

5.1 Student Support

5.1.4 The institution adopts the following for redressal of student grievances including sexual harassment and ragging cases

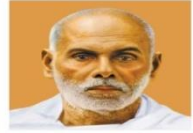
- 1. Implementation of guidelines of statutory/regulatory bodies**
- 2. Organization wide awareness and undertakings on policies with zero tolerance**
- 3. Mechanisms for submission of online/offline students' grievances**
- 4. Timely redressal of the grievances through appropriate committees**

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

KOROM, PAYYANUR, KANNUR-670 307



GRIEVANCE REDRESSAL MECHANISM POLICY

APPENDIX-15

Grievance Redressal Mechanism for Students and Faculty

1) Grievance Redressal Mechanism for Students

In order to provide opportunities for redressal of certain grievances of students already enrolled in any institution, as well as for those seeking admission to such institutions, AICTE has notified All India Council for Technical Education (Redressal of Grievance of Students) Regulation, 2019 vide F.No.1- 101/PGRC/AICTE/ Regulation/2019 dated 07.11.2019 for establishment of grievance redressal mechanism for all AICTE approved Technical Institutions. Non-compliance of the above Regulations shall call for punitive action.

Guidelines for Establishment of Grievance Redressal Mechanism for students and faculty.

Refer: Redressal of Grievance of Students Regulation, 2019 vide F.No.1-101/PGRC/AICTE / Regulation / 2019 dated 07.11.2019 and **Appendix 6.3.2.**

2) Grievance Redressal Mechanism for Faculty / Staff


It is mandatory for all Technical Institutions to address the grievances of faculty/staff members including service matters at the Institution level itself. A Grievance Redressal Committee (GRC) for faculty/staff members shall be constituted by each Institution to look into the grievances of the faculty/staff members. The composition of the GRC shall be as follows:

- a) Principal of the Institution as Chairperson
 - b) One Senior Professor of the affiliating University as a Member
 - c) One official from University or State DTE (Directorate of Technical Education) (to be nominated by DTE/University Vice Chancellor) as a Member
 - d) One Senior Faculty (not below Associate Professor) as Member.
- i. A complaint from an aggrieved faculty/staff member relating to the institution shall be addressed to the Chairperson, Grievance Redressal Committee (GRC).
 - ii. The GRC shall send its report with recommendations, if any, to the concerned DTE or University and a copy thereof to the aggrieved faculty/staff member, within a period of 15 days from the date of receipt of the complaint.
 - iii. In case faculty/staff is not satisfied with the decision of Grievance Redressal Committee, they may appeal to the concerned affiliating University/State DTE (in case of diploma institute) for redressal of their grievance.

The University level or DTE level Grievance Redressal Cell established by the University or DTE shall address such grievances and settle the matter at State/University level.

An Institution shall furnish, prominently, on its website, all relevant information in respect of the Grievance Redressal Committee(s) coming under its purview.

Refer: All India Council for Technical Education (Redressal of Grievance of Faculty/Staff Member) regulations, 2021 vide F.no. 1-103/AICTE/PGRC/Regulation/2021 dated 25.03.2021


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

APPENDIX-12

Prevention and Prohibition of Ragging

In view of the directions of the Honorable Supreme Court in SLP No. 24295 of 2006 dated 16-05-2007 and in Civil Appeal number 887 of 2009, dated 08-05-2009, to prohibit, prevent and eliminate the scourge of ragging, in exercise of the powers conferred under Section 23 read with Section 10 (b), (g), (p) and (g) of AICTE Act, 1987, the All India Council for Technical Education has notified Regulations for prevention and prohibition of ragging in AICTE approved Technical Institutions vide No. 37-3/ Legal/ AICTE/ 2009 dated 01.07.2009 available on AICTE Web-Portal [http:// www.aicte-india.org/ anti.htm](http://www.aicte-india.org/anti.htm)>download. All AICTE approved Technical Institutions have to comply with the provisions made in the above Regulations. Any violation of above AICTE Regulations for the prevention and prohibition of ragging, shall call for punitive action against erring Institutions as per the provisions made in the above said Regulations.

The Institutions shall have to step up Anti-Ragging mechanism by way of adequate publicity through various mediums:

- Constitution of Anti-Ragging Committee and Anti Ragging Squad;
- Setting up of Anti-Ragging Cell;
- Installing of CCTV cameras at vital points;
- Anti-Ragging Workshops;
- Updating all Web sites with Nodal Officers complete details, alarm bells etc.;
- Regular interaction and counselling with the students;
- Identification of trouble-triggers;
- Mention of Anti-Ragging warning in the Institution's prospectus and information Booklets/ Brochures shall be ensured; and
- Surprise inspection of hostels, student accommodation, canteens, rest cum recreational rooms, toilets, bus-stands and any other measures which would augur well in preventing/ quelling ragging and any uncalled for behavior / incident shall be undertaken.

