

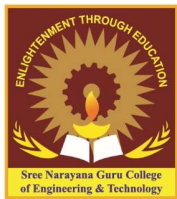


# **Sree Narayana Guru College of Engineering & Technology**

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



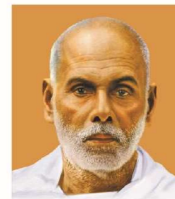
## **POLICIES**



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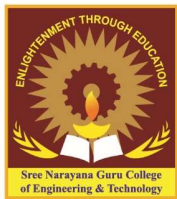
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## TRANSPORTATION POLICY & RULES

1. Sree Narayana Guru College of Engineering and Technology in Payyanur offers reliable transportation services for students and staff along specific prearranged routes, ensuring convenient commuting to and from the campus.
2. The provision of bus facility to students is at the discretion of the college management and is not a guaranteed entitlement that can be claimed by any student or parent
3. To utilize the college bus service, students are required to register their names with the college office during the specified registration period at the start of each academic year.
4. Bus passes will be issued to eligible students solely upon recommendation from the Principal, as per the prescribed format, and upon payment of the complete bus fees.
5. The transportation fee for the entire academic year will be applicable regardless of whether a student discontinues availing the transport facility midway through the academic year.
6. If a student chooses to switch from being a day scholar to a hosteller at any point during the academic year, the transportation fees already paid will be reallocated towards the hostel fees accordingly.
7. The college staff interested in using the bus facility is required to register with the college office. Subsequently, the bus fees will be deducted from their salary on a monthly basis.
8. Travel in the bus is strictly permitted only with prior written permission from the relevant college authorities. The Principal holds the authority to refuse travel to any individual lacking proper authorization.
9. Travel in the college bus is exclusively reserved for those with valid bus passes. Hostellers and day scholars without a bus pass are not permitted to utilize the college bus services.
10. Each bus has a designated staff member assigned the role of 'Bus In charge'. They bear responsibility for maintaining discipline and overseeing the conduct of students throughout the journey.

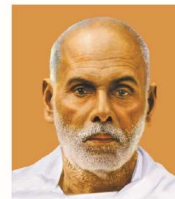
  
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PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
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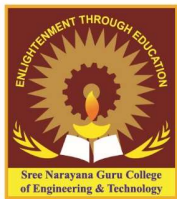
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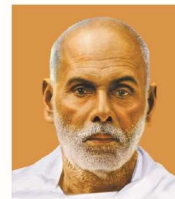
11. The bus coordinator is tasked with maintaining the contact information of all passengers traveling on their respective bus
12. In situations of emergency or unforeseen events, the bus in-charge is responsible for promptly informing the bus coordinator and, if necessary, the Principal. They are also empowered to take necessary actions as per the exigency of the situation.
13. The bus in-charge is empowered to allocate seats to students and other passengers as deemed appropriate.
14. The bus coordinator will make every effort to inform passengers about the cancellation of a trip to the best of their ability.
15. The college bus fees will be revised periodically in accordance with changes in various operating expenses.
16. College buses are typically available along existing routes on all official working days. However, adjustments to the trips may occur if the number of passengers is significantly low.
17. Passengers will be picked up and dropped off exclusively at designated stops.
18. The time schedule and trip stages cannot be altered under any circumstances unless prior permission is obtained.
19. The bus will not wait for any passenger. Passengers are required to be at the designated stops/stages ahead of the scheduled departure time.
20. Obtaining a bus pass does not guarantee passengers a reserved seat.
21. Passengers must possess a valid bus pass and be prepared to present it upon request by any staff member.
22. Music playing is not permitted on the bus.
23. The rules and code of conduct applicable within the college premises extend to the college bus, including guidelines regarding the use of mobile phones with headsets and adherence to the proper dress code.
24. The college discourages any form of celebrations, such as birthdays or farewells, on the bus or during travel.
25. Students are required to board and disembark from the bus with care and courtesy, refraining from pushing or shoving.
26. Students are prohibited from extending any part of their body, clothing, or other

  
Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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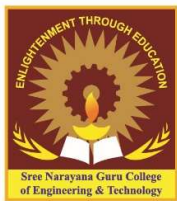


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items out of the bus windows.

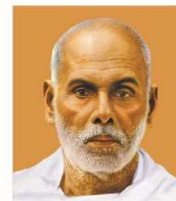
27. Throwing objects inside the bus or out of the windows at any time is strictly prohibited and will not be tolerated.
28. Students are expected to refrain from making excessive noise, including loud talking, screaming, whistling, or singing, while on the bus.
29. The possession of harmful or dangerous items such as explosives, fireworks, matches, cigarettes, lighters, knives, etc., is strictly prohibited.
30. Students are prohibited from writing on, defacing, or causing damage to any part of the bus, both inside and outside. Any damage caused will incur charges to the responsible individual.
31. Students must conduct themselves in a manner that does not compromise the safe operation of the bus.
32. The use of profanity, vulgar language, or any other inappropriate gestures is not acceptable and will not be tolerated
33. Littering is strictly prohibited.
34. Any behavior or misconduct that may distract the bus driver from safely operating the vehicle will not be tolerated

  
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PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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## **Sree Narayana Guru College of Engineering & Technology**

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### **Financial Assistance Policy**

The college Management emphasizes academic upgradation for its employees, recognizing the pivotal role of continual learning in fostering excellence. Through workshops, seminars, and sponsored education programs, faculty are encouraged to enhance their skills and knowledge, enriching both their teaching and research endeavours. This commitment to professional development not only elevates individual competence but also enhances the institution's academic reputation.

By developing a culture of lifelong learning, the college cultivates a dynamic environment where innovation thrives and students benefit from the latest advancements in their fields. This dedication to academic growth underscores the institution's commitment to academic excellence and student success.

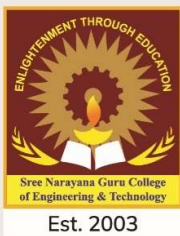
Financial assistance is provided to faculty members to participate in activities such as Seminars, Conferences, Workshops, Faculty Development Program, STTP etc, The policy will be beneficial only for those faculty who have completed their probation as per the policy of the Management. Faculty members shall submit a request in to the Principal through Head of Department for the approval. Principal's approval should precede application submission.

The policy includes the following:

1. 50% of the registration fee.
2. 50% of the travel expense (only for bus and train)

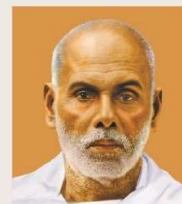
Supporting documents / proof shall be submitted through proper channel for the reimbursement after getting it sanctioned from the Principal.

  
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PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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### **E-GOVERNANCE POLICY**

Sree Narayana Guru College of Engineering & Technology's E-Governance Policy is formulated with the primary objective of seamlessly integrating e-governance into all facets of our institution's interactions and services. This policy aims at seamlessly integrating e-governance into all facets of our institution's interactions and services.

### **POLICY**

The college aims to implement e-governance in all aspects like; administration, website, library, punching system, finance and accounts, student admission, and examination, ensuring transparency and accountability, thereby enhancing efficiency and accessibility across departments as a leading higher education centre.

### **Objectives**

- To handle non-academic functions and support academic operations.
- To serve as a communication hub for all stakeholders.
- To automate the process related to student admissions.
- To digitize the library for improved access and efficiency.
- To provide online portal for attendance management.

  
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PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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- To manage finances, budgeting, payroll, and compliance.
- To instantly process and publish exam results with automated notifications.

The e-governance policy sections of the college cover each of the specified areas:

### **Administration:**

ERP (ET Lab) is used by Administrative Staff and Teaching Faculty to record and track Attendance, Internal Assessment, etc. Monthly Reports, Progress Report should be generated, to automatically calculate the Internal Assessment marks and attendance. Ensure students access a maximum of services online for convenience.

### **Website:**

The college website is user-friendly, accessible, and regularly updated with relevant information. Define responsibilities for maintaining accurate and up-to-date content, including announcements, academic programs, faculty profiles, and campus events. Ensure the website complies with accessibility standards to accommodate users with disabilities. Implement a system for collecting feedback from website visitors to improve user experience.

### **Student Admission:**

Establish procedures for accepting and processing online applications for admission to various programs- Total Campus Solutions (TCS). Define protocols for verifying applicant documents electronically and securely. Clearly outline admission criteria, including eligibility requirements, selection process,

  
Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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and merit list publication.Ensure timely communication with applicants regarding the status of their applications and admission decisions.

### **Library:**

Develop and maintain a digital catalogue of library resources, including books, journals, and online databases.Provide students and faculty with remote access to digital resources - DELNET through the college website or Library Management System (Book Magic). Implement an e-lending system for accessing E-Books and E-Journals.

### **Punching System:**


Implement a digital punching system to track staff attendance accurately.Utilize biometric or RFID technology for secure and reliable attendance recording.Generate attendance reports for monitoring and analysis purposes.

### **Finance & Accounts:**

Enable online payment options for tuition fees, hostel fees, and other financial transactions – Online Campus Solutions (OCS).Implement a digital system for budget planning, allocation, and monitoring (etlab and TALLY).Maintain an audit trail of financial transactions for transparency and accountability.Ensure compliance with financial regulations and reporting requirements.

