

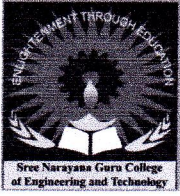


# **Sree Narayana Guru College of Engineering & Technology**

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



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



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

**SNGCET/AC/25/2023**

**08-08-2023**

### **OFFICE ORDER**

The Academic Council of the college is hereby reconstituted with the following members. The council is responsible for laying down, regulating, and maintaining the standards of instruction, education and examination within the Institute

1. Dr. Leena. A.V, Principal
2. Dr. Susan Abraham, Dean UG & PG
3. Dr. Raji Sukumar A, Associate Professor CSE & IEDC Nodal Officer
4. Ms. B.Mary Sonia George, HOD CE
5. Mr. Sunder V, HOD CSE
6. Mr. Jacob Thomas, HOD ME
7. Ms. Leena Narayanan, HOD ECE
8. Mr. Abhilash Krishnan T K, HOD EEE
9. Dr. Sudhin Chandran, Associate Professor ME & Staff Advisor
10. Ms. Bindiya M C, HOD S&H
11. Mr. Unnikrishnan O, HOD Phy. Ed

  
**PRINCIPAL**

To

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



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

The minutes of the Academic Council meeting held on 12.09 .22

**Members Present:-**

1. Dr. Leena AV. Principal
2. Sri. Ashok Hegde L, AO
3. Prof K. Raveendran, HOD ECE & EEE
4. Dr. Susan Abraham, Dean UG and PG Studies
5. Mrs. Mary Sonia George, HOD CE & IQAC Coordinator
6. Mr. Sunder V, HOD CSE
7. Mr. Rajeesh C, HOD ME
8. Mr. Nikhil M, HOD S&H
9. Mr. Unnikrishnan O, HOD Physical Education
10. Mr. Abhilash Krishnan T.K, Staff Advisor (Absent)
11. Mrs. Aswathi Sreejith TPO
12. Mr. Jacob Thomas (Special Invitee)

The meeting commenced at 10:00a.m in the Principal's chamber.

**Agenda:**

1. Odd Semester Classes.
2. Result Analysis.
3. Placement
4. External Laboratory Examination
5. College Calendar
6. ISO Training
7. Guru Jayanthi Celebrations
8. Any other Academic affairs

Principal briefed the agenda to the Academic Council members

**1. Odd Semester Classes**

Principal discussed about the dates of the commencement of odd semester classes. The dates intimated by KTU are as follows:

S3 - 12-9-2022

S7- 13-9-2022

S5- 19-9-2022

It was decided in the meeting that importance for Academics will be given top priority in the odd semester and measures to improve over all Academic ambience in the college shall be taken. Ensuring strict attendance of students shall be done so as to improve the discipline in

the campus. With the implementation of new time schedule there will be more time for effectively completing the portions. The Principal also said the strict measures to ensure fee payment by students shall be taken. A notice was already shared to remit the Fee of previous semester before 15/09/22, the same shall be reposted to all parents and students groups by the class tutors.

## **2. Result Analysis**

Principal sought the review of the Heads of the various Departments regarding the S5 results. She opined that all faculty and staff members should work hard to improve the results. The results are not at all satisfactory this time and with more efforts it can be improved. The result of one subject in Computer Science Department is withheld and hence the result of that department is not published. Principal instructed the Heads of the Departments to inform the tutors of each class to prepare the progress report card of each student with the number of supplementary papers to conduct a class PTA and also motivate and help the students to clear the backlogs in the very next attempt so that the passout percentage of B. Tech 2019-23 Batch can be increased. The dates for class PTA is finalised as October 1<sup>st</sup> for S7 and October 15<sup>th</sup> for S3 and S5.

## **3. Placement**

Principal informed that the Training and Placement officer (TPO) will start the weekly one hour training classes for S7 from 13-9-2022 onwards. The TPO has prepared a syllabus which is divided module wise. Module 1 involves Personality Development classes (Group Discussion, CV writing etc.) and Module 2 involves skill development classes (Interview skills, interpersonal skills etc.)

Ms. Aswathi informed that a placement pooled drive is held on 17<sup>th</sup> September at Palakkad and on 24<sup>th</sup> September in Ernakulam and the students of Final year may be encouraged to participate.

## **4. External Laboratory Examination**

Principal informed that the KTU has given the dates as 13-9-2022 to 24-9-2022 to conduct the external laboratory examination of S6. HODs are to finalise the dates of the laboratory examination. The familiarisation of lab can be conducted this week itself.

Prof. Raveendran opined that a question bank can be prepared with at least 15 questions for one experiment and shared to the students. Principal informed that few students who passed in theory papers have failed in lab exam, so the students need to prepare very well for the laboratory exam and the Faculty incharge shall ensure that they come well prepared for the same.



## **5. College Calendar**

Principal informed that as KTU has released the college calendar, we need to prepare the college calendar in accordance with it. The Dean has been entrusted to prepare the dates of the college milestones and submit on 15/09/22. The dates of the first series test is finalised as 5<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> of November and that of second series test is finalised as 9<sup>th</sup>, 12<sup>th</sup> and 13<sup>th</sup> of December for S3, S5 and S7. Attendance should be published bimonthly on 15<sup>th</sup> and 30<sup>th</sup> of each month in the notice board and also shared to the students and parents Whatsapp groups.

## **6. ISO Training**

The Principal informed regarding the ISO training scheduled on 13/09/22 and 14/09/22. She said that 25-30 Pax was the limit for participation and hence from each Department including the HOD 3 faculty members shall be deputed to attend the training session. HODs were asked to give the list and the same shall be circulated to the participants.

Faculty and Staff development training for all the Faculty and Staff members of the college is scheduled on 17/09/22 and the Principal directed the HODs to ensure that all in the Department attend the training without fail.

## **7. Guru Jayanthi Celebrations**

Every year the celebration of Sree Narayana Guru Jayanthi is held in the college. The Principal apprised that the Guru Jayanthi celebrations for 2022 will to be conducted before the Guru Samadhi day ( Sept 21<sup>st</sup> ). She informed that the date shall be finalised after discussion with the Management.

## **8. Any other Academic affairs**

The Principal informed that the bridge course will not be conducted on 13<sup>th</sup> and 14<sup>th</sup> of September as the ISO training program is scheduled on these days.

The Craft success team will be conducting a training program on 17<sup>th</sup> of September for all the Faculty and Staff members. The Principal instructed that all the Faculty and Staff of the college must attend the training session without fail.

As the institution is going for the ISO and NBA and apart from the normal teaching and learning process, the faculty and Staff are to work towards achieving ISO certification and NBA accreditation. The Principal informed henceforth all first and third Saturdays shall be working day for the college with special timetable.

The faculty who are allotted valuation duty shall compensate the lost hours in the same week itself or during special timetable scheduled on Saturdays.

The students of S7 have requested for Industrial Visit. The Principal informed that the same can be permitted in the first week of October including maximum two working days only. After the industrial visit each student shall submit the IV report. The following members

from each department are deputed as IV co-ordinators and they shall be in charge of coordinating the IV.

Ms.Shilpa Valsakumar	– CE Department
Mr.Priyesh	- ME Department
Mr.Manu	- EE Department
Ms.Meera	– ECE Department
Ms.Nimisha	- CSE Department

The IV coordinators are to collect all the details regarding the visit like the itinerary and the details of the Industry visited by the students. They are also to collect the consent letters from students and Parents.

Mr. Rajeesh P HOD of Mechanical Department is relieving from the college today to pursue doctorate in Mechanical Engineering. She informed that Mr. Jacob Thomas has been appointed as the HOD of Mechanical Engineering Department w.e.f 13-9-2022 as per the directions from the Management.

The Principal also informed that the duties handled by Mr. Rajeesh shall be entrusted to other Faculty members. The conduct of online examinations was entrusted to Mr. Sunder V and Mr. Vaishak M until further orders. The Internal Examination Cell under Mr.Rajeesh P will be reconstituted in the next academic council meeting.

Principal appreciated the work done by Mr. Rajeesh as HOD in ME Department. She opined that he has put in a lot of hard work and has run the department really well. Prof. Raveendran wished him good luck in his future endeavours. All the other members of the Academic council also wished Mr.Rajeesh good luck.

Mr.Rajeesh P. thanked the Management and the institution for providing him the opportunity to serve in this college. He appreciated the guidance of Dr. Leena A.V which he has always experienced. He also thanked all the other Faculty and staff members for their valuable support.

The meeting concluded at 11:30 a.m.

Minutes prepared by Ms. Mary Sonia George, HOD CE

  
**PRINCIPAL**





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

The minutes of the Academic Council meeting held on 19.10.22

**Members Present:-**

1. Dr. Leena AV.	Principal
2. Sri. Ashok Hegde L,	AO
3. Prof K. Raveendran,	HOD ECE & EEE
4. Dr. Susan Abraham, (Absent)	Dean UG and PG Studies
5. Mrs. Mary Sonia George,	HOD CE & IQAC Coordinator
6. Mr. Sunder V, (Absent)	HOD CSE
7. Mr. Jacob Thomas,	HOD ME
8. Mr. Nikhil M,	HOD S&H
9. Mr. Unnikrishnan O, (Absent)	HOD Physical Education
10. Mr. Abhilash Krishnan T.K,	AP EEE, Staff Advisor
11. Mrs. Aswathi Sreejith	TPO
12. Ms.Neha M V	(Representing CS Department)
13. Mr. Rahul A M	( Special invitee)
14. Mr.Rohith P	System Admin ( Special invitee)
15. Mr.Prakashan K K	Librarian (Special invitee)
16. Mr.Safwan I M	Union Chairman (Special invitee)
17. Mr.Ramadan,	Student Representative (Special invitee)

The meeting commenced at 2:00p.m in the Principal's chamber.

**Agenda:**

1. Induction Program
2. Remedial Class
3. Academic Audit
4. Placement
5. Discipline
6. Any other Academic and Non Academic matter

Principal briefed the agenda to the Academic Council members

**1. Induction Program**

Principal informed that the inauguration of the first semester B. Tech 2022-26 Batch will be conducted on 25<sup>th</sup> of October. The name of the induction program was selected from the Google form filled by Staff and Faculty. The name selected was **Vihaan** meaning a new dawn.

The program will be presided by the Vice President of Sree Bhakthi Samvardhini Yogam (SBSY) Sri .T. K. Rajendran. Two Directors of SBSY will also attend the program Sri. Class Sunil and Sri. Bhagyasheelan. The Engineer's oath will be taken by the first year students in the program. The toppers among the final year students of B. Tech and M. Tech will be awarded a memento. Ms. Aswathi informed that a talk will be conducted after lunch for the parents regarding the conduct of extra classes for the first year students for a strong base in Mathematics, Physics and Chemistry by an external agency.

Mr. Rahul briefed about the arrangements which will be done in the seminar hall for the program. Principal opined that atleast 350 chairs are to be arranged in the hall. Mr. Rohith enquired about the availability of coolers needed in the stage. Administrative Officer informed that there are some extra chairs in the canteen and internet lab and also there are two coolers which can be utilised for the program. Principal informed that the expenditure statement for the stage should be submitted. The budget for the program will be discussed with the Management representatives and only then sanctioned.

## **2. Academic Audit**

Ms. B. Mary Sonia George, IQAC Co-ordinator, informed that as KTU has given the timeline for external audit from November 15<sup>th</sup> to November 27<sup>th</sup>. An internal audit will be conducted on November 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> and the Non Conformities (NCs) needs to be cleared before November 8<sup>th</sup> and IQAC meeting will be conducted on 27<sup>th</sup> of October.

## **3. Remedial Classes**

Principal enquired about the remedial class status. In S3 and S5 most of the students are attending the remedial class and in S7 class some lack of attendance was noticed. It was informed in the parents group the very next day with the names of the absentees.

## **4. Placement**

Ms. Aswathi, TPO informed that a pooled placement drive of Fedex is planned in the coming month. The results of TCS are still awaited. The Placement and Training classes are effectively taken for the final year students.

## **5. Any other Academic and Non Academic matters**

### **1. Library**

Principal enquired about NDLI. Mr. Prakashan informed that after the commencement of the first year classes, they also will be enrolled into the NDLI and programs will be conducted.

