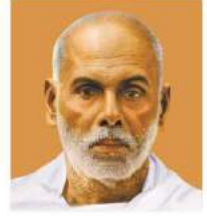


# **Sree Narayana Guru College of Engineering & Technology**

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



## **ACADEMIC COUNCIL MEETING MINUTES**



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

*Dr. Leena AV*  
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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**

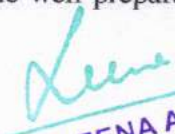
Principal informed that the Training and Placement officer (TPO) will start the weekly one hour training classes for S7 from 13-9-2022 onwards. The TPO has prepared a syllabus which is divided module wise. Module 1 involves Personality Development classes (Group Discussion, CV writing etc.) and Module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

  
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## **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

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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.

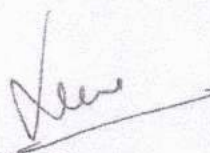
The Principal also informed that the duties handled by Mr. Rajeesh shall be entrusted to other Faculty members. The conduct of online examinations was entrusted to Mr. Sunder V and Mr. Vaishak M until further orders. The Internal Examination Cell under Mr.Rajeesh P will be reconstituted in the next academic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

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

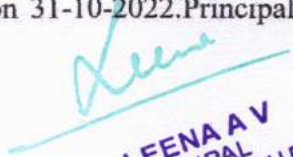
Principal briefed the agenda to the Academic Council members

**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.

  
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## 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

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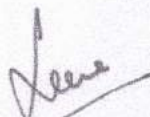
Ms. B. Mary Sonia George informed that there was an IQAC online KTU meeting today in the morning session. The highlights of meeting were that the Audit will be conducted for Odd Semester files and the result analysis of the previous semesters will be checked.

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.

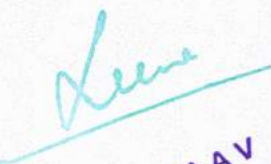
The meeting concluded at 4:00p.m.

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

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





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



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

  
**Dr. LEENA A V**  
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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**

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

To

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





## SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

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.

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



- 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.

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



- 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

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





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

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

  
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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

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





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

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 8<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.

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



Sree Narayana Guru College of Engineering & Technology  
The minutes of the AC meeting held on 24<sup>th</sup> January 2022 at 2:30 pm.

Members present:-

1. Dr. Suresan Pareth, Principal
2. Sri. Ashok Hegde, Administrative Officer
3. Prof. K. Raveendran, HOD ECE & EEE
4. Dr. Leena A V, UG Dean
5. Dr. Susan Abraham, HOD CE
6. Mr. Sunder Venkitachalam, HOD CSE
7. Mr. Rajeesh C, HOD ME
8. Prof. Unnikrishnan O, HOD PED
9. Ms. Mary Sonia George AP/ IQAC
10. Mr. Abhilash Krishnan/ representing EEE dept.
11. Mr. Nikhil M, HOD H& S

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

Agenda:

1. **Second series test date finalisation.**
2. War room committee.

The meeting was held to discuss and finalise the dates of second series tests for S1, S3 and S5 and to reconstitute the war room committee in view of the forthcoming examinations.

As per the discussions in the meeting the following decisions were taken:

1. **Second series test** for S3 & S5 B Tech and S3 M Tech  
Dates: 11/02/22, 14/02/22 and 15/02/22.  
Timetable release date: 01/02/22  
Question paper submission to Module coordinators: 04/02/22  
Question paper submission to AMC- 07/02/22
2. **Second series test** for S1 B Tech and M Tech  
Dates: 18/02/22, 21/02/22 and 22/02/22.  
Timetable release date: 08/02/22  
Question paper submission to Module coordinators: 11/02/22  
Question paper submission to AMC- 14/02/22
3. The war room committee for the conduct of all KTU examinations was reconstituted. Mr. Rajeesh P, HOD ME will be the coordinator of the war room committee. Mr. Shinoy, Lab Assistant CE Dept was newly inducted to the committee, while all other members remain the same as in the earlier committee.

The Principal informed that online classes shall be scheduled on all Saturdays in order to complete the portions in time. He instructed that faculty shall engage extra hours so that the portions shall be completed without any lag. He also directed all HODs to allot free if hours any for completion of classes effectively.

The meeting ended at 3.30 pm

Minutes prepared by Dr. Leena A V, Dean UG studies

  
PRINCIPAL

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



# Sree Narayana Guru College of Engineering & Technology

The minutes of the A/C meeting held on 15<sup>th</sup> March 2022.