### **Examination:**

Facilitate online registration for examinations, including scheduling of examinations and allocation of seats. Digitize the process of creating, storing, and distributing examination question papers securely.Implement digital



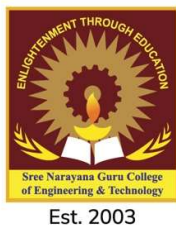
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PRINCIPAL  
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evaluation methods for exam answer scripts to expedite the grading process.  
Publish examination results online securely, ensuring confidentiality and data integrity using seat.

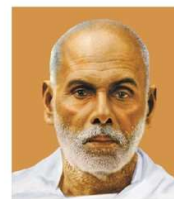


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PRINCIPAL  
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## CONSULTANCY, R&D AND TEACHING ASSIGNMENTS

Sree Narayana Guru College of Engineering & Technology, was established in 2003. It is one of the premier institutions in North Malabar Region of Kerala. The college started Consultancy Service Cell and Research and Development Cell to stream the activities, consultancy service cell established with Principal as Chairman and Department Head as Coordinator.

### SCOPE:


The consultancy policy is postulated to effectively harness the expertise of the faculty members to contribute to industry innovation while ensuring ethical conduct and protecting the interests of the college and its stakeholders.

### OBJECTIVE:

1. To motivate the faculty to take up consultancy and in-house R&D assignments which benefits the society and industry.
2. Facilitate consultation and testing services using the infrastructure available in the institute.
3. To encourage the faculty to actively involve in consultancy work beside their academic responsibilities, research work and update their technical knowledge.
4. Provide consultancy to the start-ups, entrepreneurs and small/ medium scale Industries
5. Bridge the gap between Institute and Industry for the development

### 1. Consultancy and R&D Assignments

- The College permits faculty members to take consultancy and in-house R&D assignments. The faculty shall undertake such assignments, when the College is approached with such requests; the Principal assigns such engagement to a particular faculty or when the faculty himself/herself is approached by the outside agency for such

  
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help. In either case, the faculty shall take up the assignment by obtaining the approval of the Principal/Management in writing.

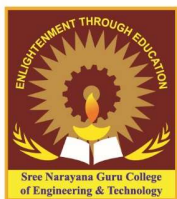
- The faculty shall avail the administrative and infrastructure facilities available in the college for carrying out the consultancy work. The faculty shall also associate with other members in the department.
- For accepting the work from the client, the consultancy requisition form/email/letter received by the concerned coordinators. The letter is addressed to the Principal by the client and will be communicated to the concerned HOD in the form of mail or hardcopy.
- Consultancy requisition form will be processed by the concerned HOD who forms a team for executing the work.
- The team / coordinator interact with the client and discusses the requirements of their work. After finalizing the scope of work, estimation and time line for executing the project, a proposal will be sent to the Principal by the team/ coordinator.
- After obtaining the approval from the Principal , the work will be taken up. The consent by the client may be oral / letter / telephonic discussion.
- The College shall levy such professional charges on the client for project or R&D type assignment, testing, involving the infrastructure facilities and faculty. The charges shall be paid at the college office by the client before the commencement of the work.

## **2. Guest Lecture**

- A faculty, who has been approached for delivering guest lecturers in other educational institutions, shall make a request to the Principal, will approve the same after ensuring the academic schedule of the faculty is not affected.
- Unless approved by the Principal, a teaching staff member shall not take any teaching or non-teaching assignment in another institution, whether for remuneration or on honorary basis.



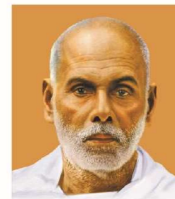
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### Guidelines for Biometric Attendance System for Faculty and Staff

Biometric attendance system is being introduced for digitally recording the attendance of all the faculty and staff. The biometric attendance machines have been installed in the administrative and department blocks to enable the faculty and staff to register their attendance by recording their finger impression through the biometric machines.

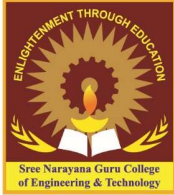
The purpose of this policy is to establish guidelines to improve efficiency in monitoring the attendance, leave records and overall working environment by Biometric Based Attendance Monitoring System (BBAMS). This policy is applicable to all employees of SNGCET. The guidelines for biometric attendance system to be adhered in the institute are as follows:

#### 1. Recording/ Marking of Daily Working Timings

- a) The daily working timings of the faculty and staff shall be as notified by the competent authority from time to time.
- b) The Biometric Based Attendance Monitoring System (BBAMS) will be maintained by the Principal. Whereas the matter of attendance and related details will be maintained by the Administrative Office.
- c) All faculty and staff member must register their daily attendance without any exception by using biometric machines to record their fingerprint impressions, capturing both their in and out times.
- d) In case, if any of the machines is not functional, the faculty and staff may mark their attendance in the other machine and if both machines are not working due to any reason, the faculty and staff have to sign in the file kept for this special purpose at the College office.
- e) Biometric attendance machine will record the attendance at any time but attendance recorded/ marked by the faculty and staff shall be considered if recorded/ marked as follows:

#### f) Timings

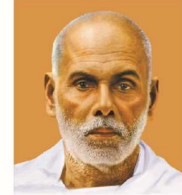
  
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**Academic timings** are from 09:00 a.m to 04:00 p.m with 45 minutes of lunch break from 12:15 p.m to 01:00 p.m. From one hour before and half an hour (grace time) after the notified starting of daily working time for faculty/ staff.

**Office Timings** are from 09:00 a.m to 04:30 p.m with 50 minutes of lunch break from 01:10 p.m to 02:00 p.m.

Reaching the college after 9.00 a.m or leaving the college before 04:00 p.m / 5.00 p.m (in case of Office staff) will be reckoned as half day leave except in cases like consultation with doctor/ visit to hospital/attending social obligation, etc., Late punching in the morning/early punching in the afternoon up to one hour (maximum,) will be allowed twice in a month subject to the condition that prior intimation/approval of the immediate superior officer has been obtained from competent authority.

### g) **Grace Period:**

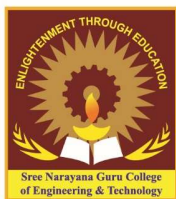
Marking of biometric attendance during grace period (15 minutes in starting of daily working time) does not mean that the faculty/staff is allowed to come to institute 15 minutes late from his/her notified daily working time. It is just a grace time in marking of biometric attendance in order to cater some delays due to traffic congestions in the city, faults/ breakdown in vehicle and queue at machine location etc.

The grace period is not permissible for faculty/staff that has his/her teaching period/any other important duty like invigilation from the beginning of his/her start of working time. For such cases, recording/marking attendance on biometric machine after the beginning of his/her start of working time will lead to leave and responsibility of adjustment of his/her duty accordingly.

All concerned shall start their daily working in-time and shall finish their daily working in-time or as per the requirements of competent authority without any exception.

g) It is the responsibility of the individual faculty/staff to complete the notified daily working hours or the daily hours as per the requirements of competent

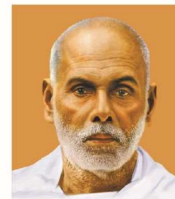
  
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authority, otherwise it may be registered as leave and responsibility of adjustment of his/her duty accordingly.

### **2. Late/Early Recording/ Marking of Attendance**

Recording/Marking of biometric attendance after grace period (15 minutes in starting of daily working time) and before completion of daily working hours shall be considered as “Late punch/Early punch’ respectively and approval has to be obtained from competent authority for the same.

### **3. Half Day Leave**

Faculty or staff availing half-day Casual Leave in the morning must register biometric impression on BBAMS by 12:30 p.m. Those availing Casual leave in the afternoon are to mark biometric impression after 12:15 p.m only.

Office staff availing half-day Casual Leave in the morning must register biometric impression on BBAMS by 1:00 p.m. Those availing Casual leave in the afternoon are to mark biometric impression after 12:45 p.m only.

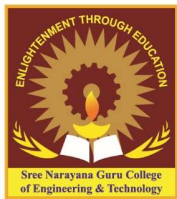
b) No grace time is permissible in recording/ marking of biometric attendance for faculty/ staff availing half day casual leave.

### **4. Full Day Leave**

Faculty/staff on full-day casual leave are exempt from biometric attendance if leave is approved by the Principal/Competent authority.

### **5. Compensatory Off**

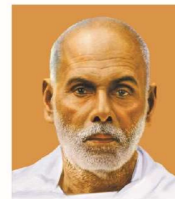
  
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PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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In order to avail Compensatory Off, as per the leave policy rules, the staff availing the same shall make sure that attendance for the holiday they have worked is recorded in the BBAMS without fail.