### **2. Discipline**

Principal also commanded to all the Heads of the Departments to maintain the discipline. The overall discipline of the students has increased but during certain hours like physical education and library hours the students are seen loitering which need to be taken care of.



### **3. College Bus**

Principal informed that the Management has decided to increase the bus fees by 7%. Mr. Safwan and Mr. Ramadan requested to reduce the increase in bus fees. They suggested that 5% of bus fees can be increased for all semesters except for final years. As they have lesser working days in the forthcoming even semester it may be increased by 3%.

Principal informed that very few students have remitted the bus fees. Mr. Safwan suggested that a fine can be collected from such students. Principal proposed that the students will be given a time period for paying the fees and after that time fine will be collected from students who do not pay the bus fees.

### **4. PTA meeting**

Principal informed that PTA meeting of S5 will be conducted on 29<sup>th</sup> of October. All the HODs, Tutors and Faculty members handling classes for S5 need to be compulsorily present on that day.

Mr. Safwan asked the permission to conduct a football match on 29<sup>th</sup> October as a part of sports event in the college. Ms. Mary Sonia and Mr. Abhilash opined that students can gain activity points upto 10 points by conducting this match as intramural event. Principal informed that the same shall be discussed with the Management and informed later.

The meeting concluded at 4:00p.m.

Minutes prepared by Ms. B. Mary Sonia George; HOD CE

  
**PRINCIPAL**

To

Chairman and Members of committee  
AO/HODs,  
Department Notice Boards  
CC President/Secretary for kind information



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

The minutes of the Academic Council meeting held on 12.10.22

**Members Present :-**

1. Dr. Leena AV. Principal
2. Sri. Ashok Hegde L, AO
3. Prof K. Raveendran, HOD ECE & EEE(Absent)
4. Dr. Susan Abraham, Dean UG and PG Studies
5. Mrs. Mary Sonia George, HOD CE & IQAC Coordinator
6. Mr. Sunder V, HOD CSE
7. Mr. Jacob Thomas, HOD ME
8. Mr. Nikhil M, HOD S&H
9. Mr. Unnikrishnan O, HOD Physical Education(Absent)
10. Mr. Abhilash Krishnan T.K, Staff Advisor(Absent)
11. Mrs. Aswathi Sreejith TPO(Absent)
12. Ms. Vaishak M Nayanar (Representing EEE Department)
13. Ms. Vani R (Representing ECE Department)
14. Mr. Vyjith A N .AAO( Special invitee)

The meeting commenced at 2:00p.m in the Principal's chamber.

**Agenda:**

1. Class Progress
2. NBA/ISO Update
3. Commencement of S1 B.Tech and M.Tech Classes
4. Alumni Meet
5. Any other Academic and Non Academic matter

Principal briefed the agenda to the Academic Council members

**1. Class Progress**

Principal has informed that after the verification of monthly report of September it was found that few faculty members are unable to complete their portions according to the milestones, hence those faculty members are to be provided with extra classes on first and third Saturdays and special classes can be taken on fourth Saturdays if required.

Principal ordered that the remedial classes are to be conducted from October 17<sup>th</sup> for all semesters. The timing allotted for Remedial Class is from 4:15p.m to 5:30p.m. The buses will be taken at 5:35p.m. On Mondays and Wednesdays remedial classes will be scheduled for S7 and on Tuesdays and Thursdays remedial classes will be conducted for S3 and S5.



## **2. NBA/ISO /Audit**

Mr. Sunder, NBA Co-ordinator, briefed that files regarding Criterion 9 are almost completed in the Computer Science Department. Principal asked Mr. Sunder to conduct a presentation in the department to update the completion of Criterion 9 files.

Dr. Susan Abraham, ISO Co-ordinator, updated that the files regarding Scope, Vision and Mission are being updated in all the departments. A format is prepared for mapping the POs, PSOs with the Vision and Mission.

Ms. B. Mary Sonia George, IQAC Co-ordinator, notified that KTU has given the timeline for external audit from November 15<sup>th</sup> to November 27<sup>th</sup>. She informed that in order to complete the updating of the documents, auditors meetings will be conducted on every Mondays, Wednesdays and Fridays and documents will be verified.

## **3. Commencement of S1 B.Tech and M.Tech Classes**

Principal announced that as per the KTU circular the classes of S1 B. Tech and M. Tech are to commence on October 25<sup>th</sup>. The classes will begin with a formal inauguration and a weeklong induction program. The third allotment of B. Tech will be completed by October 13<sup>th</sup>. A notice regarding spot admission will be circulated by October 15<sup>th</sup>. The Bridge Course will be continued for first year students from October 17<sup>th</sup> to October 21<sup>st</sup>.

Mr. Nikhil, HOD H&S expressed concern about the shortage of faculty member in Maths Department as the regular classes of S1 B.Tech and M.Tech are to commence very soon. It was also decided that a senior faculty advisor will be allotted from H & S Department to each of the S1 classes.

Mr. Vyjith opined the date for M. Tech admission can be decided as October 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> subject to management decision.

## **4. Alumni Meet**

Mr. Sunder informed that from 2003-2007 batch students almost 153 students have registered in the Google form shared with the Alumni members. A get together of the Alumni will be conducted in the college in the month of December. The office bearers of the Alumni will be selected. An online meeting will be conducted this month. One Alumni member will be identified from each branch for a talk in the college during the induction program of first year students.

## **5. Any other Academic and Non Academic matters**

### **1. Website Updation**

Principal has instructed that the college website updating works need to be done regularly. All the programs are to be updated in the college website. The committee in charge of college website should look into the matter.

## **2. Stock Verification**

Principal enquired about the stock verification of all the departments and said that it has to be completed by 31-10-2022 as per the directions from the Management . All the HODs and AO are to check whether the stock verification of the departments is completed in time.

## **3. College Bus**

The final date for the submission of college bus registration form has been extended to October 14<sup>th</sup>.

Principal was apprehensive that complaints have been received regarding few bus drivers using phone and smoking while driving. The drivers have been called and warned about the consequences and have ensured that such instances will not be repeated. Faculty members in the bus are requested to check such matters and report in time.

## **4. Fees Collection**

All the parents were asked to pay the fees and those parents who have not paid the last years fees will be called to report in college office on October 15<sup>th</sup>. The names of such parents will be forwarded to tutors to inform them to come to college.

## **5. University Examination Duty**

The supplementary examinations will be starting in the following week all HODs are to allot the invigilation duties for faculty members without affecting regular classes.

## **6. PTA meeting**

Principal informed that PTA meeting of S3 and S7 will be conducted on 15<sup>th</sup> of October. All the HODs, Tutors and Faculty members handling classes for S3 and S7 need to be compulsorily present on that day.

## **7. Qualifying Certificate Verification**

Principal notified that Mr. Sharath is allotted the duty to attend verification process at KTU of the Qualifying Certificates of the students at Trivandrum on November 21<sup>st</sup>.

The meeting concluded at 4:00p.m.

Minutes prepared by Ms. B.Mary Sonia George , HOD CE

  
**PRINCIPAL**

To

Chairman and Members of committee  
AO/HODs,  
Department Notice Boards  
CC President/Secretary for kind information





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

The minutes of the Academic Council meeting held on 26 .10 .22

**Members Present:-**

1. Dr. Leena AV.	Principal
2. Sri. Ashok Hegde L, (Absent)	AO
3. Prof K. Raveendran,	HOD ECE & EEE
4. Dr. Susan Abraham,	Dean UG and PG Studies
5. Mrs. Mary Sonia George,	HOD CE & IQAC Coordinator
6. Mr. Sunder V,	HOD CSE
7. Mr. Jacob Thomas,	HOD ME
8. Mr. Nikhil M, (Absent)	HOD S&H
9. Mr. Unnikrishnan O,	HOD Physical Education
10. Mr. Abhilash Krishnan T.K, (Absent)	Staff Advisor
11. Mrs. Aswathi Sreejith	TPO
12. Ms. Bindhya	(Representing H & S Department)

The meeting commenced at 2:00 p.m in the Principal's chamber.

**Agenda:**

1. Induction Program
2. Drug Abuse Prevention Cell
3. Remedial Class/Series Test
4. CMS
5. Any other Academic and Non Academic matter

Principal briefed the agenda to the Academic Council members

**1. Induction Program**

Principal informed that the inauguration of “Vihaan 2022” the induction program of the first semester B. Tech 2022-26 batch conducted on 25<sup>th</sup> of October was highly appreciated by the Management, Parents and the students. Principal acknowledged the efforts of all the staff members who made the program a grand success. However certain minor flaws had to be taken care of during the last minute.

The week long Induction program schedule needs to be prepared. Mr. Nikhil informed that some sessions are already planned and the others are under consideration. Ms. Aswathi informed that IAS coaching Academy would like to conduct a session for the first year students.

The regular classes of first year students will commence on 31-10-2022. Principal ordered that all the classes should commence exactly at 9:00a.m.

## **2. Drug Abuse Prevention Cell**

A session on Anti Drugs has been already conducted for S3 and S1 students. All colleges are to form Drug Abuse Prevention Cell. The Cell also has to maintain necessary warnings and sign boards against the use of drugs.

The following are the members in the Drug Abuse Prevention Cell

Prof.Jacob Thomas	-	Chairman
Ms.Bindiya.M.C	-	Convenor
Ms.Abhaya.D.K	-	Member
Ms.Archana. C.P	-	Member
Mr.PriyeshPadmanabhan	-	Member
Ms.Revathi.P	-	Member
Ms.Vijna Vijayan	-	Member
Mr.VidyaSagar	-	Student Member, S7 ME
Ms.Drishya	-	Student Member, M.Tech

## **3. Remedial Classes/Series Test**

The first series test of S3 and S5 is scheduled from 5-11-2022 to 8-11-2022 and for S7 on 7-11-2022 and 8-11-2022. The internal examination cell has to finalise the time table and publish at the earliest.

## **4. CMS**

Mr. Sunder informed that once the first year time table is finalised and then entered to CMS. The attendance can be marked in CMS from November 1<sup>st</sup> onwards.

## **5. Any other Academic and Non Academic matters**

### **1. Alumni**

Mr. Sunder informed that an online Alumni meeting including Dean, Administrative Officer and few Alumni was conducted and the tentative date for the Alumni get together was decided as January 7<sup>th</sup>, 2023. During the get together the Alumni committee will be constituted. Principal will be the President of the Committee and other members will be suggested in the get together. Principal suggested that the meeting can be conducted between 3:00 to 4:00p.m.Mr.Sunder suggested issuing an Alumni Card to the students.

### **2. PTA meeting**

Principal informed that PTA meeting of S5 can be conducted on 5<sup>th</sup> of November. All the HODs, Tutors and Faculty members handling classes for S5 need to be compulsorily be present on that day. All the parents of S3 and S5 who have not attended the meeting are also requested to attend the same.

### **3. Audit**

Ms. B. Mary Sonia George informed that there was an IQAC online KTU meeting today in the morning session. The highlights of meeting were that the Audit will be conducted for Odd Semester files and the result analysis of the previous semesters will be checked.

The Placement details of 2022 passed out batch and the current final year students need to be furnished to the external auditor. The number of working days will be checked for each semester including Saturdays. The lab examinations will be conducted this semester before the commencement of theory examinations.

Principal reminded Mr. Sunder to finalise the Identity Card sample. Mr. Sunder informed that it is almost finalised and also instructed Ms. Aswathi ,TPO to be ready with the placement records before the audit.

The meeting concluded at 4:00p.m.

Minutes prepared by Ms. B. Mary Sonia George , HOD CE

  
**PRINCIPAL**

To

Chairman and Members of committee  
AO/HODs,  
Department Notice Boards  
CC President/Secretary for kind information





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

The minutes of the Academic Council meeting held on 9.11.22

**Members Present:-**

1. Dr. Leena AV.	Principal
2. Sri. Ashok Hegde L,	AO
3. Dr. Susan Abraham,	Dean UG and PG Studies
4. Mrs. B. Mary Sonia George,	HOD CE & IQAC Coordinator
5. Mr. Sunder V,	HOD CSE
6. Mr. Jacob Thomas,	HOD ME
7. Mr. Nikhil M,	HOD S&H
8. Ms. Leena Narayanan	HOD ECE & PTA Secretary
9. Mr. Abhilash Krishnan T.K,	HOD EEE & Staff Advisor
10. Mr. Unnikrishnan O(Absent)	HOD Physical Education
11. Mrs. Aswathi Sreejith	TPO
12. Mr.Sharath (Special invitee)	
13. Mr.Nishanth (Special invitee)	

The meeting commenced at 2:30p.m in the Principal's chamber.