Members present:-

1. Dr. Suresan Pareth, Principal
2. Sri. Ashok Hegde, Administrative Officer
3. Prof. K. Raveendran, HOD ECE & EEE
4. Dr. Leena A V, Dean UG Studies
5. Dr. Susan Abraham , HOD CE
6. Mr. Sunder V, HOD CSE
7. Mr. Rajeesh C , HOD ME
8. Mr. Nikhil M, HOD H& S
9. Prof. Unnikrishnan O , HOD Ph. Ed
10. Ms. Mary Sonia George, IQAC Coordinator
11. Mr. Abhilash Krishnan, Staff Advisor

The meeting commenced at 1.30 pm in the Principal's chamber.

Agenda:

1. College Academic Calendar
2. Other academic affairs

The Principal welcomed the members to the meeting and briefed the Agenda. He informed that the KTU Academic calendar has been released and based on the same the college academic calendar shall be reframed. He enquired about the class progress of VIII Semester. Dr. Leena A.V appraised that only project work could be started and the theory classes could not commence for all departments due to students strike.

The following decisions were taken in the meeting:

1. College Academic Calendar for S8 was finalised. All Departments were directed to adhere to the calendar to complete the academic activities in time.
2. **Series test** dates were finalised as below :

First Series Test – S8	
Dates	11/04/22 12/04/22
Publishing Timetable	01/04/22
Question paper Submission	04/04/22
Question paper submission to AMC	07/04/22
Publishing Results	18/04/22

Second Series Test – S8	
Dates	26/05/22 27/05/22
Publishing Timetable	16/05/22
Question paper Submission	20/05/22
Question paper submission to AMC	23/05/22
Publishing Results	30/05/22

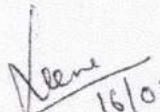
  
**Dr. LEENA A V**  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
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PAYANUR, KANNUR

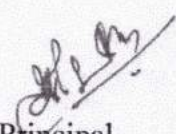



First Series Test – S2, S4 and S6( Tentative)	
Dates	27/05/22
	30/05/22
	31/05/22
Publishing Timetable	16/05/22
Question paper Submission	20/05/22
Question paper submission to AMC	23/05/22
Publishing Results	04/06/22

3. Attendance of all classes are to be published in the Department notice board on or before 3<sup>rd</sup> of every month.
4. Online classes shall be continued for the needy students of VIII Semester in order to complete the portions effectively before the commencement of the first series test.
5. Buses shall leave college at 2:00 pm on 17/03/2022, as all the faculty and staff of the college are to attend the meeting with the Management at SBSY office, Talap.
6. Class committee student representatives from VIII semester shall be allotted by the HODs.
7. A workshop for all the faculty members on the topic “Formation of Course Outcomes and Blooms Taxonomy” will be held on 25/03/22 by NBA & IQAC cell of the college.

Minutes prepared by:

  
16/03/22  
Dr. Leena A V, Dean UG studies

  
Principal

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





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

The minutes of the Academic Council meeting held on 30th May 2022

Members present:-

1. Dr. Leena AV, Principal
2. Sri. Ashok Hegde L, AO
3. Prof. K. Raveendran, HOD ECE & EEE
4. Dr. Susan Abraham, HOD CE
5. Mr. Sunder V, HOD CSE(Absent)
6. Mr. Rajeesh C, HOD ME (Absent)
7. Mr. Unnikrishnan O, HOD Physical Education(Absent)
8. Mr. Nikhil M, HOD S&H
9. Mrs. Mary Sonia George, IQAC coordinator
10. Mr. Abhilash Krishnan T.K, Staff Advisor
11. Mrs. Aswathi Sreejith, TPO(Absent)
12. Mr. Arun Raj, AP Representing HOD ME
13. Ms.Neha M V, AP Representing HOD CSE

The meeting commenced at 2 pm in the Principal's chamber.

Agenda:

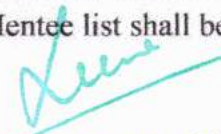
1. S<sub>2</sub> Result Analysis
2. Mentoring
3. VIII Semester class status
4. Other Academic affairs

The Principal welcomed the members, briefed the Agenda & reviewed the last Academic committee meeting minutes.

The Principal reviewed the result analysis of all branches. She informed that the results are really disappointing and it is high time necessary actions be taken in this regard. Prof.Raveendran informed that the exams were held in offline mode and all the classes were held in online mode. Students were not given enough contact classes and this could be one of the reasons for such poor results. All the HODs opined the same and also informed that sufficient time was not given before the exam as study leave.