### **6. Attendance Reports**

Attendance reports would be available on the CMS on daily basis and concerned staff shall get their attendance regularized within seven days from the date of absence. Further, a consolidated monthly statement in this regard would be obtained from CMS

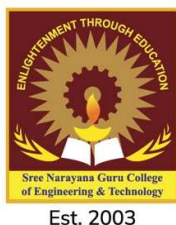
### **7. Forgot/Unable to Record/Mark Attendance**

- a) If any faculty/staff forgot/unable to record/mark his/her bio-metric attendance, then he/she shall report for the same to HOD and fill the prescribed application for the same.
- b) It will be the responsibility of faculty/staff to submit prescribed application (i.e. Forgot to Punch/Unable to Punch) to HOD on within a week. The HOD is to forward the application to the Principal/Competent authority.
- c) If the faculty/staff does not submit the prescribed application (i.e. Forgot to Punch/Unable to Punch) within the time frame then the Principal/Competent authority may consider him/her on leave.
- d) Forgot to Punch/Unable to Punch will be considered only three times per month and for subsequent forgot/unable the one day casual leave should be applied.

### **8. Leave Application**

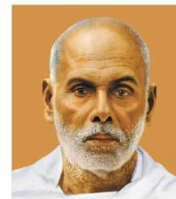
It must be ensured by HOD's that duly recommended leave applications of any nature are sent to the Principal through the CMS. The designated Office staff shall ensure that all such leave applications for a month are duly sanctioned by the Principal on or before 30<sup>th</sup> or 31<sup>st</sup> of every month (whichever is applicable and 28<sup>th</sup> or 29<sup>th</sup> in case of February) for calculating the monthly salary.

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
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## **SERVICE RULES AND REGULATIONS**

The following is the policy that will be focused for staff at SNGCET. The rules that will be followed are as follows:

### **I. Recruitment Process for Teaching Staff**

1. Recruitment is conducted based on the institution's requirements.
2. Principal/HOD/Designated Authority determine vacancy numbers considering factors such as student strength and staff resignations.
3. Applications are screened by the respective Head of the Department.
4. Shortlisted candidates are informed through call letters or phone calls.
5. Walk-in interviews may be conducted for immediate postings.
6. Minimum qualifications are in accordance with Management Policy.
7. Teaching staff are paid according to management policy scale of pay.
8. Additional allowances for specific positions are provided as per management policy.
9. The Interview Committee includes members of the college management, the Principal/Designated Authority, Administrative Officer, and Heads of Departments.
10. Faculty interviews may require a written test or teaching demonstration, followed by a personal interview for shortlisted candidates.
11. Candidates for senior positions may be subjected to direct interviews.
12. The selection committee submits final recommendations for management approval and issuance of appointment orders.

This process appears comprehensive and aims to ensure that recruitment is conducted efficiently and fairly within the institution.

### **II. APPROVAL OF QUALIFICATION**

  
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PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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1. Every appointee shall be subject to the conditions that his/her desired qualification is approved by the affiliating University.
2. At the time of joining all appointees shall produce original certificates, as demanded by APJ Abdul Kalam Technological University with sufficient number of copies from S.S.L.C onwards. The original certificates should be submitted for any official purpose.
3. Any discrepancy in qualification noticed by the authorities the candidate/employee will be terminated with immediate effect.


### **III. Service Conditions for the Staff**

1. All new appointments will be on contract/probation basis for a period of 2 years and will be appointed on a consolidated payscale.
2. Confirmation/ Termination will be based on the performance evaluation at the end of the contract/probation period.
3. In rare cases, probation could be prolonged based on performance improvement prospects of staff member. If however, after this period, the performance of the staff member is still not found satisfactory, his/her employment will stand terminated.
4. A notice given to the employee shall outline reason for non-confirmation, and/or extension of probation period.
5. Despite the above conditions, the Management reserves the right to terminate an employee at any time with due discretion.
6. The service of any candidate appointed on contract / ad-hoc basis, can be terminated without any notice and without giving any reason.
7. The faculty information sheet duly signed is to be submitted along with joining report at the time of joining.

### **IV. PROMOTION POLICIES**

These points outline the promotion policies within the institution:

1. Promotions are granted based on a merit-cum-seniority basis or as decided by the management.
2. A promotion committee is appointed by the management, chaired by the President, and

  
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comprising the Secretary, Vice President, Directors and Principal.

3. The committee evaluates promotions of teaching staff to higher positions based on guidelines provided and in accordance with AICTE norms. Candidates must not have any disciplinary actions against them for misconduct.
4. Candidates with a minimum of 10 years of teaching/research/industrial experience, including at least 5 years at the Assistant Professor level, are eligible to be appointed and designated as Associate Professors, subject to AICTE regulations and management approval.
5. Only teachers with a PhD are eligible for promotion, appointment, or designation as Professor. However, retired government teachers with at least 15 years of teaching experience at the undergraduate level may be appointed as Professors based on the discretion of the management.
6. Promoted individuals are placed in the appropriate pay scale determined by the management.
7. Consistent good performance is essential for internal promotions and increments.

These policies ensure that promotions within the institution are based on merit, qualifications, and performance, in accordance with regulatory standards and the discretion of the management.

## **V. RETIREMENT FROM SERVICE**

Here are the outlined points regarding retirement policies within the institution:

1. Both teaching and non-teaching staff are required to retire upon reaching the age of superannuation, which is set at 60 years for teaching staff and 56 years for non-teaching staff.
2. If a faculty member reaches the age of superannuation during the academic year, their retirement date will be on the 31<sup>st</sup> of May of the following year.
3. The age of superannuation specified above does not apply to Professors holding Emeritus and Special Category appointments.

These policies outline the retirement procedures for staff members and exceptions for certain appointments.

## **VI. TERMINATION OF SERVICES OF AN EMPLOYEE**

1. The Principal/Designated Authority can suspend staff for misconduct charges.
2. An employee detained for over 48 hours or sentenced to imprisonment shall

  
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be suspended pending further action.

3. If staff commit misconduct, management can give warnings, withhold increments, or dismiss after a committee inquiry.
4. The management reserves the power to terminate the services of any member of the college, for any of the following reasons:
  - a. Serious misconduct and willful negligence of duty;
  - b. Gross insubordination;
  - c. Physical or mental unfitness; and
  - d. Participation in any criminal offense involving morally corrupt behavior.

#### **a. CODE OF CONDUCT**

##### **General**

All staff are expected to

- Observe absolute punctuality and ontime service in everything relating to the College.
- The staff shall keep the College premises absolutely clean and litter free. Great care should be taken to keep their work place neat and orderly.
- The staff shall dress properly befitting to the standard and culture of the College
- The staff shall not engage in discussions or conversations that are not related to the duties assigned to them.
- They shall be present on their seats /places / rooms and attend to the duties assigned to them. Crowding around office tables and gossiping is highly objectionable.
- The staff shall communicate in English on the campus to the extent possible.

##### **Special Instructions to Teaching Staff**

- Faculty has to come to the college at least 15 minutes before the commencement of classes
- Follow the rules and regulations of the Institution as prevalent from time to time.
- Update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.



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- Take every attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- Strive to prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- Groupism of any kind should be absolutely avoided. Faculty members found indulging in such activities will be subject to disciplinary proceedings.

### **In Department**

- Faculty/staff should communicate with the Head of Department (HOD) and maintain confidentiality regarding their professional and personal activities.
- The work load will be allotted by the HOD after taking into account the interests and area of specialization of the faculty member.
- Faculty must fulfill additional responsibilities assigned by HOD/Principal/Management in academic, co-curricular, or extracurricular activities.
- Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the software as soon as the classes/laboratory hours are over.
- Faculty/staff must seek advance sanction for leave, ensuring alternate arrangements for classes/labs. In emergencies, inform HOD with alternate arrangements.
- Faculty must avoid all forms of groupism. Those found engaging in such behavior will face disciplinary action.

### **b. DISCIPLINARY PROCEDURE**

These points delineate the disciplinary process for teachers who violate the code of conduct within the institution:

1. Faculty/staff found violating the code of conduct specified in this manual will face appropriate disciplinary action by the Principal/Management.
2. Anyone can report instances of misconduct or misdemeanor by a faculty/staff violating the code of conduct by submitting a written report to the Principal.

  
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3. The Principal may conduct a preliminary inquiry into the matter personally or appoint a committee for the same. The complaint may also be forwarded to specific committees like the Grievance cell or Women's cell based on the nature of the complaint.
4. If the Principal finds the complaint to be substantiated upon preliminary inquiry, they shall proceed with the disciplinary process based on the severity of the violation.
5. The Principal, if deemed necessary, will issue a show cause notice to the accused teacher, detailing the offense and proposed actions, allowing sufficient time for the teacher to provide their explanation.
6. Upon receiving the explanation or after the submission deadline, the Principal will review and decide on appropriate action, potentially disciplinary.
5. Disciplinary actions may include the following categories:
  - i. Memo
  - ii. Written warning, with monetary recovery if financial loss is involved
  - iii. Suspension from work without remuneration
  - iv. Dismissal or discharge from service

These procedures ensure transparency and fairness in handling disciplinary matters concerning teachers within the institution.