**Agenda:**

1. Academic Audit
2. KTU QC verification
3. Class Suspension
4. Series Test Result Analysis
5. Any other Academic and Non Academic matter

Principal briefed the agenda to the Academic Council members

**1. Academic Audit**

Principal informed that the mail regarding the External Audit time schedule (15-11-2021 to 24-11-2021) and the names of the two auditors have been sent by the KTU. The same Auditors who visited the college during the audit of even semester will be auditing odd Semester files. She asked the IQAC co-ordinator to call the Auditors and fix a date for the same. The dates on which the Management meeting and Techkranti 2022 are scheduled need to be avoided. Ms. B. Mary Sonia George informed that the Auditors would confirm the date the very next day. The tentative date is 24<sup>th</sup> of November.

Principal ordered that all the files should be ready and all the Non Conformities (NCs) cleared before the external audit. She also said that many of the comments of the previous external audit were considered and necessary modifications were made. Mr. Rohith will be considered as System administrator /Lab staff in Computer Science Department to meet the requirement of the number of Lab staff during Audit. Principal enquired about the printing of attendance record which Mr.Sharath said that he will try to obtain it by friday



Dr. Susan Abraham informed that the ISO certificates of the faculty members who attended the course has arrived via parcel service. It was collected by Mr. Sharath and will be distributed in the departments. Similarly the certificate of appreciation in the participation of National Intellectual Property Awareness Mission(NIPAM) has arrived. The certificate for co-ordination was awarded to Ms. Aswathi Sreejith.

## **2. KTU QC Verification**

The verification date of the Qualifying Certificate (QC) by the KTU has been extended. It was scheduled on November 21<sup>st</sup> which has been postponed to second week of December. Mr. Sharath will be representing our college for the verification.

## **3. Class Suspension**

Principal opined that as per KTUs order the classes of S3, S5 and S7 will be suspended on 11<sup>th</sup> and 14<sup>th</sup> to enable the faculty members to complete the valuation of papers. However special classes will be conducted for S1 students and series test will be conducted for S3 M. Tech students. The faculty and Staff members who do not have valuation are to complete the files needed for External Audit.

## **4. Series Test Result Analysis**

Principal announced that all faculty members are to complete the valuation of Series Test by 11-11-2022 and the tutors are to submit the series test result analysis on 12-11-2021 before 3p.m. The format of university result analysis will be followed.

## **5. Any other Academic and Non Academic matters**

### **1. Stamp Collection**

Principal asked all the HODs to inform the class Tutors about the Stamp Collection related to Childrens day. The Class Tutors are to direct the class representatives to collect the Stamps from Mr. Sunesh and distribute among students. They are also supposed to collect the money for the stamps from the students and are to hand it over to Mr. Sunesh by 15/11/22.

### **2. Leave Application**

Principal reminded the HODs to ask the Faculty and Staff members to apply the pending leave before 15<sup>th</sup> of this month. She handed over the list of faculty and staff members who are yet to apply leave/OD to the HODs for their perusal.

### **3. CMS**

Mr. Sunder informed that the faculty members can update the attendance in the CMS. The faculty members are to choose their respective hours in the list and mark the attendance. Each faculty member's specific hours will be allocated after the external audit.

## **4. Bus Fees**

Principal informed that many students are yet to pay the bus fees. Many students who haven't registered are travelling in college bus. AO handed over the list of students of each

department having fees dues including bus fees to the Principal. Principal has recommended that the HODs need to look into matter and personally call the students and inform them about the dates of fees payment in order to make bus pass for students by 15<sup>th</sup> of this month.

#### **5. Private Bus Pass**

Principal informed that the details of few more students of S1 need to be furnished for issuing of Private Bus Pass to the students. Mr. Nishanth informed that the procedure will be completed by Monday.

#### **6. Sports/Freshers Day**

Today the fresher's day for first year students is being conducted by the seventh semester students. The regular classes of S3 and S5 are being conducted without any disturbance. Principal appreciated the cooperation by the students of college union who assured to conduct the program smoothly. The sports practice of various events is conducted in the evenings and the students are given permission to stay in the hostel if the practice gets delayed. The students are to pay the amount for their food.

#### **7. Technical Fest**

Principal opined that the other departments can conduct the combined Technical fest in the beginning of the even semester as the first series of the first semester and the second series of S3, S5 and S7 are scheduled in the month of December.

#### **8. Placement**

Ms. Aswathi TPO informed that she contacted Superset which the students had suggested would help in placement. The company only connects the campus to the recruiters and does not help in placements. She informed that Acsia Technologies have invited applications from students having 60% and less than 3 Backlogs. There are 22 students who are eligible and they are to report at Rajagiri campus in Kochi for campus drive on November 18<sup>th</sup>. A company named Quest Global has also invited applications from students for recruitment. The data of 25 students has been forwarded to them. As per the request from the final year Computer Science students Ms. Aswathi had enquired about a competitive aptitude and reasoning class which can be conducted for S7 students by the last week of November or First week of December.

The meeting concluded at 4:00p.m.

Minutes prepared by Ms. B. Mary Sonia George , HOD CE

  
**PRINCIPAL**

To

AO/HODs,  
Department Notice Boards  
CC President/Secretary for kind information





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

The minutes of the Academic Council meeting held on 18 .11 .22

**Members Present:-**

1. Dr. Leena AV.	Principal
2. Sri. Ashok Hegde L,	AO
3. Dr. Susan Abraham,	Dean UG and PG Studies
4. Mrs. B. Mary Sonia George,	HOD CE & IQAC Coordinator
5. Mr. Sunder V,	HOD CSE
6. Mr. Jacob Thomas,	HOD ME
7. Mr. Nikhil M,	HOD S&H
8. Ms. Leena Narayanan(Absent)	HOD ECE & PTA Secretary
9. Mr. Abhilash Krishnan T.K,	HOD EEE & Staff Advisor
10.Mr. Unnikrishnan O	HOD Physical Education
11.Mrs. Aswathi Sreejith	TPO
12.Ms.Meera M	Representing ECE Department
13.Mr.Rohith M	Special invitee

The meeting commenced at 11:30a.m in the Principal's chamber.

**Agenda:**

1. Academic Matters
2. Placement
3. Bus
4. CMS
5. Audit
6. Non Academic Matters

Principal briefed the agenda to the Academic Council members

1. Academic Matters

- a) The Principal discussed about the class test held for S1 and instructed that the results of S1 class tests need to be published on November 21st. The feedback was taken from the first year students and Principal has discussed the feedback points with each teacher regarding their subject.
- b) The Heads of the Departments were reminded the completion dates of all the semesters which are as follows:  
S1 – 8th February 2023  
S3 – 21st December 2022  
S5 – 7th January 2023  
S7 – 23rd December 2022

- c) The HODs were informed to ensure completion of the portions in time for S3, S5 and S7 as the dates of University examinations are as follows  
S1 – 20th February 2023  
S3 – 3rd January 2023  
S5 – 16th January 2023  
S7 – 4th January 2023
- d) It was decided that all the internal lab examinations are to be completed by the end of December for S3, S5 and S7 semesters.
- e) The Principal enquired about Techkranti. Mr. Sunder HOD CSE updated that invitations have been circulated to all. He also said that he will look into the students discipline during the days of Techkranti.
- f) All requests from the students regarding Academic and Non Academic matters need to be forwarded to Principal or AO only after the signatures from the HOD and class Tutor. The academic matters are to be forwarded to Principal through HOD and the matters relating to procurement, bus, fees are to be forwarded to Principal through AO.
- g) Mr. Sunder suggested that all the documents of Budget are to be maintained as they are needed for the accreditation and ISO certification process. .
- h) The Principal reminded about sending mail regarding the purchase of new printers.
- i) In between the meeting as Principal was monitoring the camera few students were cutting cake in the canteen. Principal summoned the students from the canteen by calling the canteen staff. The students were from S5 CSE and they had gathered for the work of Techkranti and in between the students cut the cake as celebration of Birthday of a classmate. The students came and apologised. The Principal warned that such activities cannot be permitted during working hour and they should not repeat it.

## 2. Placement

Ms. Aswathi TPO informed that as per the request from the final year Computer Science students she had enquired about a competitive aptitude and reasoning class which can be conducted for S7 students by the last week of November or First week of December. But the number of students registered so far is only 23. If 60 students registered the fees will be around Rs.580 for five days. She also insisted that no students have registered from CE department. Principal asked the HOD of CE to announce in the class the details of the aptitude and training class.

Ms. Aswathi informed that our students have attended the following recruitment drives of the following companies TCS, Amazon, Axia Technologies, EY, Fedex, IBM and Qualitests. Thaniya Mohan of S7 Computer Science has been shortlisted in two companies namely TCS and Qualitests. Recruitment drives of the two more companies Speridian and Quest Global are yet to take place.



### 3. Bus

Principal informed that the bus passes are issued to the students. She also told that few of the office staff Mr.Rakesh, Mr.Nishanth, Mr.Sharath, Mr.Raveesh along with the faculty members who are bus incharges will monitor smooth functioning of bus services. Principal suggested that two new bus routes are being checked for feasibility in the Kanhangad route to accommodate commuters from BKM which will also include new pick up points along the route. Ms. Meera informed that there are 21 students and 15 staff in Kanhangad bus.

### 4. CMS

Mr. Sunder informed that the faculty members can update the attendance in the CMS. He also informed that feedback, attendance report and subject completion report will be available in the Ednspex before Academic Audit.

### 5. Audit

Principal directed that all the faculty and staff members should be present on 23-11-2022 for the External Audit. She enquired whether all the documents were ready. Ms.Mary Sonia informed that most of the documents are ready and few documents are being updated. She also told Mr. Sunder to ensure smooth conduct of Audit between the events of Techkranti for the verification of documents of CSE Department.

### 6. Non Academic Matters

- a) Mr. Abhilash expressed a doubt at misplacement of the camera direction in the Electrical department. Principal informed that it came to notice that at times when the Pigeons sits on the camera the direction gets changed. She informed Mr.Rohith to check whether all the cameras are intact and in correct positions.
- b) The names of the fee Defaulters were given to the HODs. The HODs are to call them personally and inform them if the fees are not paid ,they will not be allowed to attend classes after the last date of fees payment.
- c) Principal informed HOD CE to inform the parents of Mr. Muhammad Rufaid of S7 CE to pay the fees for the two years failing which he will not be able to attend the classes.

The meeting concluded at 12:30p.m.

Minutes prepared by Ms. B. Mary Sonia George , HOD CE



PRINCIPAL

To

HODs/AO/Faculty/Staff ,  
CC President/Secretary for kind information



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

The minutes of the Academic Council meeting held on 14/12 /22

### **Members Present:-**

1. Dr. Leena AV.	Principal
2. Dr. Susan Abraham	Dean UG and PG Studies
3. Sri. Ashok Hegde L (Absent)	AO
4. Mrs. B. Mary Sonia George	HOD CE & IQAC Coordinator
5. Mr. Sunder V	HOD CSE
6. Mr. Jacob Thomas	HOD ME
7. Mr. Nikhil M	HOD S&H
8. Ms. Leena Narayanan	HOD ECE & PTA Secretary
9. Mr. Abhilash Krishnan T.K	HOD EEE & Staff Advisor
10. Mr. Unnikrishnan O	HOD Physical Education
11. Mrs. Aswathi Sreejith	TPO
12. Mr. Vyjith A N	Representing AO

The meeting commenced at 2:00p.m in the Principal's chamber.

