A Quality Improvement Program will be conducted for the faculty on 16<sup>th</sup> July 2019. Classes on "Students *[Signature]* and Mentoring" will be taken by the department.
6. Results for the First Year Students. HOD informed that we must aim for 100% results for the first years, and achieve the same.
7. Mentoring. Mentoring should be carried out seriously and sincerely, and should start as soon as the College opens. The details should be updated online.

The meeting came to an end at 11.30 am.

*[Signature]*

To,  
All staff members  
ECE

HOD  
ECE

HOD LEENA AY  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYANUR, KANNUR

## Department Meeting Minutes held on 4/12/18

### Members present

Prof. K Raveendran

*[Signature]*

Mr. Leenu Narayanan

*[Signature]*

Mr. Subitha M B

*[Signature]*

Mr. Bushra Abdulla NT

*[Signature]*

Mr. Shafith P

*[Signature]*

Mr. Raveesh Kumar CP

*[Signature]*

Mr. Sreefith KP

*[Signature]*

### Agenda

- 1) Course repeat details
- 2) Attendance shortage
- 3) Valuation duty
- 4) Subject Allocation

### Discussion:

The meeting started at 02.00 pm.

1. Details of students of course repeat in S3 and S5 or S7 were to be submitted by respective staff to class tutors.
2. Few students had attendance shortage and they had to submit medical certificate. Such students should be monitored in upcoming *[Signature]* **DR. LEENA M. M.** **PRINCIPAL** **SREE SANKARANARAYANU COLLEGE OF** **ENGINEERING & TECHNOLOGY** **PATTANAM BIKANUR**
3. Faculty members were asked to attend the valuation camp as per KTU schedule.
4. Faculty Members asked to be very vigilant about various malpractices during the invigilation duty.
5. Subject allocation for the even semesters has to be completed.

The meeting came to an end at 02.30 pm.

To,  
All staff members  
ECE

*[Signature]*

HOD  
ECE