**c. GRIEVANCE PROCEDURE**

1. The Principal is responsible for establishing a Grievance Committee to address employee grievances, aligning with the norms of AICTE and the University.
2. The Grievance Committee consists of a Chairperson and members determined by the Principal during Academic Council.
3. The Principal announces the composition of the Grievance Committee, including the names of its members, whenever it is formed or reconstituted.
4. The Chairperson of the Grievance Committee oversees its proceedings and convenes meetings at least once every semester or as required.
5. Any employee with a grievance should submit a written representation to the Grievance Committee.
6. The Grievance Committee, under the guidance of the Chairperson/Convener, promptly addresses and redresses grievances raised by employees.
7. The Convener or a member designated by the Chairperson is responsible for

recording and maintaining minutes of the Grievance Committee meetings.

This process ensures a structured approach to addressing and resolving employee grievances within the institution, fostering a supportive and fair work environment.



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

Chalakkode P.O., Korom, Payyanur - 670307, Kannur, Kerala.

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

Managed by Sree Bhakthi Samvardhini Yogam, Talap, Kannur.



### **SCHOLARSHIP POLICY**

#### **Introduction:**

Sree Narayana Guru College of Engineering and Technology, functions with the mission of uplifting the economically backward students by offering scholarships and fee waivers, to provide opportunities for promising individuals the means to excel academically and contribute to society.

#### **Scope of the Policy**

These scholarships aim to recognize and encourage talented individuals, providing financial assistance while motivating them to continually strive for excellence in their studies. This scholarship policy outlines the rules and guidelines to be followed since the inception of the college. The policy encompasses the awarding of scholarships based on both management and the government's reservation policy to enrolled students.

#### **Objectives of the Policy**

- To promote academic excellence, support students from disadvantaged backgrounds, and encourage specific fields of study.
- To assist the students in applying for scholarships at all levels (Central, State and institution).
- Scrutinise the documents for the various scholarship schemes.
- Receive and verify the scholarship applications and recommend them forward.

#### **Scholarship Policy Guidelines**

Sree Narayana Guru College of Engineering and Technology, Payyanur aims to grant a scholarship to a deserving student in each discipline. The final decision to award scholarship rests with the Management based on the recommendations of the Principal.

#### **Types of scholarships**

##### **I. MANAGEMENT SCHOLARSHIP**

The management scholarship is offered by Sree Bhakthi Samvardhini Yogam to support the outstanding and economically backward students. Every academic year, in the governing body meeting, the rules and regulations for the management scholarships are discussed and ratified. The management scholarships are released to the students based on the eligibility criteria laid.

  
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**A. Special Management Scholarship (AY 2022-23 and AY 2023-24)**

Special management scholarship offered by Sree Bhakthi Samvardhini Yogam from the academic year 2022-23 for the students who have excelled in their plus two and in the KEAM Entrance.

**Eligibility:**

Sl.No.	Criteria (Based on Plus 2 PCM marks)	Scholarship Fee
1	80% and above	10,000/Year
2	75% to 79 %	15,000/Year

Sl.No.	Criteria (Based on KEAM rank)	Scholarship Fee
1	<5000	10,000/Year
2	5001 to 10000	15,000/Year
3	10001 to 15000	25,000/Year

**Conditions for Scholarship**

- Students must pass all subjects on their first attempt to maintain eligibility scholarship will be revoked
- Students should maintain a minimum of 90% attendance.
- Students are expected avoid involvement in disciplinary issues.
- Scholarship eligibility is determined by academic performance and economic background.

**B. Guru Darshan scholarship (AY 2024-25)**

Guru Darshan scholarship is the scholarship offered by Sree Bhakthi Samvardhini Yogam for the economically weaker section students who have excelled in their plus two and in the KEAM Entrance.

**Eligibility:**

Sl.No.	Criteria (Based on Plus 2 PCM marks)	Scholarship Fee
--------	--------------------------------------	-----------------

  
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Sl.No.	Criteria (Based on Plus 2 PCM marks)	Scholarship Fee
1	90% and above	15,000/Year
2	85% to 89 %	20,000/Year

Sl.No.	Criteria (Based on KEAM rank)	Scholarship Fee
1	<5000	20,000/Year
2	5000 to 15000	25,000/Year

### Conditions for Scholarship

- The student strictly follows all the rules and regulations of the Institution.
- In order to continue the scholarship the student clear all University exam papers without any backlogs.
- The student should maintain atleast 90% attendance in all subjects except for extreme emergency or medical reasons.
- The scholarship will be revoked if student involves in inappropriate activity, intentionally or unintentionally.

## II. GOVERNMENT SCHOLARSHIPS

The scholarships provided by the State and Central Government applicable to self-financing engineering colleges. The State Government. and Central Government. both introduce number of scholarship every year for the students of economical weaker section of SC/ST, General, OBC and Minority to provide them financial assistance for their education.

### A. GOVT. OF KERALA SCHOLARSHIPS

#### 1. E Grants

##### Eligibility:

- Students who belong to the categories SC, OEC, OBC & forward caste who are socially and economically backward.
- Scheduled castes and OECs-No limit in annual income
- OBC & Others – Annual Income upto Rs.100000/-

#### 2. Scholarship for Minority Catogory:

##### C.H.Mohammed Koya( Girls Only) Scholarships

  
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**Eligibility:**

- Only girls belonging to Muslim, Latin, Converted Christian
- Income limits Rs.4.5 lakhs.

**CENTRAL GOVT. SCHOLARSHIPS**

**1. Central Sector Scheme of Scholarship (PM-USP CSSS)**

**Eligibility:**

- Students who are above 80<sup>th</sup> percentile of successful candidates in the relevant stream from the respective Board of Examination in Class XII of 10+2 pattern or equivalent;
- Students with gross parental/family income upto Rs. 4.5 lakh per annum are eligible for scholarship under the scheme

**2. Scheme of 'Merit Cum Means Based Scholarship' For Students Belonging to The Minority Communities**

**Eligibility**

- Scholarship will be awarded to the students who have secured not less than 50% marks or equivalent grade in the previous final examination
- The annual income of whose parents/guardians from all sources does not exceed Rs.2.50 lakh.
- Only Muslims, Sikhs, Christian, Buddhists, Jain & Parsi students can apply

**3. Scheme of 'Post-Matric Scholarship' for Students Belonging to the Minority Communities**

**Eligibility**

- Scholarship will be awarded to the students who have secured not less than 50% marks or equivalent grade in the previous final examination
- The annual income of parents/guardians from all sources does not exceed Rs.2 lakhs

- Only Muslims, Sikhs, Christian, Buddhists, Jain and Parsi students can apply

#### **4. Pragati scholarship**

##### **Eligibility**

- Maximum two girl child per family are eligible.
- Family income from all sources should not be more than Rs. 8 lakh per annum during the current financial year.

#### **5. Financial Assistance for Education to the Wards of Beedi/Cine/IOMC/LSDM Workers – Pre & Post-Matric**

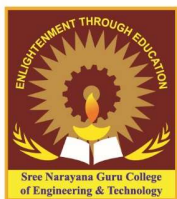
##### **Eligibility**

- Either of the parents of the students should be Beedi, Iron Ore Manganese, Chrome Ore Mines, Limestone & Dolomite Mines, Cine worker with at least six months service.
- Total monthly income of the Worker's family from all sources should not exceed as 10,000/-

#### **Tuition Waiver-Freeship**

##### **Eligibility**

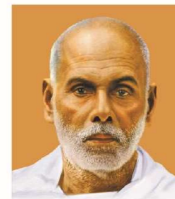
- Tuition Fee Waiver Scheme will be implemented as per the norms fixed by the AICTE.
- Wards of parents whose annual income from all sources does not exceed Rs.8,00,000/-
- The Waiver is limited to the tuition fee
- The implementation of the scheme for Engineering Course will be subject to the orders issued by Government of Kerala from time to time.



Est. 2003

# Sree Narayana Guru College of Engineering & Technology

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



## MOBILE PHONE POLICY

This policy establishes clear guidelines for mobile phone usage on campus, applicable to all. Acknowledging the importance of communication and its impact, the guidelines aim to balance accessibility with minimizing disruptions, fostering a conducive learning environment while respecting privacy and focus.

1. **Restrictions during Class Time:** During class hours and examination periods, students are prohibited from using mobile phones. Mobile phones must be kept on silent mode or turned off while in class.

1.

**Exam Regulations:** Mobile phones are typically not allowed during exams to prevent cheating or unauthorized communication. Colleges may require students to place their phones in designated areas or turn them off completely before entering the examination room.

2.

**Consequences for Violations:** Staff members have the authority to confiscate mobile phones from students who violate these rules. In case of violating mobile phone policies, which may range from warnings, disciplinary action or dismissal depending on the severity and frequency of the offense.

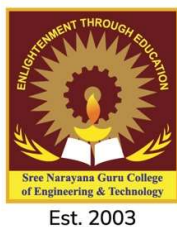
3.

**Educational Use:** the use of mobile phones for educational purposes, such as accessing course materials, educational apps, or communication with instructors is permitted. In such cases, policies may focus on responsible and appropriate use rather than strict restrictions.

4.

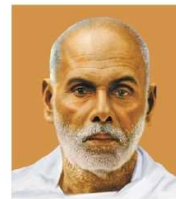
**Respect for Others:** In case of using mobile phone always consider importance of respecting others' privacy and concentration. This includes refraining from using phones in ways that disturb or cause inconvenience to fellow students or faculty members. Staff members are prohibited from using mobile phones during class hours and invigilation duty.