### **Agenda:**

1. Review of Previous Academic Council Minutes
2. Academic Activities
3. Preparation for upcoming Odd Semester Examinations
4. Other Academic and Non Academic Matters

Principal briefed the agenda to the Academic Council members

#### **1. Review of Previous Academic Council Minutes**

- The series exam of the subjects handled by new faculty members will be conducted on 17-12-2022.
- The circular regarding the fees dues have been circulated among the students and the Principal handed over the list of students having the fees dues in each department to the respective HODs. Principal instructed that the HODs have to inform the mentors to contact the students personally and ask them to pay the fees before December 20<sup>th</sup>.
- The committee constituted in the last meeting had conducted an enquiry in the complaint received from the Librarian. Based on the report warning letters have been issued.
- Special care was given to the newly joined students in S1 during series examination to make up for the lost classes.
- A register is maintained at the gate to note the entry and exit of the students.



- On December 22<sup>nd</sup> the officials of Ednspex will come to the college to familiarise the CMS. The details regarding the portion coverage for each month will be visible to the Principal and Management through the CMS.
- Samples of Lanyards for the identity cards of faculty members were shown by Principal and a wide violet coloured lanyard with white letters on it was selected unanimously. The identity card will be in the portrait format. Principal informed Sunder to make arrangements for issuing the identity cards before the end of this month after due approval from the Management.

## **2. Academic Activities**

- The semester dates have been extended for S3,S5 and S7 as follows  
S3 and S7 till 7-1-2023 and S5 upto 11-1-2023
- Principal enquired about the completion of portions to conduct Model Exam. Few subjects are still lagging and finally it was decided that model exam for atleast two tough subjects will be conducted on 6<sup>th</sup> and 7<sup>th</sup> of January.
- The dates for the retest of S3, S5 and S7 have been fixed to 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> of January 2023.
- Each Department is to conduct a meeting of the faculty and staff members every week.
- A new format will be followed from 2023 for the monthly report to be submitted to the Management. The new format will include the details of all the activities conducted every month in the Department. Principal read out the details in the sample report and it was approved by the members. She informed that the same shall be sent to the Management for due approval.

## **3. Preparation for upcoming Odd Semester Examinations**

- The results of S1 series examination were analysed in detail. Principal informed that there is scope for more improvement. Principal appreciated the results of ECE department.
- Principal informed that HODs are to furnish a report along with the series test result analysis of first year students which should highlight the expected pass percentage for the S1 University Results.
- Principal informed that the HODs are to conduct a meeting of first year students with the department faculty members in every fortnight.
- Principal enquired about the requirements of availing hostel during university examination. Few departments have already contacted the parents and have collected the details of weak students availing the hostel facility during the university examination. Few weak students of other departments had already availed the hostel during series examination. It was further decided to contact the parents after the result analysis of second series test. But Principal insisted that immediately the parents of weak students need to be contacted as only then the rooms in the hostel can be cleaned.



- Principal informed that the question bank as decided in last meeting should be made and submitted to students before the study holidays. Principal asked Dean to follow up the matter. The students will be able to score minimum pass mark with the help of question bank.
- The Schedule for remedial classes should be prepared well in advance and camps can be conducted during the university examinations.

#### **4. Other Academic and Non academic Matters**

- Principal has instructed that for the smooth functioning of the college she would release the duties and role of Dean, HODs, Tutors and Mentors. All the faculty are to read and perform the duties in time in order to ensure good working atmosphere in the college
- Principal informed that Nactae the National conference conducted by our college can be reinstated from next year onwards as it is a great publicity for our college. It will become a platform for our final year students to publish their project works. The tentative date for Nactae has been suggested in the first week of the month of May.
- It was suggested that a college Magazine need to be released at the end of each year.
- Principal informed that a company has approached college for the establishment of an Entrepreneurship Cell which will coach and enable the students to begin Start Up Projects. They would give a induction class to the first year students on 19<sup>th</sup> of December.
- Few HODs put forth the proposals of certain MOUs. Principal informed that the HODs can check and give a report on the MOUs which do not have financial burden.
- HOD Physical Education asked whether the college can host the sports event Vaddam Veli of KTU Sports during the last week of January. Principal informed that it would be difficult to host it as the University Examinations will be going on during the last week of January for S3, S5 and S7 students.
- Principal has requested the HODs to submit the subject allocation for the even semester in the next week so that the faculty requirement any can be submitted to the Management.
- Ms. Aswathi Sreejith informed that selected students of S7 will be attending a campus placement drive at St.Thomas College of Engineering on 15/12/22.

The meeting concluded at 4:00p.m.

Minutes prepared by Ms. B. Mary Sonia George, HOD CE

  
**PRINCIPAL**

**Copy to:**

- 1) Dean /HODs/AO**
- 2) All Faculty and Staff members**
- 3) File**
- 4) President/ Secretary for kind information.**



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

The minutes of the Academic Council meeting held on 05 .01 .23

### **Members Present:-**

1. Dr. Leena AV.	Principal
2. Sri. Ashok Hegde L,	AO
3. Dr. Susan Abraham,	Dean UG and PG Studies
4. Mrs. B. Mary Sonia George,	HOD CE & IQAC Coordinator
5. Mr. Sunder V,	HOD CSE
6. Mr. Jacob Thomas,(Absent)	HOD ME
7. Mr. Nikhil M,	HOD S&H
8. Ms. Leena Narayanan	HOD ECE & PTA Secretary
9. Mr. Abhilash Krishnan T.K,	HOD EEE & Staff Advisor
10. Mr. Unnikrishnan O(Absent)	HOD Physical Education
11. Mrs. Aswathi Sreejith	TPO
12. Mr.Divyathej M V	Representing ME Department

The meeting commenced at 2:00 p.m in the Principal's chamber.

### **Agenda:**

1. Class Progress
2. Remedial Class and Study Camp
3. CMS
4. ISO/NAAC
5. Enquiry Report
6. Other Academic and Non Academic Matters

Principal briefed the agenda to the Academic Council members

#### **1. Class Progress**

- Principal enquired to HODs about the class progress as the classes of S3 and S7 are to end on 7<sup>th</sup> January and that of S5 is to end on January 11<sup>th</sup>.HODs informed that the portion coverage of all subjects are almost completed.
- Principal enquired about the status of internals and attendance publication of S3, S5 and S7.HODs informed that the retest is being conducted from January 3<sup>rd</sup> and will be completed by January 6<sup>th</sup> for the students who are absent and for those students who have less internals. Principal informed the HODs to publish the attendance by January 4<sup>th</sup> so that the internals and attendance are submitted on time.
- Principal also enquired whether third class committee and also mentoring of the students have been completed. The same has to be completed before semester ends.



## **2. Remedial Class and Study Camp**

- Principal asked the HODs to prepare the list of students having supplementary papers in S1, S3 and S5. Special Coaching is to be given to students who are having supplementary examinations so as to ensure good pass percentage in the final year.
- All the HODs are to conduct a meeting and prepare strategies to improve the results. The HODs can plan classes for weaker students till 6p.m. There will be no change in the bus timings. The students can avail the college hostel facilities.
- The students availing the hostel for the university examinations and who have paid the full bus fees, their hostel rent will be calculated and deducted from their bus fees. However students will have to remit the mess fees for their food.
- Principal informed that the requirements of hostel or bus during study holidays of students should be informed well in advance.

## **3. CMS**

Mr. Sunder informed that a Google Meet will be conducted for Accounts Section to brief about their Login. The date will be scheduled soon. The errors in other areas are being rectified.

## **4. ISO/NAAC**

Mr. Sunder informed that the NAAC manual was downloaded and the works have been distributed. The first review will be conducted on January 23<sup>rd</sup>.

ISO certification work has been initiated and samples of the different process manuals have been distributed and the faculty members have already started preparing Process Manuals pertaining to our college. A review of the same is scheduled on 6-1-2023.

## **5. Enquiry Report**

A complaint was registered against a first year student on December 22<sup>nd</sup> and the student was suspended during the enquiry tenure from December 22<sup>nd</sup> until further orders. An enquiry committee comprising of Dr. Susan Abraham, Mr. Sunder V, Mr. Abhilash Krishnan, Mr. Jacob Thomas, Mr. Nikhil and Mr. Dhanaraj was constituted on December 23<sup>rd</sup>. The enquiry report was submitted to the Management and Academic Council.

The enquiry committee found the student to be guilty and the student accepted his fault and apologised for the same. The enquiry committee had also discussed the same with the parents. The activity was highly condemned by the committee and they were in a view to extend the suspension for four more days and subject to Management approval the student would be able to attend college from 9-1-2023 after submitting an undertaking that such offences would not be repeated. Principal opined that it is easy to condemn a person for his mistakes but greatness lies in trying to help a person in realising his mistake and correcting him, She requested the HOD of CSE department to monitor and



motivate the student so that he does not commit any further mistakes and utilise his capability for a good cause..

#### **6. Other Academic and Non Academic Matters Discussed**

- Principal informed that Identity Cards are under printing and will be issued to the faculty members at the earliest. She stated that all Faculty and Staff should compulsorily wear ID cards.
- The Principal informed that henceforth the first and third Saturdays of every month will be working day for the college. Faculty and staff should work towards attaining the ISO certification and NAAC accreditation.
- The PTA meeting of S1 students will be conducted on January 13<sup>th</sup>. The meeting will be conducted at 10:30a.m. in the meeting hall. HODs and S1 Class Tutors are to compulsorily attend the meeting.
- The Mechanical Lab installation work has been completed. The materials for the LED bulb manufacturing unit of Electrical Engineering Department have been procured. The Department of Mechanical Engineering and Electrical Engineering submitted a requirement for furniture which can be adjusted from the college itself.
- The Department of ECE and CSE are planning to conduct an FDP on the topic Internet of Things. They have approached few technocrats for the conduction of the same.
- The Department of Civil Engineering had conducted a two day workshop for students of third semester in Total Station Survey on 16-12-2022 and 20-12-2022.

The meeting concluded at 3:00p.m.

Minutes prepared by Ms. B. Mary Sonia George, HOD CE



**PRINCIPAL**

#### **Copy to:**

- 1) **Dean /HODs/AO**
- 2) **All Faculty and Staff members**
- 3) **File**
- 4) **President/ Secretary for kind information.**



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

The minutes of the Academic Council meeting held on 20/01/23.

### **Members Present :-**

1. Sri. K P Pavithran , Secretary SBSY
2. Sri. T K Rajendran , Vice President SBSY
3. Sri. P C Ashokan, Director SBSY
4. Sri. Sivarajan C M , Director SBSY
5. Sri. Jayakumar P P, Director SBSY
6. Sri. Sunil Kumar M , Director SBSY
7. Dr. Leena AV. Principal
8. Dr. Susan Abraham, Dean UG & PG studies
9. Ms. Mary Sonia George, HOD CE
10. Mr. Sunder V, HOD CSE
11. Mr. Jacob Thomas, HOD ME
12. Mr. Abhilash Krishnan, HOD EEE
13. Ms. Leena Naryanan, HOD ECE
14. Mr. Nikhil M, HOD S&H
15. Mr. Vyjith A N , AAO

The meeting commenced at 02:30 PM in the Board room, Administrative block.

### **Agenda:**

1. HODs Presentation of the Academic progress
2. ISO/NAAC
3. Any other Academic and Non Academic matters

The Principal welcomed the Management directors and the Academic council members to the meeting. She briefed the Agenda of the meeting. The Management directors asked the HODs to update the class progress and academic performance of the students, particularly the first year students.

#### **1. HODs Presentation of the Academic progress**

The HODs of various Departments presented the result status of the students of their branch

#### **CIVIL ENGINEERING DEPARTMENT:**

Ms. Mary Sonia George presented the details of the S7, S5 and S3 students who have cleared all papers in university exams. She also briefed the measures taken by the department to improve the results. The first year Series 1 result analysis was presented and the Series 2 result improvement strategies were discussed. She informed that several students have taken permission to stay in hostel during the university / series examinations and the two faculty members of Civil department were staying in the hostel. She informed that the S7 students were made to appear for supplementary papers in S3 and S5 university examination.

The Vice President insisted that it is mandatory for the parents to attend PTA meetings and those S1 Parents who have not attended the PTA meeting are to meet the concerned HOD and subject faculty at the earliest.



### ELECTRICAL AND ELECTRONICS ENGINEERING DEPARTMENT:

Mr. Abhilash Krishnan T K presented the result analysis of first Series test of S1. He informed that remedial classes were taken for weak students to improve their performance in second Series test. He presented the details of the S7, S5 and S3 university exam results. He apprised that the S7 students were working hard to clear their backlogs.