The Principal informed that all Departments have to come up with necessary action plans to improve the results. She also informed that study camps are to be commenced at the earliest to effectively prepare the students for the even semester university examinations.

She also suggested that mentoring should be effectively done to motivate the students. Since few Faculty have relieved from the college and the Mentor-Mentee list shall be revised by all Departments.

  
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SREE NARAYANA GURU COLLEGE OF  
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The VIII Semester class status of all Departments was discussed. The HODs informed that the Final Project presentation is scheduled in this week.

IQAC coordinator Ms. Mary Sonia suggested a meeting of the IQAC members after the internal audit completion to discuss the matters pertaining the audit.

Dr. Susan Abraham informed that a workshop by Cadd Centre is planned for the students of Civil Engineering on 8<sup>th</sup>, 9<sup>th</sup> and 19<sup>th</sup> of June 2022.

Ms.Neha informed that it is difficult to manage lab sessions for CSE without lab staff .She requested that a lab staff may be allotted for the same. The Principal informed that a letter from the HOD CSE in this regard may be forwarded and the same shall be requested to the Management.


The Principal informed that permission to conduct motivational training sessions for the S2 and S4 students are being granted by the Management and the same shall be scheduled post the First series test. She also informed that the Management has agreed to renew the contract of the Faculty whose term ends on 31<sup>st</sup> May 2022.

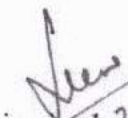
The Principal informed that the Management directors had visited the college on 26<sup>th</sup> May and inspected the campus. She said that they suggested allotting two senior Faculties to monitor the activities in the college hostel and report any grievances or other matters related to the hostel.

The Following decisions were taken in the meeting:

1. Mentors list of all departments are to be submitted on 31/05/22. All the students of S2, S4 and S6 shall be informed to meet their Mentors before the First series test. (Action: HODs)
2. All academic activities for VIII Semester is to be completed on or before June 4<sup>th</sup>. The Final internal marks and attendance of S8 is to be published on 3<sup>rd</sup> June. Department HODs and Faculty are to ensure that after regular classes ends for VIII Semester, the students do not come to campus unnecessarily and loiter. They shall be motivated to study well for the forthcoming examinations and clear all pending backlogs before the time stipulated by the KTU.(Action: HODs/Class tutors of S8)
3. Meeting of the members of the IQAC cell is scheduled on 02/06/22.(Action: IQAC coordinator)
4. Mr. Jacob Thomas, AP ME and Ms. Mary Sonia George, AP (Sr) CE shall be in charge of monitoring the activities of the Mens and Ladies hostel respectively.
5. Based on suggestion from few staff of the college a Nature club shall be formed at college level. A proposal for the same is sought from the concerned.

Minutes prepared by Dr. Leena A V

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

  
Principal 31/05/22





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

The minutes of the Academic Council meeting held on 6<sup>th</sup> June 2022

Members present:-

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

The meeting commenced at 2 pm in the Principal's chamber.

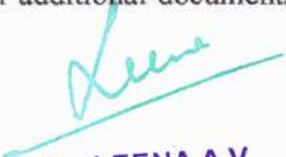
Agenda:

1. First series test result analysis
2. External Audit
3. Graduation Day
4. Faculty Duty leave /CL approval -Reg
5. Other Academic affairs

The Principal welcomed the members, briefed the Agenda & reviewed the last Academic committee meeting minutes.

The Principal informed that based on the recent University Examination results that were declared it is noted that there is a drastic decline in the percentage of pass in all subjects and also the overall pass percentage of the Department is not satisfactory. She suggested that the extra classes/remedial classes should commence at the earliest in order to prepare our students for the forthcoming Even Semester examinations. Prof. Raveendran opined that the poor results could be because of the online classes which are not as effective as the offline classes. He also agreed that extra remedial classes will improve the results.

The Principal reviewed the External Academic audit preparations by all departments. HODs informed that the internal audit is completed and other additional documents are also getting ready as per the audit guidelines.

  
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PAYYANUR, KANNUR



Dr. Susan Abraham updated the progress of the Convocation committee activities and informed that Google form has been shared to all concerned students and once the total count is obtained the budget shall be finalised. She appraised that sub committees are assigned various tasks to successfully conduct the Convocation ceremony'2022.