  
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PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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## **Sree Narayana Guru College of Engineering & Technology**

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



### **LIBRARY POLICY**

The Central Library of Sree Narayana Guru College of Engineering & Technology has wide collection of books, journals, magazines and newspapers as e-copies and in print as well, by adopting Information and Communication Technologies. The library has over 22,000 books covering science, technology, engineering, management, and general studies. The collections are regularly upgraded based on the University Syllabus and AICTE recommendations.

#### **SCOPE**

The library policy of Sree Narayana Guru College of Engineering & Technology outlines guidelines for students and staff the details of collection management, services, circulation, facility access and usage and enforcement. The Library Policy provide guidelines to offer timely access to information, and support the educational pursuits of students, faculty, and staff.

#### **VISION**

The vision of the Library is to support the institution by providing seamless access to the widest possible spectrum of information resources such as digital, online databases, print and non-print materials relevant to the curriculum, informational and innovative research needs of the academic community, means to provide Right Information to the Right Users at the Right Time.

#### **MISSION:**

The mission is to provide college students, teaching & non-teaching staff with the information they need to achieve their highest academic potential and help them acquire research skills necessary for lifelong learning

  
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## OBJECTIVES

The Library Policy has been laid with the following objectives:

- The primary objective of a library is to provide the right information at the right time in the right form to its users.
- Upholding the college's standard and reputation by providing exemplary library services.
- Creating diverse bibliographies and library pathfinders to facilitate effortless information access and retrieval.
- Establishing an environment where both students and staff can enjoy the learning process.
- Providing a well-organized collection of books, periodicals and electronic media, that meets the instructional needs of the students and faculty in order to support the courses.
- Ensuring the library collection remains relevant and beneficial, meeting the requirements of all courses.

## POLICY STATEMENTS

- All students and staff must produce their ID cards when entering and exiting the library via the gate entry system to record their entry into the library.
- Personal books, files and other articles will not be allowed inside the library.
- Strict silence and decorum shall always be maintained in the library.
- Any marking or writing in the books by the members is strictly prohibited.
- Use of mobile phones is strictly prohibited inside the library.
- During Library hours the concerned library staff in-charge makes the student entries in the Gate Entry System, which is kept at the entrance. All library transactions should be through Circulation Counter only.
- The books borrowed from the college library should be returned by the students at the end of the course and "No Dues Certificate" must be endorsed by the Librarian.
- Upon getting relieved from the college, staff members must return all borrowed library books and obtain a "No Dues Certificate" to ensure completion of their library obligations.

  
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## WORKING HOURS

The library operates from 9:00 a.m to 4:00 p.m

## BORROWING ELIGIBILITY

The Guidelines and Borrowing Eligibility are mentioned as follows

Membership Category	Borrowing Eligibility	Loan Period
Faculty	<b>8 Books</b>	<b>28 days</b>
Students	<b>6 Books</b>	<b>28 days</b>
Non-Teaching staff	<b>3 Books</b>	<b>28 days</b>

- Each student is allowed to borrow six books from the library and each teaching staff is entitled to borrow eight books.
- Members must present their identity cards to the librarian while using library facilities or borrowing books for identification purposes.
- Before borrowing books, users must report any damages to them.
- No further complaints regarding the deficiency or defacement of the book will not be entertained.
- If a book is found to be defective upon return, it will not be accepted, and the concerned user must replace it with a new one.
- If a borrower reports a book as lost, they must replace it with a new copy. If they fail to do so, they will be required to pay an amount equal to twice the cost of the lost book.
- Books, excluding reference books and journals, will be issued to the users for an initial period of 28 days. They have the option to renew for an additional 28 days, provided no other user has reserved the book.
- Reference books, project reports, journals, and question papers are not available for borrowing. However, students may take photocopy from these materials.
- All borrowed books must be returned by the specified due dates. Late returns will incur fines according to the existing rules.
- Renewals are only processed if the book is presented either on the due date or earlier.

  
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## **CIRCULATION SECTION RULES**

Library members should produce their valid ID card when they borrow/return/renew their books at the Circulation Counter. Members are not allowed to use other user's ID card.

## **RENEWAL OF BOOKS**

Members can renew the borrowed books for a maximum of one time. Books will be renewed only if the title does not attract fine, reservation and also if it has not been renewed already.

## **BOOKS BORROWED**

The users should not bring the borrowed books inside the library unless they want to return them. The users should not return the borrowed books on the same day they have borrowed. Members are held responsible for all materials issued on their cards.

## **LOSS OR DAMAGE**

Members should check the book thoroughly for missing pages, chapters, pictures, index etc., while borrowing the books from the library. No books in damaged condition will be accepted from the member. Mutilated or spoiled books will have to be replaced by the borrower. Members who lost the books should replace the latest edition of the same title, else should pay double the cost of the book along with fine.

## **MAKING RESERVATION**

Members may reserve books that are currently on loan to other members. Reserved books will be held at the circulation section for a period of two days. If a member does not borrow the reserved books within this two-day period, their reservation will be cancelled, and the next member in the reservation queue will be given priority.

## **CANCELING RESERVATION**

If a person no longer requires a reserved item, they may cancel the reservation by notifying the circulation section of the central library. For books that have been reserved by another member, it is essential for members to return them to the library by the due date.



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## **DIGITAL LIBRARY**

- A full-fledged Digital Library is also functioning in the college.
- The Digital Library is a gateway to the world of e-resources and one-stop for nascent information handling, transfer and a boon to the knowledge seeker.
- The Institution is a member of National Digital Library of India. All student and faculty members of the college are allowed to access the digital library facility in person and by remote access.
- A separate register is maintained for monitoring in-time and out-time.
- Hardcopy of the required e-content could be obtained through printout/photocopy at a nominal cost. They are also permitted to send the contents to their personal e-mail id.

## **REFERENCE SECTION**

- Rare and rich collection of International editions of reference books, rare books and various reference documents are available in the Reference section of the library.
- Students and Faculty members are not permitted to borrow the books from this section.

## **PURCHASE POLICY**

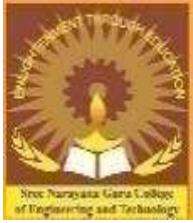
- Required Books and journals are purchased based on APJKTU Syllabus and AICTE recommendations.
- At the commencement of every year, approval for the purchase of a list of books and journals (print and e-journals) are obtained from the Principal .
- Hardcopy of the journals are not issued to the students or faculty members but photocopy of the required articles are issued.
- Previous year journals are bound subject-wise and preserved as back volumes.

## **LIBRARY COMMITTEE POLICY**

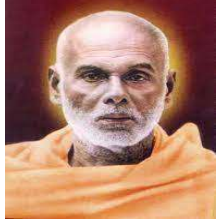
- The Library Committee is an advocacy group for the library, representing the mission and policies of the library
- To contribute to the development of library and information strategy, policies, services and resources.
- To provide various library services and facilities to the readers.
- Facilitating communication between faculty, staff, students, and the library..



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PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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**Sree Narayana Guru College of Engineering & Technology,**



**Approved by AICTE and affiliated to APJ ABDUL KALAM  
Technological University.**

**Website: [www.sngcet.org](http://www.sngcet.org)**

**Email: [info@sngcet.ac.in](mailto:info@sngcet.ac.in)**

## **LEAVE POLICY**

  
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PRINCIPAL  
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## **LEAVE**

### **GENERAL**

- 1) Leave is a privilege granted by the Management and not a right. If needed the leave may be refused or revoked by the authority. Leave will be calculated as per the calendar year and NOT academic year.
- 2) Leave Application: The leave application shall be submitted on EDNSPEX well in advance and sanction may be obtained before availing the leave. The faculty members shall make alternate arrangements/internal adjustments such that their classes and other official duties are not affected.
- 3) An alternative arrangement for all duties has to be informed to the concerned HOD.
- 4) The lab staff shall make alternate arrangements/internal adjustments so that lab classes are not affected. Advance permission should be sought from the concerned HOD. Casual Leave, Out Station Duty and Duty Leave application should be submitted in EDNSPEX. All other leaves should be forwarded to the Management for approval through the Principal.
- 5) Leave of any kind will not be sanctioned on those particular days when the services of the staff are mandatory in the institution.
- 6) Continued absence of more than five days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action.
- 7) The Office staff/ HODs/AO shall take approval of the Principal at least one day prior to the starting of leave.
- 8) The Principal shall take approval from the Management atleast one day prior for availing leave.

### **TYPES OF LEAVE**

The staff members can avail the following leave:

*Casual Leave	CL
*Leave without Pay	LWP
*Extra Ordinary Leave	EOL
*Duty Leave	DL
*Compensation Duty Leave	CDL
*Study Leave	ST
*Vacation Leave	VL
*Maternity Leave	ML
*Medical Leave	MED

  
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PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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## **CASUAL LEAVE (CL)**

All regular staff is entitled to 15 days Casual Leave in a calendar year, apart from College vacations.