The Secretary suggested that students with more number of supplementary papers may be advised to appear at least five papers at a time.

### ELECTRONICS AND COMMUNICATION ENGINEERING

Ms. Leena Naryanan presented the details of S1 ECE Series 1 result analysis. Sri. Rajendran T K enquired about expected pass percentage of S1 ECE students. Sri. Rajendran said that 90% pass can be expected from the students. Details of Bright and weak students were presented. The factors affecting weak students were discussed. One of the factors was the lack of knowledge of English language. HOD ECE informed that the matter has been discussed with concerned faculties. Ms. Aswathi Sreejith suggested that classes should be completely handled in English and initially there may be difficulties but gradually they will be adapted to the change. Director Sri. Sivarajan suggested that students should be encouraged to speak in English in class. HOD presented the remedial measures taken for the weak students of S1 ECE. The details of result analysis S7, S5 and S3 were discussed and expected pass percentage for all batches was informed.

### MECHANICAL ENGINEERING DEPARTMENT:

Prof. Jacob Thomas presented the presented the result analysis of first year Series 1. He informed that remedial classes were conducted and few students are not able to grasp as they lack basics. He presented the details of the S7, S5 and S3 university exam results.

He informed that the S5 Mechanical students are being given extra classes by faculty staying in hostel. He also informed that S7 students were staying in hostel and working hard to clear their backlogs.

### COMPUTER SCIENCE AND ENGINEERING DEPARTMENT:

Mr. Sunder V presented the details of the S7, S5 and S3 students who have cleared all papers in university exams. He stated that the university exam results were satisfactory. He briefed the measures taken by the department to improve the university results. The performance of S1 students in the first series was presented and the measures taken to improve Series 2 result were discussed. He also informed that day scholars were insisted to stay in hostel during the university / series examinations.

Mr. Nikhil M expressed his concern over the lack of basic concepts as the students were affected by the online classes during the covid pandemic. He said that extra work and extra classes are given to improve the same and students are attending the remedial classes.

## **2. ISO CERTIFICATION /NAAC ACCREDITATION PROCESS**

### **ISO**

Dr. Susan Abraham presented benefits of ISO Certification. She presented the progress of the ISO work and informed that the process manuals were being prepared by the ISO committee members of the college. 14 Manuals were ready and once the documentations are completed, the same will be audited to identify any shortcomings.

### **NAAC**

Mr. Sunder V presented the importance of acquiring NAAC for the institution. He explained the various criteria in the Self Study Report of NAAC. He also described the work plan for filling the SSR and informed that the NAAC committee of the college has allotted each department one criterion and they were asked to start collecting details for the same. The policies regarding the types of leave, conducting FDPs etc needs to be framed.

The Principal informed that a review meeting will be held every fortnight to assess the progress of NAAC work.

### **3. Any other Academic and Non Academic matters**

#### **PLACEMENT ACTIVITIES**

The Secretary enquired about the Placement activities in the college. Ms. Aswathi Sreejith briefed on the placement activities of the odd semester. She informed that Students attended almost 11 companies' recruitment drives and 3 students already got placed in Qualitest and GICE. Eight students were shortlisted and are waiting for the interview call letter.

The activities scheduled in the next semester include conducting an Aptitude training for the current final year students at the beginning of the VIII semester.

Mr. Sunder V suggested that the placement related activities shall start from sixth semester onwards; all students should be given training in aptitude to enhance their performance in placement related tests. A nominal fee for the same may be collected along with the tuition fee for training purposes.

#### **FEE COLLECTION**

The Management enquired about the status of fee collection for the current and previous semester. Mr. Vyjith presented the same. The Secretary and Vice President informed that the outstanding fee due of all students should be collected at the earliest and for this the office staff have to take necessary action. The Principal informed that a reminder notice for fee remittance shall be circulated to the parents and the students. It was decided in the meeting to inform all students to remit fee on or before 28/02/23 failing which strict action will be taken. The Management also informed that no requests will be entertained in this regard.

The meeting concluded at 4 PM.

  
**PRINCIPAL**

#### **Copy to:**

- 1) Dean /HODs
- 2) All Faculty and Staff members
- 3) File

**President/ Secretary for kind information.**





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

The minutes of the Academic Council meeting held on 2.2.23

### **Members Present:-**

1. Dr. Leena AV.	Principal
2. Dr. Susan Abraham,	Dean UG and PG Studies
3. Mrs. B. Mary Sonia George,	HOD CE & IQAC Coordinator
4. Mr. Sunder V,	HOD CSE & Exam Co-ordinator
5. Mr. Jacob Thomas,	HOD ME
6. Mr. Nikhil M,	HOD S&H
7. Ms. Leena Narayanan	HOD ECE & PTA Secretary
8. Mr. Abhilash Krishnan T.K,	HOD EEE & Staff Advisor
9. Mr. Unnikrishnan O(Absent)	HOD Physical Education
10. Mrs. Aswathi Sreejith	TPO
11. Mr. Rohith	Special Invitee

The meeting commenced at 2:30 p.m in the Principal's chamber.

### **Agenda:**

1. Even Semester Preparedness
2. Study Camp of S1
3. ISO/NAAC
4. Placement Activities
5. Other Academic and Non Academic Matters

Principal briefed the agenda to the Academic Council members

### **1. Even semester Preparedness**

- Principal enquired the HODs about the preparedness of the even semester subjects. HODs informed that the Preparation of Course Progress Schedule, Assignment Question Paper, Scheme, Series Question Paper and Scheme will be submitted and verified in Course Team Meeting on February 4<sup>th</sup>. The Assessment plan of Assignments and Projects template will be prepared by NAAC Co-ordinator, Mr. Sunder. V and circulated among the HODs after the approval of the Principal. The HODs are to prepare the Assessment Plan details of the respective Departments.
- Dr. Susan Abraham has prepared the tentative Milestones based on the Academic Calendar published by the KTU. Principal informed that the final draft copy should be submitted before February 4<sup>th</sup> for approval.

- The submission date of the first module notes of S8, S6 and S4 subjects has been decided as February 10<sup>th</sup>.
- A new provision will be enabled for the entry of Series Question Paper in the CMS which on submission can be viewed and checked by the Module Co-ordinator. The Module Co-ordinator can give necessary suggestions in the comment box and send the question Paper back to faculty or if there are no suggestions, Question Paper can be approved. Then The HOD will give the approval which can then be viewed by Principal, Dean and Internal exam cell Co-ordinator.

## **2. Study Camp of S1**

- There was a suggestion of conducting Model exam for S1 students as the last date of S1 closing has been extended to 17<sup>th</sup> February. The dates of S1 Model exam has been finalised from 13<sup>th</sup> to 17<sup>th</sup> February.
- The students will be given remedial class in the morning and Model exam will be conducted in the afternoon. This will enable the students to manage their time efficiently in university examination.
- It was suggested to provide the S1 students with University Question Papers to acquaint them with the pattern of the Question paper.
- The study camp details after the closing date (17-1-2023) of the semester is to be prepared by the respective Departments and submitted to the Principal on 4<sup>th</sup> February.

## **3. ISO/NAAC**

- Mr. Sunder informed that the processes of the first three Sub Criteria's of each Criterion have been completed by all the departments. A review meeting will be conducted on February 8<sup>th</sup> to check those sub criterias.
- Various ISO process manuals have been completed. The Process manuals are to be reviewed. After review the process manual procedures will be implemented in the current semester and records substantiating the processes will be prepared.

## **4. Placement Activities**

- The TPO Ms. Ashwathi Sreejith informed that a student of S8 CE, Mr. Sreehari. K. K has been placed in Amerigo Structural Engineering Private Ltd.
- A meeting of placement staff co-ordinators will be conducted in order to finalise the dates and rate of the aptitude classes to be provided for the S8 students to train them for recruitment drives.
- Principal informed that a meeting of all the S8 students along with HODs is to be conducted to motivate students for securing a full pass in all subjects and to attend all the possible recruitment drives.



## **5. Other Academic and Non Academic Matters**

- The Student Co-ordination Committee was reconstituted with the following Members.

1. Mr. Sunder. V	-	Chairman
2. Dr. Susan Abraham	-	Member
3. Mr. Abhilash Krishnan. T. K	-	Convenor
4. Mr. Jacob Thomas	-	Member
5. Ms. Bindhiya M.C	-	Member
6. Ms. Prabha Chandran	-	Member
7. Mr. Dhanraj	-	Member.
- The tentative dates for the conduct of Arts day Satvi 2023 is decided on March 18<sup>th</sup> and 19<sup>th</sup> 2023.
- The tentative date for the conduct of Tech Fest is decided on April 25<sup>th</sup> and 26<sup>th</sup> 2023.
- Many of the students have registered for the MOOC courses conducted by NPTEL. This will help them in obtaining 50 activity points for KTU if they complete the course successfully. This is also required for fulfilling requirements of KTU External audit and for NAAC and ISO accreditation processes.
- A new NSS unit is to be constituted and Google forms for joining the unit are shared among the students. This will enable them to obtain activity points for KTU. This is also necessary for fulfilling requirements of KTU External audit and for NAAC and ISO accreditation processes.
- The BSNL STTH Internet speed has been upgraded from 36Mbps to 150 Mbps by changing the plan of NME to STTH.
- The new CMS Ednspex can soon be used via Mobile App. This will enable the Faculty members to easily access the CMS even in mobile phone outside the campus. It can also be accessed in the Laptops through our website.

The meeting concluded at 3:45p.m.

Minutes prepared by Ms. B. Mary Sonia George, HOD CE

  
**PRINCIPAL**

**Copy to:**

- 1) Dean /HODs**
- 2) All Faculty and Staff members**
- 3) File**
- 4) President/ Secretary for kind information.**



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

The minutes of the Academic Council meeting held on 08 .02 .23 at 2PM

### **Members Present:-**

1. Dr. Leena AV.	Principal
2. Dr. Susan Abraham,	Dean UG and PG Studies
3. Mrs. B. Mary Sonia George,	HOD CE & IQAC Coordinator
4. Mr. Sunder V, (Absent)	HOD CSE & Exam Co-ordinator
5. Mr. Jacob Thomas, (Absent)	HOD ME
6. Mr. Nikhil M, (Absent)	HOD S&H
7. Ms. Leena Narayanan (Absent)	HOD ECE & PTA Secretary
8. Mr. Abhilash Krishnan T.K, (Absent)	HOD EEE & Staff Advisor
9. Mr. Unnikrishnan O(Absent)	HOD Physical Education
10. Mrs. Aswathi Sreejith	TPO
11. Ms. Bindhiya.M.C	Representing S & H Department
12. Ms. Nimisha.M.K	Representing CSE Department
13. Ms. Meera.M	Representing ECE Department
14. Mr. Divyatej.M.V	Representing ME Department
15. Mr. Sharath	Representing Office
16. Mr. Rohith	Special invitee

The meeting commenced at 2:30 p.m in the Principal's chamber.

### **Agenda:**

1. Valuation Camp
2. Study Camp/Model Exam of S1
3. Programs in even semester
4. Fee Collection
5. Other Academic and Non Academic Matters

Principal briefed the agenda to the Academic Council members

#### **1. Valuation Camp**

- Principal informed the HODs that as the supplementary and regular University Examination Paper valuation camps have started, the HODs are to see that only 2 faculty members are to be permitted for valuation in one day and all the hours should be adjusted so that the classes will function efficiently.



## **2. Study Camp/Model Exam of S1**

- The Model Exam for S1 students has been finalised from 13<sup>th</sup> to 17<sup>th</sup> February. There will be remedial classes for the model exam in the morning and examinations will be conducted in the afternoon.
- The study camp details after the closing date (17-1-2023) of the first semester has been prepared by the respective Departments.
- The list of S1 students staying in the hostel for the model exam should be collected and submitted to Principal by February 10<sup>th</sup>.

## **3. Programs in even Semester**

- Milestones of Even Semester has been prepared and circulated to the departments. HODs are to ensure that all the milestones are correctly followed and completed on date.
- The Arts day SAATVI 2023 has been finalised to be conducted on March 18<sup>th</sup> and 19<sup>th</sup> 2023.
- A student co-ordination committee has been constituted to co-ordinate the event. Students will be provided practise time for the preparation of the events.