The Principal informed that there were some confusions regarding the attendance of Faculty and also regarding the Duty leave approval. She informed that henceforth all approvals of CL, OD and EOD shall be done by her and the Faculty and staff shall submit their Leave requests and Duty certificates to the concerned HODs in time. She also informed the HODs that no Duty leave should be approved until the Faculty or Staff submits the Duty certificate. The Principal opined that few Faculty and Staff have already availed CL more than that is allotted to them. She said that irregular attendance of Faculty and Staff at college will affect the workflow and that all of them shall ensure presence at college on working days and avoid availing frequent leave unless it is for a very valid or genuine reason.

Mr.Rajeesh P, Updated the plans by the Nature club that was formed in the college and he informed that a proposal for "A Clean and Green Campus" is underway. The HODs and other council members welcomed the same and opined that such activities with involvement of Faculty & Staff with the students will bring a positive change in the college.

The Principal enquired the status of Fee payment by the students of the 2022 outgoing Batch to the Administrative Officer. She also suggested that the parents of students who have not yet cleared the Fee dues may be called from the office and informed to remit the Fee before the commencement of the VIII Semester examinations.

Prof. Unnikrishnan suggested that the NSS activities of the college shall be made active with a new committee as the activities are completely stopped in the last 2 years. Mr. Rajeesh also complained that most of the students leave the exam hall after 15 mins and this disrupts the conduct of series examinations. He suggested that some check on this has to be done to maintain discipline during exams.

The Following decisions were taken in the meeting:

1. **First Series test result** publication June 13<sup>th</sup> 2022(Action: HODs/ Class Tutors)
2. The First Series test results review and Department Meetings shall be held for all branches as listed below. All Faculty and Staff of the concerned Department are to attend the meeting without fail. (Action: HODs)

Department	Date	Time
ME	14/06/22	12 Noon
ECE/EEE	16/06/22	12 Noon
CSE	17/06/22	12 Noon
CE	17/06/22	1 PM


  
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SREE NARAYANA GURU COLLEGE OF  
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3. Students shall not be permitted to leave the Series Exam hall until 45 mins of commencement of the exams Attendance shall not be given to the students who violates this rule. (Action: Series Exam Chief Coordinator)
4. To intimate over phone from office to the Fee defaulters of 2018-2022 Batch and inform them to clear all pending dues at the earliest. (Action: AO)
5. Graduation day Program planning to be hastened as the time is too short. (Action: Chairperson, Convocation Committee)
6. The Leave approvals of all Faculty and Staff shall be operated in the CMS only by the Principal. The System Administrator and Office staff who were earlier given the credentials in this regard shall not use it henceforth without the permission of the Principal.

The meeting concluded at 3.00 pm

Minutes prepared by Dr. Leena A V

  
Principal 6/6/22

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





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

The minutes of the Academic Council meeting held on 15/7/22

**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 (Absent)
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
12. Mr. Arjun Jayaprakash AP ME (representing HOD ME)

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

**Agenda:**

1. Conduct of Remedial and Revision Classes
2. Conduct of Centralised Retest
3. Subject Allocation
4. Conduct of Lab Exam
5. KTU Affiliation Process
6. ISO
7. NBA
8. Result Analysis of Second Series test
9. Other Academic Matters

The Principal briefed the Agenda of the meeting to the Academic Council members. She expressed her appreciation and happiness regarding the team work of the staff in campaigning for the Admissions'22. She informed that great efforts are being put by the College Admission cell and that the results will definitely be positive this time.

**1. Conduct of Remedial and Revision Classes**

Ms. Aswathi Sreejith and Mr. Arjun opined that there is considerable improvement in performance of students in the second series examination. Remedial classes conducted prior to the exam have brought positive changes among students. Mrs. Mary Sonia informed that S4 students have requested for more remedial classes and the feedback from parents is also positive.

  
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Principal asked the HODs to schedule remedial classes from 18.7.22. The Time table for the same is to be submitted at the earliest. It was decided that during study holidays a follow up class would be conducted by all faculty (one hour class for one subject each day). This would help the students prepare better for the exams and also the faculty can monitor the activities of the students during the study holidays. (Action: HODs).

## 2. **Conduct of Centralised Retest**

Dr. Susan Abraham suggested that a common strategy should be followed by all departments to award internals after retest.

Mr. Sunder suggested that it shall be conducted as a third internal Exam and only for the students who were absent in the earlier tests or those who have scored lesser marks.

### **Eligibility**

It was decided that students who have internal marks of 35 and above are not eligible for retest.

Those having internal marks less than 35 or absentees can write the retest but the maximum internal marks after retest will be limited to 35.