- 1) Half day CL will not be granted on half working days.
- 2) CL can be pre-fixed/suffixed with all types of holidays/leaves.
- 3) The contract staff shall avail CL in the respective month itself.
- 4) The CL of regular staff will not be carried forward to next calendar year and will lapse at the end of the calendar year.

## **LEAVE WITHOUT PAY (LWP)**

- 1) If an employee avails leave in excess of casual leave he/she may be granted leave without pay at the discretion of the Management.
- 2) Such leave shall not exceed 45 (forty five) days in a calendar year subject to a maximum of 20 (twenty) days at a time.
- 3) "Leave without pay" shall also be approved in advance by the authority as any other leave.
- 4) Prior approval has to be taken from the Management for any leave without pay that is availed for more than five consecutive days.

## **EXTRA ORDINARY LEAVE (EOL)**

This leave is granted under the following circumstances which includes the following:-

- 1) Prolonged sickness of self or a family member
- 2) Higher education

Although there cannot be a fixed guideline for the duration of such a leave, this may be granted as per the decision of the Management as per the case.

## **DUTY LEAVE (DL)**

- 1) Duty leave may be granted for the following purposes:
- 2) To perform any technical presentations such as lecture, talk, speaker in a FDP etc
- 3) To attend technical workshops/symposium of National/International level.
- 4) To read/present a research paper in a Conference/Symposium of National/International level.
- 5) To attend selection committee or other such like committee meetings provided they are convened by a statutory body/university recognized by the Government.
- 6) To inspect academic institutions attached to a statutory body or a University recognized by the Government.

The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:-

- a) There exists a written request from the competent authority.
- b) The paper has been accepted for presentation and a communication to this effect received in writing/mail.



**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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### **OUT-STATION DUTY (OD):**

- 1) OD will be granted when staff members are required to go out on official duties as approved by the Principal/Designated Authority for examination work in recognized universities.
- 2) Number of days on OD is limited to 14 days for a year at the rate of 7 days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff unless approved by the designated authority. This limit is applicable to conduct of university practical examination, observer duty, Viva voce, Synopsis submission & DC meeting. However, this limit is not applicable to centralized valuation camp.
- 3) Head of the Department has the power to distribute the outstation duty among the faculty members so as not to exceed the allowable limit per semester.
- 4) Staff members are permitted to go on 'On Duty' for academic works of the colleges such as Board of Studies, Academic Council, Staff selection Committee, Accreditation committee, Resource person for other colleges and other committee/ Council formed related to the works of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the H.O.D. and the Principal. Staff members availing O.D. are entitled to draw the salary in full for the entire period of O.D. The teacher applying for O.D. is permitted to avail the remuneration given by the University or any other academic bodies.
- 5) In all the cases, prior written permission has to be obtained from the Principal through HOD, via e-mail.
- 6) The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

### **COMPENSATION DUTY LEAVE (CDL)**

All the staffs are expected to work on holidays in case of events of institutional importance/necessity without any special compensation. However under special circumstance compensation duty leave will be sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e. Management and Principal of the college. Such approval of CDL rests solely at the discretion of the Principal/Designated Authority.

Approved CDL

- a) Can also be combined with C.L.
- b) This leave must be availed within three months from the day of the duty carried out.
- c) C.D.L. can be availed as full day only

### **STUDY LEAVE (SL)**

- 1) The Management of SNGCET appreciates and encourages faculty development by acquiring higher qualifications such as PhD / Post PhD. Study leave of upto 4 years will be granted to faculty who wish to pursue full time PhD.
- 2) Faculty while rejoining SNGCET after the successful completion of PhD will be eligible for increments as per the decision of Management.

  
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PRINCIPAL  
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- 3) To pursue PhD under part-time/part-time external schemes, faculty will be permitted under the following conditions.
- a) Faculty shall give an undertaking to the effect that they will be continuing with SNGCET after completion of their PhD for a minimum period one year.
  - b) Faculty should have completed a minimum period of 1 year of service at SNGCET before applying for PhD under part-time.
  - c) The number of faculty availing the above facility shall not exceed 25% of the total faculty strength of any department at given point of time.
  - d) Permission to avail this facility will be given by the Management based on the recommendation of the HOD/Principal and considering the overall performance and seniority of the faculty.
  - e) Faculty will be permitted to make use of the library and lab facilities for the purpose without affecting the normal functioning of the college.
  - f) It is imperative that the faculty doing PhD under part-time scheme to pursue their research work without affecting their duties and responsibilities at SNGCET.

#### **MATERNITY LEAVE (ML)**

- 1) Maternity leave of 6 months may be granted to a permanent female employee with half pay upto a maximum of two children.
- 2) The leave pay of two months will be granted after rejoining.
- 3) All the holidays occurring during the leave shall be counted for the purpose of computation of 180 days.

#### **VACATION LEAVE (VL)**

The total number of VL days for members of permanent staff (vacation staff) is limited to 30 (Thirty) days, for a continuous service of 12 months in the institution.

If any staff member is prevented from availing VL in the interest of the college by the orders of the Principal/Designated Authority, compensation duty leave shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority. Such compensation can be availed within the academic year.

- 1) A staff member becomes eligible for full VL only after rendering a continuous service of one full academic year as on 31st May. i.e. From 1st June of a calendar year to 31st May of the following academic year. If he/she join on service on later date, then can avail proportionate VL.
- 2) All regular office staff who are not entitled vacations are entitled to 22 days Casual Leave in a Calendar Year. Leave can be availed in blocks of not more than 3 days, except in emergencies.
- 3) In case a staff member, after availing VL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of Pay (LOP) at the rate of 3 days per month and proportionate salary will be deducted from any payment due to him /her or will be recovered from the said staff member.
- 4) However, in special / deserving cases, VL can be sanctioned for permanent staffs proportional to number of completed months of continuous service, solely at the

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
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discretion of the Designated Authority. In such cases, staff members are required to serve the institution for a further period of six months or one semester.

- 5) Any unused part of VL cannot be carried over to the next academic year.
- 6) While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.
- 7) The vacation period amongst the faculty members shall generally be staggered to ensure that the Institutes functioning are not hampered.

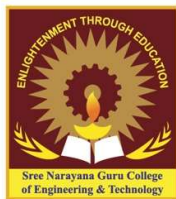
#### **VACATION LEAVE FOR NON-TEACHING STAFF**

- 1) The number of days of VL for Non-vacation Staff is restricted to 30 days per year which shall be availed within the vacation period declared for teaching staff.
- 2) Those who have working during the vacation declared for teaching staff in the interest of the college by the orders of the Principal/Designated Authority, the compensation at the rate of 1:1, ie, one day's pay for every one day of eligible vacation leave shall be considered and credited to their account at the end of academic year (May)/ compensation duty leave shall be considered.
- 3) Such consideration rests solely at the discretion of the Principal/Designated Authority.
- 4) Other rules and conditions of availing VL are similar to that for Teaching Staff.

#### **MEDICAL LEAVE (MED)**

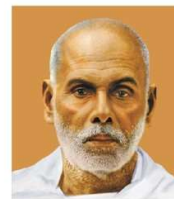
- 1) The entitlement of Medical leave is 15 days for every calendar year. Medical leave can be availed only on Medical ground. The application for medical leave is to be submitted within seven days of commencement of leave.
- 2) The authority has the right to refer the application to a Doctor/Hospital of the choice in case of doubt on the genuineness of the application  
Medical leave application shall always be accompanied by a medical certificate
- 3) Sundays & Holidays can be prefixed/suffixed to medical leave, however intervening holidays are counted as medical leave.
- 4) Medical leave is sanctioned with half salary benefits and can be commuted for full salary basis.
- 5) Medical leave will be granted only on completion of all other types of leave in the Calendar year.
- 6) Medical leave will be approved/ granted by the Management based on the recommendation of the HOD and Principal.

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



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

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### **INTERNSHIP POLICY**

Sree Narayana Guru College of Engineering & Technology has formulated the Internship policy to establish guidelines to monitor various aspects of Undergraduate and Postgraduate Internship

#### **SCOPE**

Industry internships serve as a crucial component of academic curricula, providing students with invaluable real-world experience and exposure to the professional environment. The college's internship policy encompasses defining eligibility criteria, facilitating industry partnerships, coordinating student placements, ensuring learning objectives alignment, monitoring intern performance, fostering professional development, and assessing program effectiveness, thereby enhancing students' practical skills and career readiness within the engineering field."

#### **Objective of the Internship Policy**

**The Internship Policy enables the students to select internship programs which will enable the student to**

##### **1. Apply knowledge and Develop Skill:**

Internships offer students the opportunity to apply theoretical knowledge gained in classrooms to real-life situations. This hands-on experience helps in deepening understanding and skill development.

##### **2. Learn Industry Etiquettes**

By working alongside professionals in the industry, interns get to observe and learn from experienced individuals. This exposure allows them to understand the expectations, norms, and standards of the industry.

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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3. **Enhance communication and presentation skills**

Through interactions with colleagues, supervisors, and clients, interns enhance their communication and presentation skills. They learn to articulate ideas, collaborate effectively, and present their work professionally.