## **4. Fee Collection**

- The S8 students have been informed to clear all the fee dues before February 28<sup>th</sup> 2023. The S8 tutors are to remind this in students and parents Whatsapp groups.

## **5. Other Academic and Non Academic Matters**

- An invitation to participate for the G-Tech Hackathon contest in Kannur has been forwarded to Computer Science Department for active participation.
- Ms. Aswathi, TPO has suggested that the final year students are to be given the aptitude training. Principal informed that the names of the students who require training are to be collected by the Placement Co-ordinators in each department and to be handed over to the TPO by February 10<sup>th</sup>. The aptitude training is to be conducted before February 22<sup>nd</sup> as the first year supplementary University examinations will commence from February 25<sup>th</sup> 2023.
- A proposal from Keltron has been put forth for the internship for S8 students. The internship can be provided in the college itself if much number of students applies. Principal asked the HODs to ask the tutors to collect the willingness from the students
- If a student is absent for more than 3 days the faculty member need to report the matter to the tutor who would call and find the details of the student's absence.

- Principal asked Mr. Rohith regarding placing camera at the main Gate to get a clear view of the gate and in the examination hall in the Civil Engineering Laboratory block for the conduct of the university examinations. Mr. Rohith informed that order has been placed and will be done soon.

The meeting concluded at 3:45p.m.

Minutes prepared by Ms. B. Mary Sonia George , HOD CE

  
**PRINCIPAL**

**Copy to:**

- 1) **Dean /HODs**
- 2) **All Faculty and Staff members**
- 3) **File**
- 4) **President/ Secretary for kind information.**





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

The minutes of the Academic Council meeting held on 14-02-23 at 2 PM

### **Members Present:-**

1. Dr. Leena AV.	Principal
2. Dr. Susan Abraham	Dean UG and PG Studies
3. Mrs. B. Mary Sonia George	HOD CE & IQAC Coordinator
4. Mr. Sunder V	HOD CSE & Exam Co-ordinator
5. Mr. Jacob Thomas	HOD ME
6. Mr. Nikhil M	HOD S&H
7. Ms. Leena Narayanan	HOD ECE & PTA Secretary
8. Mr. Abhilash Krishnan T.K	HOD EEE & Staff Advisor
9. Mr. Unnikrishnan O(Absent)	HOD Physical Education
10. Mrs. Aswathi Sreejith	TPO
11. Mr. Nishanth K P	Special invitee

The meeting commenced at 2:00 p.m in the Principal's chamber.

### **Agenda:**

1. NAAC Core Committee
2. S1 Supplementary Examinations of S4,S6,S8
3. Placement Question Paper Pattern
4. Other Academic and Non Academic Matters

The following decisions were taken

#### **1. NAAC Core Committee**

A core committee for initiating and taking up the NAAC accreditation work of the institution was formed. The Core committee consists of the following members:

Dr. Leena A V	-	Chairperson
Mr. Sunder V	-	NAAC Co-ordinator
Ms. B. Mary Sonia George	-	IQAC Co-ordinator
Dr. Sudhin Chandran	-	Convenor
Ms. Gana N	-	Assistant to Coordinators

#### **2. S1 Supplementary Examinations of S4,S6,S8**

- All the Departments are to identify the students of S4, S6 and S8 having S1 supplementary examinations and are to prepare a list and hand it over to Dean by February 15th.
- A committee was formed to prepare a schedule of the study camp for those students in S4, S6 and S8. The committee is to monitor the conduct and attendance of the students in the study Camps. The committee consists of the following members

1. Mrs. Thulasibai.A, AP CSE
2. Mr. Rahul.C.G, AP ME
3. Ms. Pooja K.P, AP CE
4. Ms. Rinsha, AP EEE
5. Ms. Chaithanya, AP ECE
6. Ms. Anusree T.K, AP S&H

**3. Placement**

The number of students who have given the names for aptitude training is 57. The fee per student is Rs.600. The Department Placement Co-Ordinators are to collect the fee and hand it over to the placement officer. S8 Civil Engineering students will be attending a pooled Civil Engineering drive at Vimal Jyothi Engineering College on March 9<sup>th</sup> and 10<sup>th</sup>.

**4. Question Paper Pattern**

- The Arts Fest SATVI 2023 is scheduled on March 18<sup>th</sup> and 19<sup>th</sup>. Owing to request from the students the tentative series test dates have been preponed to March 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>. A new question paper pattern for the series test was approved in the meeting.

**5. Other Academic and Non Academic Matters**

- An online Meeting of S1 parents has to be conducted by February 15<sup>th</sup> to brief the parents about the forth coming university examinations and study camp details.
- The Brochure of the Faculty Development Programme conducted by CSE and ECE Department was presented and approved.
- The format of the Assessment Plan of the assignment was presented and approved.
- The Class PTA of S4 students will be conducted on February 16<sup>th</sup> to brief the parents about the university results.
- The office staff will inform all the parents over the phone about the fees dues and ask all the parents to pay the fees before February 28<sup>th</sup> 2023.
- Mr. Nishanth briefed about a proposal of Skill Development Centre which would benefit the college. Principal asked Mr.Sunder and Mr. Nishanth to prepare the draft copy of the proposal to present it before the Management.

The meeting concluded at 3:15p.m. Minutes prepared by Ms. B. Mary Sonia George, HOD CE

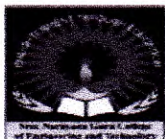


**PRINCIPAL**

**Copy to:**

- 1) Dean /HODs/ All Faculty and Staff members
- 2) President/ Secretary for kind information.
- 3) File





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

The minutes of the Academic Council meeting held on 23 .2 .23

### **Members Present:-**

1. Dr. Leena AV	Principal
2. Dr. Susan Abraham	Dean UG and PG Studies
3. Mrs. B. Mary Sonia George	HOD CE & IQAC Coordinator
4. Mr. Sunder V	HOD CSE & Exam Co-ordinator
5. Mr. Jacob Thomas,	HOD ME
6. Mr. Nikhil M	HOD S&H
7. Ms. Leena Narayanan(Absent)	HOD ECE & PTA Secretary
8. Mr. Abhilash Krishnan T.K	HOD EEE & Staff Advisor
9. Mr. Unnikrishnan O(Absent)	HOD Physical Education
10. Mrs. Aswathi Sreejith	TPO
11. Ms. Vani.R	Representing ECE Department
12. Mr. Vyjith	AAO
13. Mr. Nishanth	Special invitee

The meeting commenced at 2:00 p.m in the Principal's chamber.

### **Agenda:**

1. Even Semester Class Progress
2. S1 Supplementary Examinations study camp
3. NAAC
4. Placement Details
5. Curriculum Syllabus Revision discussion
6. Other Academic and Non Academic Matters

#### **1. Even Semester Class Progress**

- Principal instructed all the faculty members to complete the updating of CPS (Syllabus, COs, PSOs) in Ednspex by 3.00p.m on 24-2-2023.
- Principal also insisted that Course Team Meeting for all departments should be completed by 27-2-2023.
- The project review of all the S8 students is to be conducted on March 1<sup>st</sup> and 2<sup>nd</sup> as per the milestones.
- All the faculty members have completed 50% of the first Module amidst external lab examinations.
- Next week theory classes are scheduled instead of laboratory classes as the dates of first series test has been preponed.

## **2. S1 Supplementary Examinations Study Camp**

- The remedial classes for S1 University examinations are conducted as per the remedial class time table very effectively for S2, S4, S6 and S8 classes.
- The S1 University Examinations (Regular and Supplementary) will commence on 25-2-2023 and will end by 6-3-2023.

## **3. NAAC**

- Principal informed that the works related to NAAC have commenced and will be co-ordinated by Mr. Sunder. V. NAAC Co-ordinator and Ms. B. Mary Sonia George. IQAC Co-ordinator. New faculty members have been recruited in their departments to share their academic workload.
- The works related to first criteria have been commenced and as a part of the same HODs were asked to produce the Department Meeting minutes for 2 years (starting from 2018 by March 10<sup>th</sup>.)

## **4. Placement Details**

- An outreach program conducted by Department of Atomic Energy for S8 and S6 students is to be scheduled on February 28<sup>th</sup> 2023.
  - 7 students who have been shortlisted by Speridian Technologies will have their interview on 24/02/2023.
  - The aptitude class for S8 students will be scheduled by first week of March. If students fail to pay the fees before 28<sup>th</sup> of February, the aptitude class for S8 will not be conducted.
  - There are plans of conducting the same aptitude class for S6 students as they will be facing recruitment drives this semester.
  - The Placement committee was reframed with the following members
- |                       |   |     |
|-----------------------|---|-----|
| Dr. Sudhin Chandran   | – | ME  |
| Ms. Shamyia Sukumaran | - | CE  |
| Ms. Haritha. M. V     | – | CSE |
| Ms. Vani. R           | - | ECE |
| Mr. Manu. C           | - | EEE |

## **5. Curriculum Syllabus Revision Discussion**

- The University is planning to revise the current curriculum from 2023 onwards. Hence a mail regarding the collection of opinions from the Faculty members, Students and Alumni are to be gathered and sent to the University. The format has been mailed to the college.
- Dean Dr. Susan Abraham has to co-ordinate the response and has to send it to the University. A meeting of the teaching faculty members of our college was conducted and opinions were noted down. A meeting of the students of our college is planned on February 24<sup>th</sup> to gather the information regarding



Syllabus Change. A google form will be shared to the alumni to get the response regarding curriculum revision.

**6. Other Academic and Non Academic Matters**

- Principal instructed that the HODs are to inform the tutors to put a reminder about fees payment in the Parents and students Whatsapp groups..
- It was decided to adjust the timings of the classes from 9:00a.m to 2.00p.m from March 7<sup>th</sup> to March 17<sup>th</sup> to provide practice time for the events of SATVI. The practice time will be from 2:00p.m to 4:15 p.m. The buses will be taken at 4:30p.m on these days.
- Mr. Jacob Thomas Mechanical HOD requested the Principal for the appointment of an apprentice for the smooth functioning of Mechanical Laboratories.

The meeting concluded at 3:45p.m.

Minutes prepared by Ms. B. Mary Sonia George , HOD CE

  
**PRINCIPAL**

**Copy to:**

- 1) Dean /HODs/AO
- 2) All Faculty and Staff members
- 3) File
- 4) President/ Secretary for kind information.



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

The minutes of the Academic Council meeting held on 09.03.23

### **Members Present:-**

1. Dr. Leena AV	Principal
2. Dr. Susan Abraham	Dean UG and PG Studies
3. Mrs. B. Mary Sonia George	HOD CE & IQAC Coordinator
4. Mr. Sunder V	HOD CSE & Exam Co-ordinator
5. Mr. Jacob Thomas,	HOD ME
6. Ms. Leena Narayanan	HOD ECE & PTA Secretary(Absent)
7. Mr. Abhilash Krishnan T.K	HOD EEE & Staff Advisor
8. Mr. Nikhil M	HOD S&H
9. Mr. Unnikrishnan O(Absent)	HOD Physical Education
10. Ms. Meera.M	Representing ECE Department

The meeting commenced at 9:30 a.m in the Principal's chamber.

### **Agenda:**

1. Addressing the indisciplinary activities in the college on 6<sup>th</sup> and 7<sup>th</sup> March
2. Class Progress
3. NAAC
4. Other Academic and Non Academic Matters

#### **1. Enquiry Committee for Complaint Received from the Faculty**

- The Principal enquired about the complaint received from the students regarding the issues in college on 6-3-2023 and 7-3-2023. An enquiry committee was constituted including the following members
  - Dr. Susan Abraham – Chairperson
  - Mr. Sunder. V
  - Dr. Sudhin Chandran
  - Ms. Bindhiya. M. C
- The Principal instructed the committee to conduct the inquiry and submit the report at the earliest.
- The Principal suggested conducting a batch wise meeting of all students of the college to make them aware of the various committees in the college to address their complaints.

#### **2. Class Progress**

All the faculty members are to complete 2.5 Modules for the series test commencing on March 22<sup>nd</sup>. The Question Papers are to be submitted to the exam cell before March 16<sup>th</sup>.