### **Syllabus**

The retest would include portions from total 3 modules of which Module 5 will be compulsory.

### **Dates**

The retest would be conducted on the following dates

S2- 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup> July

S4- 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> August

S6- 29<sup>th</sup> July, 2<sup>nd</sup> and 3<sup>rd</sup> August.

Mr. Sunder suggested that a Retest Approval Form shall to be filled by the students who are opting to write retest, the format of the same was discussed and approved by the Principal.

The Principal informed that it is mandatory for students with attendance shortage due to medical reasons to submit medical certificate as per the KTU guidelines.

## 3. **Sub Allocation for Odd Semester**

It was decided to convene a meeting of all HODs to discuss subject allocation for the forthcoming Odd Semester. The subjects would be allocated well in advance so that faculty members can prepare the subjects prior to the commencement of semester. Principal insisted that notes for two modules have to be prepared by faculty prior to the commencement of classes and submitted to the HOD of concerned Department.

Mr. Sunder suggested that Environmental Impact Assessment may be offered as open elective for all S7 students except S7 CE. (Action: All HODs)

  
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#### 4. **Conduct of Lab Exam**

The schedule for the S2 Workshop, S4 and S6 lab exams may be prepared at the earliest and the same are submitted by HODs to Principal. Mrs .Mary Sonia George insisted that all mandatory experiments have to be conducted without fail as it will be inspected during the KTU Academic Audit. (Action: All HODs)

#### 5. **KTU Affiliation Process**

Mr. Sunder V, Mr.Vaisakh M Nayanar and Mr. Sunesh P have been given charge of the KTU affiliation process and the work is in progress.

#### 6. **ISO Certification**

The Principal enquired the progress of ISO and NBA activities.  
Dr. Susan Abraham informed that initiative was being taken to train the staff in ISO 21011: A certification specific to educational institutions. The training would be conducted in the Second week of September and a proposal for the same would be submitted to the Management for approval. (Action: Dr. Susan Abraham)

#### 7. **NBA work**

Mr. Sunder informed that proof collection for NBA documentation work was in progress and all KTU documentations are done in alignment with the NBA. (Action: Mr. Sunder V)

#### 8. **Result Analysis of Series -II**

The Principal sought the progress of the student's performance in the Second series exam. Academic Council Members opined that the Result Analysis of Series II would be conducted department wise and the class tutors shall submit the progress report to HOD. Comments on the improvement in performance of students in various subjects are also to be mentioned in the progress report and then submitted to the Principal.

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

##### a. **Fee Collection**

The Principal said that the initiative for fee collection has to be taken by the office. She constituted a committee to look into and follow up the Annual Fee collection of the students with the following members in it.

Mr Sharath Chandra V - Committee Head  
Mr. Pradeep T.V-Member  
Mr.Sunesh P-Member

  
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The members are to call parents. The class tutors shall send reminders and forward all information related to payment of fees in the parents Whatsapp groups of their respective classes. The Principal handed over the list of students with fee due to the HODs so that class tutors shall inform the students and parents.

However the Principal insisted that fee collection process is to be mainly monitored by college office and there must be continuous follow up in this regard.

(Action: Administrative Officer)

**b. Cleanliness in Canteen**

There were several complaints from the faculty/staff and students regarding the lack of cleanliness in the canteen. A Canteen monitoring committee is constituted to monitor the functioning of the canteen with the following members in it.

Mr. Nishanth K.P - Committee Head

Ms.Neha M.V-Member

Mr. PradeepT.V -Member

Mr.Akhil K.C -Member

The committee is formed to supervise and make visits to the canteen twice a month to ensure that the canteen services to the Faculty and Staff are good. The members are to direct the canteen staff to maintain cleanliness in the canteen and adopt hygienic means while serving food. The members shall report grievances related to the canteen if any to the Principal.

**c. Painting/Maintenance**


The Principal informed that painting of classes is going on and tutors are to instruct students not to deface the walls and that strict action shall be taken against those students who indulge in activities that damage the college property. A notice in this regard is already circulated to the students and parents. (Action: All Tutors)

**d. Placement**

The Principal enquired the activities of the Placement cell. The placement officer informed that she has attended two meetings related to placement training in the previous week, Clicks campus and Great learning. She informed that Campus placement by TCS will be conducted shortly and students with back papers are also eligible and hence are to be trained for the same. (Action: TPO)

The meeting concluded at 1:00 pm  
Minutes prepared by Dr. Susan Abraham

  
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