4. **Gain insights into various career paths:**

Internships provide students with insights into various career paths within their field of study. It helps them make informed decisions about their future career trajectories by experiencing different roles and responsibilities.

5. **Secure job offers or references**

Internships serve as a pathway to securing final placements. A successful internship often leads to job offers from the host organization or provides valuable references for future employment opportunities.

6. **Absorb industry dynamics and emerging Technologies.**

Being part of day-to-day operations exposes interns to the challenges and dynamics of the industry. This firsthand experience helps in understanding industry trends, practices, and emerging technologies.

7. **Enhance resumes/CVs with Practical Experience:** Internship experiences add value to students' resumes/CVs. Employers value candidates with practical experience, and internships provide students with tangible examples to showcase their skills and accomplishments.

**Guidelines for Internship**

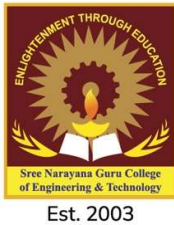
Guidelines are laid by the University for UG and PG programs from time to time, students can ensure a fruitful and enriching internship experience that complements their academic learning and prepares them for future professional endeavors.

- i. **Minimum Duration:** All students are required to complete minimum internship duration of as stipulated by University. The students are encouraged to undergo Internship/industrial training during the summer and winter vacation period.



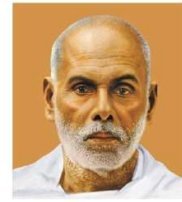
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- ii. **Project Selection:** Students are encouraged to apply for internship in industries/research establishments as specified in the University guidelines. These projects should align with their academic curriculum and professional interests.
- iii. **Adherence to University/Industry Regulations:** It is mandatory for students to comply with all the rules and regulations set forth by the University and the hosting industry/research establishments. This includes adhering to safety protocols, confidentiality agreements, and professional codes of conduct.
- iv. **Permission for Content Usage:** If students intend to utilize any intellectual content such as drawings, photographs, or documents from the industry, they must seek prior permission from the concerned authority.
- v. **Regular Communication with Academic Guide:** Each student is required to maintain regular communication with their academic guide/mentor in the college. Weekly updates regarding the progress of the internship should be provided to the academic guide.
- vi. **Internship Report Preparation:** Students must collaborate with their academic guide to prepare an internship report. This report should comprehensively document the activities undertaken during the internship, the skills acquired, challenges faced, and the overall learning experience.
- vii. **Attendance Certificate:** Attendance Certificate from the industry is mandatory mentioning the period of Internship signed by an authorized signatory, as per the format provided by the college and shall be submitted to the Head of the Institution.



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Sree Narayana Guru College of Engineering & Technology, under the ownership of Sree Bhakthi Samvardhini Yogam in Talap, Kannur, provides separate hostel facilities for boys and girls, with a capacity of accomodating 250 students each. These hostels prioritize creating a harmonious and supportive environment conducive to concentrated academic pursuits, offering students a home-like atmosphere.

## **SCOPE**

The hostel policy outlines rules and guidelines governing resident behaviour, safety, and community standards within the hostel premises. It typically covers aspects such as entry and exit procedures, cleanliness expectations, and penalties for rule violations. Compliance ensures a harmonious living environment for all residents.

## **GUIDELINES FOR THE SNGCET HOSTEL STUDENTS**

The Residents of Hostels of **Sree Narayana Guru College of Engineering & Technology Payyanur, owned by Sree Bhakthi Samvardhini Yogam**, Talap Kannur, will abide by the following instructions which are in accordance with the requirements of social and corporate life and to assure a most effective atmosphere for their studies and growth.

### **I. OCCUPYING/ VACATING THE HOSTEL**

The accommodation in the Hostel, provided for the student from the date of admission till the last day of the academic session. Disciplinary action will be taken against those who are failing to vacate on the due date or fine as may be prescribed from time to time by the Institute, or both. However, the students can be permitted by the Hostel Authorities to stay in Hostel on the recommendations of the Department Heads for the specified reasons for the period of study camp or completion of any other academic activity against payment of additional hostel fees and charges. Hostellers are not permitted share the rooms for day scholars or outsiders at any instance. The students are not permitted to change their rooms without specific written approval of the Warden.

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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## **II. FURNITURE AND FITTINGS**

At the time of occupying the room, the students shall be required to sign the stocks of the fittings, furniture and other items provided to him. Demand for any additional furniture or other items will not be entertained. The persons who are residing in the room are personally responsible for the safe custody and maintenance of the stocks of the fittings, furniture and other items provided in the rooms. Any damage to the hostel property, furniture or disfiguration of the walls, doors, windows etc., will be viewed seriously as a punishable offence. In addition, expenses if any, for repair/replacement, will be collected from the inmates concerned. In case the defaulter is not traced, collective penalty would be imposed, if necessary. Strict disciplinary action will be imposed against the wilful damage to Hostel properties.

## **III. SAFE CUSTODY OF VALUABLES**

The inmates are personally responsible for the security of their room / cupboards and their belongings. They shall lock their room/cupboards properly before leaving. The Institute will not be responsible for any loss of their private or other properties. No external agency investigation or FIR by police is permitted.

## **IV. RAGGING**

Ragging in any form is illegal and strictly prohibited within the premises of the Institute, Hostels and departments or any part of the institution as well as on public transport system. Any individual or collective act or practice of ragging constitutes gross indiscipline and attracts disciplinary action.

## **RULES TO BE OBSERVED IN THE HOSTEL**

The inmates are directed to adhere to the following rules. Violation of rules/regulations by the inmates will invite disciplinary action. This may range from simple warning to expulsion from the hostel and the college. Disciplinary action will be decided by the Competent Authority.

1. Administration and supervision of the hostel rests with the Principal and the wardens. Separate wardens are appointed for ladies and gents hostels.
2. The Principal reserves the right to ask any inmate to vacate the hostel at any time without assigning any reason whatsoever.

  
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PRINCIPAL  
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3. The inmates shall maintain strict discipline all throughout their stay in the hostel.
4. Residents are expected to maintain a peaceful atmosphere and not causing any inconvenience to others.
5. The rooms will be allotted to the inmates by the warden of the hostel and the warden may make changes in the allotment at any time, if found necessary. The decision of the warden will be final in this case.
6. The inmates shall obey the instructions of the warden without any question; however they may register their complaints after obeying and may forward the same to Principal .The warden in consultation with the Principal will regulate the time for study, recreation, meals etc.
7. The study times are 6 AM to 8 AM and 8:30 PM to 11:30 PM.
8. Strict silence should be observed by each inmate during study time and during the night.
9. During this period, the inmates are not permitted to enter other rooms. However, at times of need, they may do so with the permission of the warden.
10. The inmates shall behave properly in the hostel including mess hall. Ragging in any manner will not be tolerated; immediate action will be taken against those who involve in such antisocial activities.
11. The inmates are strictly prohibited from smoking, keeping and consuming of alcoholic drinks and drugs of abuse in hostel room/premises- Being under influence of alcohol will be considered as a serious offence.
12. Inmates are personally responsible for the furniture and other fittings of the rooms allotted to them. In case of any loss or damages to the furniture, either by negligence or by willful breakages, the inmates shall be liable to pay for repair/the cost of items, as may be decided by authorities. They are also responsible for cleanliness of rooms, bathrooms and toilets.
13. The hostelites shall behave properly to the employees of the hostel and mess.
14. The hostel mess will be run by the mess committee in consultation with the warden. Mess committee may frame separate mess rules.



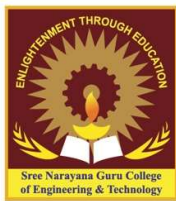
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PRINCIPAL  
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15. The hostel including mess activities will be regulated by the Hostel Committee consisting of the Principal, warden and the representatives from the hostel.
16. During working hours of the college, the inmates of the hostels are not allowed to stay in the hostel without the prior permission of the warden. They shall go to the college and back to the hostel directly in time without wandering over other places.
17. However they may go for shopping or to other places necessary, with prior permission of the warden. The details such as the place to visit, purpose of the visit, time of leaving the hostel, time of return to the hostel etc, to return to the hostel positively before 6.30 p.m The warden may relax this time limit if found genuine and necessary.
18. Normally the hostelites are not permitted to go home during the college working days. However the warden may permit them, on specific request from their guardians.
19. Inmates going home shall write the leave register before they go and get permission from the warden. The date and time of leaving the hostel and the expected date and time of return to the hostel are to be recorded in the movement register, before leaving the hostel.
20. The inmates are not permitted to accommodate any other person, from outside, in their rooms. However they may entertain their guests in the visiting room during day time, with prior permission of the warden.
21. Hostel facilities are offered to staff at a subsidised rate.

### **STUDENT ROOM NORMS**

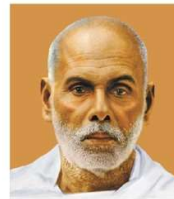
1. Residents shall maintain proper cleanliness of their respective rooms themselves. They shall not displace/throw garbage/waste materials outside through the windows. Instead, dustbins are to be used for the above purpose.
2. Consuming or possessing alcohol or other banned substances will invite strict disciplinary action.
3. Pasting of any kind of materials on the walls, inside the room, corridors or the notice boards are strictly prohibited.
4. Carrying cool drinks bottles, tea glasses; plates from the mess and the like to hostel rooms are strictly prohibited.
5. Cooking inside the hostel rooms is strictly prohibited.