#### **3. NAAC**

- Mr. Sunder. V. NAAC Co-ordinator and Ms. B. Mary Sonia George, IQAC Co-ordinator informed that they have prepared the Service Rules and Regulations Policy and Biometrics Policy and have submitted to the Principal for review.



- The Principal informed that all other Policies should be ready before March 20<sup>th</sup> as there will be a meeting with the Management regarding the same.
- The works related to first criteria has commenced and as a part of the same HODs and NAAC Co-ordinators of each department were instructed to produce 6 course files from the previous odd and even semester with the relevant documents for initial verification. The NAAC Co-ordinators have also been instructed to collect all the course files and minutes of the department meeting for 5 academic years.
- A NAAC meeting will be conducted on 10<sup>th</sup> March to review the progress
- The files will be verified by the NAAC Committee members on 13<sup>th</sup> of March.

#### **4. Other Academic and Non Academic Matters**

- The Principal congratulated the Women's Cell for the program on Self Defence Awareness conducted on International Women's Day.
- The Principal appreciated the CSE Department for conducting Digital Awareness Program - Phase 2 for the women members from the Korom Panchayath on International Women's day.
- The Principal informed that a mail is received from the KTU regarding the training for counsellors. The KTU has insisted to submit the name of a faculty member as a counsellor for every 150 students who will undergo training sessions from KTU. Ms. B. Mary Sonia George, HOD CE and Ms. Thulasibai. A., Assistant Professor CSE Department were identified for the same.
- Mr. Abhilash Krishnan T.K has enquired about the process of starting an IEEE Student Chapter in the college as per the requirement for NAAC. He sought permission to conduct an awareness program of IEEE for starting the student chapter at SNGCET.
- Mr. Abhilash Krishnan T.K informed that the Department of Electrical Engineering will be conducting a two days workshop on CAD for Electrical Engineers conducted by Mr. Sreehari, Adi Shankar Institute of technology Kalady on April 3<sup>rd</sup> and 4<sup>th</sup>.
- Ms. B. Mary Sonia George, HOD CE requested the Principal to grant permission to take the students of S4 and S6 for a site visit in the first week of April.
- Ms. Haritha. M. V, AP CSE will be the SPOC for the NPTEL chapter at SNGCET.
- Mr. Sunder .V informed that the members of the Ednspex have been staying in the campus for completing the Ednspex related works.

The meeting concluded at 10:30a.m.  
Minutes prepared by Ms. B. Mary Sonia George, HOD CE

  
**PRINCIPAL**

**Copy to:**

- 1) Dean /HoDs
- 2) All Faculty and Staff members
- 3) File
- 4) President/ Secretary for kind information.





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

The minutes of the Academic Council meeting held on 30.03.2023

### **Members Present:-**

1. Dr. Leena AV	Principal
2. Dr. Susan Abraham	Dean UG and PG Studies
3. Mrs. B. Mary Sonia George	HOD CE & IQAC Coordinator
4. Mr. Sunder V	HOD CSE & Exam Co-ordinator
5. Mr. Jacob Thomas,	HOD ME
6. Ms. Bindhiya. M. C	HOD S&H
7. Ms. Leena Narayanan	HOD ECE & PTA Secretary
8. Mr. Abhilash Krishnan T.K	HOD EEE & Staff Advisor
9. Mr. Unnikrishnan O	HOD Physical Education
10. Mr. Abhirosh K	Representing H & S Department
11. Mrs. Aswathi Sreejith	TPO
12. Mr. Vyjith	AAO

The meeting commenced at 11:30 a.m. in the Principal's chamber.

### **Agenda:**

1. Class Progress
2. Series Test Review
3. NAAC work Progress
4. Tech Fest
5. Annual Sports Day
6. Admission 2023
7. Other Academic and Non Academic Matters

#### **1) Class Progress**

- The Principal enquired about the class progress. HODS informed that most of the faculty members have completed almost three Modules.
- As per the KTU circular the month of May is declared as vacation period for S2, S4 and S6. The Principal suggested that faculty members shall share the notes of the subjects and conduct online assignments to keep the students engaged in the vacation time.
- The duty leave for the students will be collected by the tutors by cross verifying the list given by the Student Co-ordination Committee.



## **2) Series Test Review**

- The series results were reviewed and it was found that several students have not performed well. The HODs opined that the conduct of Satvi in the previous week was the reason as students could not get ample time for preparation. The Principal instructed to schedule Remedial classes for the weak students based on the series test result analysis and also give proper attention to such students by mentoring and giving extra assignments.

## **3) NAAC**

- The Principal enquired about the progress of works related to NAAC. Mr. Sunder. V. NAAC Co-ordinator and Ms. B. Mary Sonia George, IQAC Co-ordinator. Informed that the Faculty were apprised about the Management Meeting and the submission date of the SSR.
- It was decided that as the month of April is very crucial all the faculty and staff members are to stay back till 6:00p.m to complete the NAAC work.

## **4) Tech Fest**

- A combined Tech fest in the honour of the twentieth year celebrations of the college will be conducted by the Departments of Civil, Mechanical, Electrical and Electronics Engineering and Electronics and Communication Engineering on 27<sup>th</sup>, 28<sup>th</sup> and 29<sup>th</sup> of April 2023.
- The Principal instructed various Heads of the Departments to prepare the program schedule at the earliest and to start the preparations for the program. She also instructed them to finalise the budget for the program.
- The Principal also informed the HODs to co-ordinate and suggest the guest of Honour for the Tech Fest.

## **5) Annual Sports Day**

- The Annual Sports day of the college is scheduled to be conducted on April 26<sup>th</sup> 2023.
- The Head of the Physical Education Department will make necessary arrangements for the same.

**6) Admission 2023**

- The Admission cell is reconstituted for the year 2023 as the Admission cell Chairman has expressed his difficulty in continuing in the position due to some personal reasons.
- The admission cell has scheduled to conduct career guidance classes at various polytechnic colleges.

**7) Other Academic and Non Academic Matters**

- The Principal directed that the records of all the events and the programs are to be documented for the NAAC purposes.
- The report of each program along with photographs should be submitted by the departments immediately for updating in the college website by the website committee.
- The IQAC cell meeting will be convened on 31<sup>st</sup> March and the new member in the cell from the H&S department will be Mr.Abhirosh.K. Ms.Prabha Chandran will be the new convenor of the IQAC cell.
- The inauguration of the IEDC cell will be conducted on 4<sup>th</sup> April, 2023.
- A talk on the awareness program of IEEE will be conducted on April 18<sup>th</sup> 2023.
- A PTA executive committee meeting needs to be convened to decide the date of the PTA General Body Meeting.
- The Student welfare committee chairman was entrusted to go through the Suraksha Scheme insurance from the government and are to conduct the meeting and inform the students about the scheme.
- A Google form is to be shared among the students by the tutors as KTU has requested the total number of students who are above and below the poverty line.
- The Principal informed that life Mission project for preparation of the master plan has been undertaken by the Civil Engineering Department.
- A pooled campus recruitment drive involving more than 200 students from different colleges was successfully conducted in our college and the results are awaited.
- Ms.Ashaya Ramesh of S8 Civil Engineering Department was placed in Arbee Constructions from a pooled campus recruitment drive conducted in Vimal Jyothi Engineering College. She was one among the twelve selected students from more than 200 candidates from different colleges.
- The Electrical Engineering Department is conducting hands on training on PCB design and Fabrication on 31<sup>st</sup> March.



- The NDLI club of the college is conducting a quiz on 30<sup>th</sup> March for all our students.
- A musical night program of the Musical band of SNGCET will be conducted on March 30<sup>th</sup> in the premises of Sree Sundareshwara temple Talap.
- A program on the opportunities in the armed forces for Engineers will be conducted on May 6<sup>th</sup> 2023 for all the VIII semester students of our college and the neighbouring colleges.
- The Principal informed and invited all the Council Members on behalf of the Management for the Utsavam at Sree Sundereshwara Temple, Talap, which will commence on 31<sup>st</sup> March 2023 and end on 7<sup>th</sup> April 2023.

The meeting concluded at 12:30p.m.

Minutes prepared by Ms. B. Mary Sonia George, HOD CE

  
**PRINCIPAL**

**Copy to:**

- 1) **Dean/HoDs /Faculty/Staff**
- 2) **File**
- 3) **President/ Secretary for kind information.**



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

The minutes of the Academic Council meeting held on 30.05.23

### **Members Present:-**

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

The meeting commenced at 11.00 a.m in the Principal's chamber.

### **Agenda:**

1. S8 Class Status and Attendance
2. College Reopening for S2, S4 and S6
3. Fee Collection
4. Other Academic and Non Academic Matters
5. Admission Activities

#### **1. S8 Class Status and Attendance**

- The Principal enquired about the S8 class status and it was informed that the syllabus was completed by faculty well ahead of the last working day.
- Study camp was being conducted both in online and offline mode. The Principal insisted that all the departments should focus on attaining 100% results.
- HoD's updated the attendance status of S8 students, 9 students in ME had attendance shortage out of which 6 students have submitted the medical certificate and 3 are yet to submit. One student from CE has attendance shortage. Principal stressed that the attendance uploading should be completed by 10.30 a.m on 31<sup>st</sup> May.
- The HoD's were informed to identify the panel for S8 Project evaluation and the details submitted to KTU coordinator.

#### **2. College Reopening for S2, S4 and S6**

The classes for S2, S4 and S6 will commence on June 1<sup>st</sup> and HoD's are to collect the syllabus completion status and action plan to complete the pending syllabus from all faculty on June 1<sup>st</sup>.



The Second Series test for S4 and S6 is scheduled on 12<sup>th</sup>, 13<sup>th</sup> and 14<sup>th</sup> June 2023 and the first series test for S2 is scheduled on 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> June.

Principal also informed that S2 faculty availing vacation in July are to complete maximum portions in the month of June

### **3. Fee Collection**

Mr. Vyjith informed that the office staff have informed the parents of S8 students who have fee due that the fee has to be remitted before commencement of S8 exams.

All S2, S4 and S6 students are to remit the current semester fees before 10<sup>th</sup> June 2023.

Mr. Sunder suggested that a letter may be collected before Series test from students who have fee dues, the students are to mention the date when they will pay the fees. The letter has to be countersigned by the parents. This may urge students to pay the fees in time.

Principal informed that a fee revision draft is to be submitted to Secretary, SBSY in order to decide the collection of student training fees.

### **4. Other Academic and Non Academic Matters**

Principal informed the council members various activities planned in the coming Semester

- World environment Day Celebrations were planned by the NSS and Nature Club of SNGCET on June 5<sup>th</sup> 2023.
- The Grand Alumni Meet is tentatively scheduled on 8<sup>th</sup> July 2023 and Mr. Sunder V and Mr. Manu C will be the Coordinators of the event.
- "Deekshant" is tentatively scheduled on 5<sup>th</sup> August 2023 and Dr. Susan Abraham has to collect the details of the students
- An ISO work review meeting will be conducted on 30<sup>th</sup> June and 1<sup>st</sup> July 2023 to review the progress and the completed files will be verified by Mr. Subramanian of Zandig Solutions.
- Principal revealed the finalised names of the various blocks within the campus and informed that a function will be organised for unveiling the names of the blocks, the date for the same would be fixed after discussion with the management.

- A professionally trained counsellor will visit the college on 2 days every month and mentors/tutors are to identify the names of students who require counselling and HOD's are to submit the namelist to Dean by 2<sup>nd</sup> June 2023.

#### **5. Admission Activities**

Mrs. Gana Updated the details about the NRI /Management admissions so far. It was noted that 18 students have got admitted in CSE, 2 in EEE and 1 each in ME, CE and ECE. Mrs. Gana requested the academic council members to be actively involved in the admission process.

Principal insisted that in case faculty receive any calls regarding admission they may provide Admission cell contact no. /Mrs. Gana's mobile number for proper tracking of enquiries.

Various measures to be taken to enhance the admissions were discussed. The advertisements to be given, whatsapp group of students who confirm their admission, posters to be designed etc.

The council members opined that the posters and website updation to be done by experts. Mr.Sunder suggested that Mr.Siddarth a S8 CSE who developed the website and designed posters for UDBHAVA , TECHKRANTI may be considered by the management

The meeting concluded at 12:30p.m.