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

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



## **INSTITUTIONAL POLICY ON ENVIRONMENT AND GREEN INITIATIVES**

Sree Narayana Guru College of Engineering & Technology, which was established in 2003, is located at Korom, a rural village 6 km from Payyanur, a town in North Kerala. It is approximately 40 km from Kannur and 58 km from Kasaragod. Residents of Kannur and Kasaragod, are the two areas where the majority of the college's stakeholders live, rely mostly on agriculture for their livelihood. This emphasizes the requirement for environmental protection and the maintenance of the harmony between humans and the environment. The College, which is the first door for academic aspirations to the youth of this region who desire higher learning, has the fundamental responsibility of protecting and preserving the environment.

### **Scope of the Policy**

The Green Campus, Energy, and Environment Policies will create innovative new co-curricular and extracurricular activities that inspire students to take the initiative in bringing about change. These initiatives demand a comprehensive evaluation of all administrative, co-curricular, and infrastructural activities from the perspectives of energy efficiency, sustainability, and the environment. This policy's key areas of focus are:

- Clean Campus Initiatives
- Landscaping Initiatives
- Clean Air Initiatives
- Alternative Energy sources and installation of Energy Efficiency Equipment
- Water Conservation measures

  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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- Waste Management measures
- Awareness programmes on environmental protection
- Environmental Audits

### **Objectives of the Policy**

The key objective of the policies includes

- Integrating environmental issues into policies, strategies and programmes for social development and outreach initiatives.
- Protection and preservation of ecological systems and resources on campus.
- Making sure that environmental resources are used wisely in order to satisfy the needs and ambitions of both the present and future generations.
- Joining hands with all stakeholders and the local community to increase acceptance of environmentally sound practices, improve awareness about them, and mitigate any negative effects they may have on the environment.
- To consistently increase the effective use of all resources, including water and energy, and to cut back on consumption and waste production while recovering and recycling waste materials whenever practical.
- To occasionally undertake audits of the environment and energy use.
- To reduce the usage of paper in administration by implementing an e- governance policy and minimizing use of plastics within campus.

### **Policy on Environment and Green Initiatives**

As part of the initiatives under Institutional Policy on Environment and Green Initiatives, we had made the following method and operating procedures to be followed in the college under different criteria as stated below

#### **a. Clean Campus Initiatives**

Sree Narayana Guru College of Engineering & Technology views cleanliness as a fundamental practice of educated people, this includes both environmental and personal cleanliness. We are dedicated to providing appropriate instruction and fostering a culture of understanding among our student body regarding these issues.

  
**Dr. LEENA A V**  
 PRINCIPAL  
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- The college administration will take the lead on the clean campus initiative by ensuring that resources, personnel, and waste handling methods are properly distributed throughout the year.
- Every undergraduate student must take “Introduction to Sustainable and Engineering” course as part of their Third semester in order to graduate. This includes the need for environmental protection a part of the curriculum.
- Educating students and staff members about cleanliness and hygiene through awareness campaigns and cleaning initiatives. The goal is to inspire them to make a proactive contribution. Staff members will set an example for pupil by taking part in the college campus cleaning campaign.
- The community service projects carried out by volunteers of the college's NSS and Nature Club.
- To spark enthusiasm among the student body, activities including contests for posters and slogans, essays, speeches, and skits will be organized.
- Remove all waste materials in a proper manner, including e-waste, broken furniture, obsolete equipment, etc.
- Students undergo training in waste removal and keeping the campus clean, particularly during college events.
- Waste Disposal is an important part of the activities undertaken by the institution.

#### **b. Landscaping Initiatives**

It is an essential component of campus life since it offers areas for study, recreation, outdoor activities, relaxation, and aesthetic enjoyment. Green campus landscaping controls runoff, aids in groundwater recharging, purifies and cools campus air. The college community's dedication to sustainability is exemplified by the landscape. Campus landscaping projects are an excellent approach to raise environmental awareness because they are so visible and accessible.

- The tranquil landscape of trees and plants offers students and staff a refreshing atmosphere. Sree Narayana Guru College of Engineering & Technology has a wide variety of vegetation, which is home to different kinds of animals and birds, making the campus highly diversified.
- Yearly tree-planting campaigns are organized and student organizations are

encouraged to host tree-planting activities. The college demonstrates its commitment to enhancing this healthy ecosystem and maintaining the symbiotic relationship between the institution and nature.

**c. Clean Air Initiatives**

As part of the initiatives under Institutional Policy on Environment and Green Initiatives,

- We promote the usage of public transit among our students and staff.
- We promote carpooling for college, which reduces air pollution and improves social contact.
- To deter the use of personal vehicles, the campus restricts the admission of vehicles.
- The rich natural environment serves as an extension of the area's green lung in addition to purifying the air on campus.
- In accordance with the guidelines established by the National Tobacco Control Programme (NTCP), the college forbids the use of all forms of tobacco products, including smoking.
- We avoid burning waste and instead use environmentally friendly recycling techniques.

**d. Alternative Energy sources and installation of Energy Efficiency Equipment**

- We are dedicated to minimize and sustainably manage the consumption of electricity produced by non-renewable resources by switching to clean energy sources like solar energy.
- An LED manufacturing unit is functioning in the campus in order to promote the importance of energy conservation among our students, staff and local community. We commit to install environment-friendly electrical appliances that save energy and reduce wasteful inefficiencies.

**e. Water Conservation and Management**

We are devoted to this effort to refill the groundwater table by practicing rainwater harvesting through pits and channels. The replenishment and recharging of the groundwater are aided by this approach. We also adopt the following measure to



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

manage the use of water.

- Maintain leak proof water fixtures.
- Minimize the unwanted use and wastage of water.
- Immediate measures to stop any water leakage through taps, pipes, tanks, to flush etc.
- Study on possibility of reuse of wastewater.

**f. Waste Management Processes**

We are committed to reducing and managing the waste produced by the college campus in order to reduce its adverse impact on the environment. With its aim to provide holistic education that also has a positive impact on the environment, the college adopts practices that will mitigate the waste generation, and manage solid and liquid waste through the following methods:

- Consistently practice the three R's of environmental friendliness (Reduce, Reuse and Recycle).
- Collect paper waste generated on campus and work with recyclers to find new uses for it.
- Minimize solid waste through the implementation of a teaching and management strategy that prioritizes technological solutions.
- Support the digitization of attendance and internal assessment records to reduce the usage of paper. By updating the college library's collection of e-books and e-journals, the need for printed books can be reduced.
- Encourage faculty and students to submit assignments via online
- Take steps to educate students about food waste and strategies for reducing it.
- Reducing the amount of packaged food consumed
- Recycling and reusing non-biodegradables as much as possible
- Conducting solid waste management workshops for students.
- Study on possibility of reuse of wastewater

Sree Narayana Guru College of Engineering & Technology ensures that its usage of technology and generation of e-waste does not impact the environment. For this purpose, the college plans to strive towards provisions for the disposal of the institutional e-waste by Collaborating with e-waste recycling companies to get the electronic waste recycled. We also create awareness amongst students regarding the reduction of e-waste and environment friendly disposal practices for e-waste and encourage department and society level activities



**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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pertaining to e-waste management.

**g. Awareness programmes on environmental protection**

- Outreach and education are of utmost importance so that all members of the campus community may value the objectives of the policy and aid in its implementation. We support and encourage awareness campaigns, seminars, workshops, conferences and other interactive sessions to facilitate effective implementation of the Green Campus along with implementation of Energy and Environment policies.
- We encourage all the departments and specific student organizations like NSS, Nature Club and others to organize events, competitions and training sessions that will bring about positive environmental changes at the grassroot level. The college supports departments and student associations in moulding the students into active agents of environment protection and conservation.

**h. Environmental Audits**

- The college aims to conduct a Green and Environment Audit of the college campus to assess the strengths and weaknesses in order to further our goals of long-term sustainability. A green audit is an useful tool to determine how and where most of the energy or water or resources are being used. It will create health consciousness and promote environmental values and ethics. It provides a better understanding of the impact of eco-friendly practices on campus. Green auditing will promote financial savings through reduction of resource use.
- The energy audit, with its specialized tools will identify wastage of energy. Such an inspection often reveals several different flaws which cause a loss of significant amounts of energy which the college will not be able to detect. These flaws often have easy and affordable solutions and provide significant savings.

**Conclusion**

The concept of a "green campus" is becoming more and more popular among students as a result of the institutional improvements toward sustainability and eco-friendly practices being passed down to the students. This provides a larger platform to spread the institution's environmental principles and increase awareness as the message steadily spreads to their homes and the broader community. This policy's implementation will aid in the protection



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

and preservation of ecological systems and resources on campus by ensuring that they are used wisely to meet the needs and aspirations of both the present and future generations. The policy will also aid in collaborating with all stakeholders and the local community to create a sustainable environment.



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