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

  
**PRINCIPAL**

#### **Copy to:**

- 1) Dean /HoDs
- 2) All Faculty and Staff members
- 3) File
- 4) President/ Secretary for kind information.





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

The minutes of the Academic Council meeting held on 07.06.23

### **Members Present:-**

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

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

### **Agenda:**

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

#### **1. Academic Audit**

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



## **2. Submission of NAAC SSR**

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

## **3. Campus Discipline**

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

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

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

## **4. Other Academic and Non Academic Matters**

- **S4 and S6 Class Status**

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

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

- **Expected Vacancies**

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

- **Staff Advisor**

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



- **ISO**

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

- **Placement Cell**

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

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

The meeting concluded at 3.45 p.m.

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

  
**PRINCIPAL**

**Copy to:**

- 1) Dean /HoDs
- 2) All Faculty and Staff members
- 3) File
- 4) President/ Secretary for kind information.



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

The minutes of the Academic Council meeting held on 4.7.23

### **Members Present:-**

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

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

### **Agenda:**

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

### **1. Study Camp**

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



## **2. S2 Class progress**

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

## **3. KTU Academic Audit**

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

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

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

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

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

## **5. Alumni Meet**

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

## **6. Deekshant**

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

## **7. Other Academic and Non Academic Matters**

- **Staff Advisor**

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

- **Placement Cell**

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

- **Admission Cell**

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

- **Fee Payment**

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

- **Bridge Course**

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

- **Life Mission Project**

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

- **Edenspex**

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

The meeting concluded at 12.15 p.m.

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

  
**PRINCIPAL**

### **Copy to:**

- 1) Dean /HoDs
- 2) All Faculty and Staff members
- 3) File
- 4) President/ Secretary for kind information.





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

The minutes of the Academic Council meeting held on 02.11.22

### **Members Present:-**

1. Dr. Leena AV.	Principal
2. Sri. Ashok Hegde L,	AO
3. Dr. Susan Abraham,	Dean UG and PG Studies
4. Mrs. B. Mary Sonia George,	HOD CE & IQAC Coordinator
5. Mr. Sunder V,	HOD CSE
6. Mr. Jacob Thomas,	HOD ME
7. Mr. Nikhil M,	HOD S&H
8. Ms. Leena Narayanan	HOD ECE & PTA Secretary
9. Mr. Abhilash Krishnan T.K,	HOD EEE & Staff Advisor
10. Mr. Unnikrishnan O	HOD Physical Education
11. Mrs. Aswathi Sreejith	TPO

The meeting commenced at 2:30 p.m in the Principal's chamber.

### **Agenda:**

1. Inducting new members to the Academic Council
2. Tuition Fee/ Bus Fees
3. Milestones and Mentoring of first year students
4. Placement and Training
5. Other Academic and Non Academic affairs

Principal briefed the agenda to the Academic Council members

#### **1. Welcome to a new member in Academic Council**

The Principal welcomed the new member Ms. Leena Narayanan to the Academic Council and handed over the posting orders of HOD ECE to Ms. Leena Narayanan and HOD EEE to Mr. Abhilash Krishnan. She congratulated them and also briefed about their duties. She informed they have to work hard and implement strategies to improve the results.

#### **2. Tuition Fee/Bus Fee**

Principal informed that many students are yet to pay the bus and tuition fee. Many students who haven't registered are travelling in college bus. Principal mentioned that strict measures shall be initiated to curb this and a deadline shall be given from the office for remittance of fee for smooth functioning of the college.

#### **3. Milestones and Mentoring of first year students**

Dr. Susan Abraham presented the milestones of the first year students which was approved by the council. It is decided that the first year students of Computer science will be mentored by the Humanities and Science Department. The students of other departments will be mentored by their respective Department teachers.

#### **4. Placement and Training**

Mr. Sunder put forth a request from the final year Computer Science students that they are unable to fair well in aptitude tests and hence a training in aptitude may be conducted. Ms. Aswathi TPO informed that a company called Speed Mac has approached for aptitude training with fees which the students will have to pay. Ms. Thanya Mohan of S7 Computer Science has cleared the aptitude test in Qualtis company and has been shortlisted.

#### **5. Any other Academic and Non Academic affairs**

##### **Interview**

Principal informed that the interview for faculty in ECE, English and Mathematics and also lab staff in Mechanical and Electrical will be conducted on 4<sup>th</sup> of November at Talap. She also informed that Dr.Susan Abraham will be handed charge of Principal when she is on leave or on official duty.

##### **Remedial Class**

Principal asked all the HODS to make arrangements to engage classes during Library and Physical education hours for the tough subjects in the first Semester until the remedial classes starts as per the milestone. She informed that after the completion of each Module the student needs to be assessed about their performance.

##### **Record Books**

Principal ordered that printed records shall not be circulated among students. She told that the students should learn and write the procedure before each lab class and shall be permitted to conduct lab only after studying the procedure. The lab records will be made available in the store. The students may be instructed to cover the book with brown paper and maintain it neatly as the record also carries marks in the end semester examination. .

##### **Craft Success Training for First years**

The craft success training for the first year ECE,EEE.CE & ME students will be conducted on 23<sup>rd</sup> and 24<sup>th</sup> of November and for CSE students on 29<sup>th</sup> and 30<sup>th</sup>.of November.

##### **Technical Fests**

Mr.Sunder informed that the technical fest TECHKRANTI of Computer Science Department will be organised on 22nd and 23rd of November. The President of ITC infotech will be the chief guest. Mr.Sunder invited all the members of the Academic Council for Techkranti. The other departments are planning a combined Technical fest soon after Techkranti.

##### **Exhibition at Naduvil Technical School**

Principal applauded Mr. Jacob Thomas for the great efforts put in by the SNGCET team to set up the exhibition in Naduvil. The stall was highly appreciated which displayed many working models prepared by the staff of ECE Lab. She informed that our college



team was the best as per the reports and appreciated the efforts of Mr.Shahith, Mr.Raveesh and team in this regard. .

### **Incentives for First year SC students**

A letter from the District Development office for SC stating that an incentive of Rs.25,000 can be availed by the SC student of B. Tech 2022 admission if any who has purchased Laptop for the educational purposes. It is noted that there are no students in the current batch belonging to this category.

### **Class PTA**

The class PTA for S5 is scheduled on Nov 5<sup>th</sup>. Principal informed that all tutors shall be ready with the progress reports and also the attendance report of all semesters should to be published by November 5th.

### **Sports**

Mr. Unnikrishnan informed that many sports events selection is held as per the KTU directions and it will be an added benefit to the students who excel in sports as it fetches activity points and also Grace Marks. The Principal gave strict instruction that the names of the students participating should be handed over to HODs and tutors in advance and no student other than the ones participating shall be given duty leave. She also instructed that the name list has to be maintained in the Department and also with the Staff advisor.

The meeting concluded at 4:00p.m.

Minutes prepared by Ms. B. Mary Sonia George, HOD CE

  
**PRINCIPAL**

To

Faculty & Staff  
HODs/ AO

CC President/Secretary for kind information



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

The minutes of the Academic Council meeting held on 02/12/22.

### **Members Present:-**

1. Dr. Leena AV	Principal
2. Sri. Ashok Hegde L	AO
3. Dr. Susan Abraham	Dean UG and PG Studies
4. Mrs. B. Mary Sonia George	HOD CE & IQAC Coordinator
5. Mr. Sunder V	HOD CSE
6. Mr. Jacob Thomas	HOD ME
7. Mr. Nikhil M	HOD S&H
8. Ms. Leena Narayanan(Absent)	HOD ECE & PTA Secretary
9. Mr. Abhilash Krishnan T.K	HOD EEE & Staff Advisor
10. Mr. Unnikrishnan O	HOD Physical Education
11. Mrs. Aswathi Sreejith	TPO
12. Ms. Meera M	Representing ECE Department

The meeting commenced at 11:00 a.m in the Principal's chamber.

### **Agenda:**

1. Class Progress and Series Exam
2. Result improvement Strategies
3. Other Academic and Non Academic Matters

Principal briefed the agenda to the Academic Council members

### **1. Class Progress and Series exam**

- Principal enquired to HODs about the class progress as the series exam of S1 is to start on 7<sup>th</sup> December and that of S3, S5 and S7 is to start on December 9<sup>th</sup>. HOD CE and HOD CSE informed that the subjects handled by the faculty members who left the college are lagging behind and hence some time is required for the newly recruited faculty members to complete the portion.
- Principal therefore instructed that the series exams of those subjects alone can be conducted after a week. When the series exam for other classes is being conducted these classes should have regular class in order to complete the portion.



- Principal also instructed the HODs to keep a note of all the milestones and check whether they are completed every week.

## **2. Result improvement Strategies**

- Principal appreciated the efforts put forth by Mr. Abhilash towards the improvement of the results in the forthcoming examinations. All the HODs are to conduct a meeting and prepare strategies to improve the results. The HODs can plan classes for weaker students till 6p.m. There will be no change in the bus timings. Such weak students can avail the college hostel facilities. The conveyance of faculty members taking class till 6p.m will also be considered by the Management.
- The students availing the hostel for few days for remedial class and who have paid the full bus fees, their hostel rent will be calculated and deducted from their bus fees as per norms. However students will have to remit the mess fees for their food.
- Principal has asked the HODs to give the number of students who would avail the hostel facility for remedial class by December 7<sup>th</sup> so that rooms can be cleaned and kept ready. Mr. Abhilash requested that the Men's hostel requires cleaning more frequently.
- Principal instructed that the faculty members can prepare a question bank and share it with students for preparing for exam. This will help the weaker students to prepare well and score marks. Dean has to follow up and ensure that all Faculty complete the same before the commencement of study holidays.

## **3. Other Academic and Non Academic Matters**

- Principal informed the HODs that a circular regarding payment of fees by December 20<sup>th</sup> shall be read in all the classes. A letter will be sent to all the parents regarding the same. The parents can contact the Administrative officer or Assistant Accounts Officer for any queries regarding the fee details.
- The students of S7 are planning for a batch day after the conduct of second series. Principal instructed the staff adviser to look into the details for smooth conduct of the program without affecting the classes of the lower semesters. .
- A complaint was received from the Librarian against a library staff member. Principal constituted an enquiry committee to look into the matter. The committee shall conduct an enquiry at the earliest. The members are as follows:
  - 1) Dr. Susan Abraham
  - 2) Mr. Sunder V
  - 3) Mr. Nikhil. M

The committee has to submit a detailed report regarding the complaint at the earliest.

- HOD physical education was instructed to take the consent of the parents of the students participating in the F-Zone games. She also insisted that the students who are unable to cope up in their studies due to sports need not be encouraged to participate.
- The Principal informed that the Management has insisted that the complete prayer of Daiva Dasakam need to be recited in the morning. She asked the Administrative Officer to initiate and do the needful in this regard.
- Few new students were admitted in first semester, the Principal asked the HODs and teachers to give special care and attention to such students to make up for the missed classes.
- A Gate Pass will be issued to the students who leave the campus during the working hours. It has to be signed by the tutors and HODs and the respective Departments have to take note and inform the students of this. The Principal informed the AO to give necessary directions to the security staff to maintain an IN/OUT register at the gate to record the movement of the students during the working hours. The gate pass issued from the Departments should be submitted to the security after the students return.
- The Principal informed that it has come to the notice that few teachers are too casual with students. HODs were directed to give instructions to such faculty members in order to maintain the overall discipline and decorum in the campus.
- Mr. Sunder informed that the CMS is ready for S3, S5 and S7 students' access. The register numbers will be the user id and 1234 will be password for the students which they can change once they log into it. A special link will be provided for the S1 Students access as they have not yet received the register number from the KTU. Identity cards for the first year students will be issued in the first week of January after they receive the university register numbers. The identity cards of Faculty members are also ready for printing. The Principal suggested that samples of lanyards may be provided to select a good one suitable for the ID cards of the staff members.
- As directed by the Management Mr. Pradeep T V, will have additional charge of the internet lab, as and when required and he shall be available in the net lab during the break time when students use the lab.

The meeting concluded at 12:00p.m.

Minutes prepared by Ms. B. Mary Sonia George, HOD CE

  
PRINCIPAL

**Copy to**

**Dean/HODs/AO**

**All faculty and Staff members**

**CC President/Secretary for kind information**