Students in distress due to ragging related incidents can call the National Anti-Ragging Helpline No. 1800-180-5522 (24x7 Toll Free) or e-mail: helpline@antiragging.in.

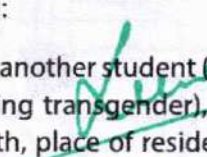
The Institution approved by AICTE may be requested to hold Workshops and Seminars on eradication of ragging in higher Educational Institutions. They may be requested to display Anti Ragging posters at all prominent places such as Admission Centre, Departments, Library, Canteen, Hostel, Common facilities etc. The size of posters should be 8'x6'.

The Institution may be requested to submit an online compliance of Anti-Ragging Regulations on curbing the menace of ragging in the Technical Institutions, 2009 at www.antiragging.in.

Institutions may be requested to make it compulsory for each student and every parent to submit an online undertaking every academic year at www.antiragging.in and www.amanmovement.org.

Further, the attention of all the Institutions may also be invited to the Third amendment to UGC Regulations dated 29th June, 2016 expanding the definition of ragging by including the following:

"3(j) Any act of physical or mental abuse (including bullying and exclusion) targeted at another student (fresher or otherwise) on the ground of color, race, religion, caste, ethnicity, gender (including transgender), sexual orientation, appearance, nationality, regional origins, linguistic, identity, place of birth, place of residence or economic background".


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



Sree Narayana Guru College of Engineering & Technology

P.O. Chalakode, Payyanur - 670 307, Kannur Dist., Kerala State.

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

Managed by Sree Bhakthi Samvardhini Yogam, Kannur-2.

Ph: 04985-201987, 201988, 201989 EPABX: 201702, 703, 709 Fax: 04985-201988

Email: info@sngcet.org sngcet@bsnl.in

Website: sngcet.org



08-01-2024

TO WHOMSOEVER IT MAY CONCERN

A Students Grievances Redressal Committee is already functioning in the college and it was reconstituted based on the UGC regulations 2023. The committee constituted with the following members as per the UGC (Redressal of Grievances of Students) Regulations 2023.

Sl.No.	Composition	Members
1	Chairperson	Dr. Leena A V, Principal
2	Senior faculty member (4 members)	Dr. Susan Abraham, Dean UG & PG Ms. Mary Sonia George, HOD CE Mr. Abhilash Krishnan T K, HOD EEE Mr. Sunder V, HOD CSE
3	Student representatives	Mr. Rajath Manoharan, CE Dept. Ms. Aswathi P P, EEE Dept.



Leena
PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR

Leena
Dr. LEENA A V
PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR



Sree Narayana Guru College of Engineering & Technology

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Website: sngcet.org



08-01-2024

APPOINTMENT OF THE OMBUDSMAN BY THE UNIVERSITY

As per APJAKTU circular No. KTU/ASST9(ACADEMIC)/3241/2023 dated 08-01-2024, University has appointed ombudsman for Redressal of Grievances of students of the Colleges affiliated with the University. Any student aggrieved by the decision of the Student Grievances Redressal Committee may prefer an appeal to the Ombudsperson preferably within a period of 15 working days from the date of receipt of the decision of the Committee.

Dr. Dharmaraj Adat is appointed as the Ombudsperson by the APJ Abdul Kalam Technological University. Student Grievances Redressal Committee is already functioning in the college as per UGC norms.

To

Dean/ HODs /Notice board/ Website/File.
President/Secretary for kind information.


PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR




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



APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

CET campus, Thiruvananthapuram - 695 016

Ph: 0471 2598122; Fax: 2598522 www.ktu.edu.in Email: university@ktu.edu.in

KTU/ASST8(ADMIN)/5290/2021

26.01.2024

NOTIFICATION

Sub:- APJAKTU - Admin – Reconstitution of Grievance redressal committee of the University - Reg:-

Read:- 1. APJAJTU First Statute, under chapter 4, Sub Statute 10.
2. Notification of even no. dated 13.01.2022 and 07.06.2022
3. Minutes of 53rd meeting of the Syndicate on Item No. S - 053 - 003.

As per APJAKTU First Statute, under chapter 4, Sub Statute 10, the Vice-Chancellor shall form a grievance redressal committee at the University to submit any grievances of teachers, including those appointed on a part-time, guest or contract basis, of colleges, institutes, Autonomous colleges, Affiliated Colleges or centres of Academic Autonomous Colleges or centres affiliated to and from the University. Complaints should be prepared in writing and submitted to the Vice-Chancellor.

Vide ref. cited 2 above, the first Grievance Redressal Committee of the University was constituted as per the resolution of 27th meeting of the Syndicate, vide item No.S-027-008, for a tenure of 2 years.

Vide ref. cited (3) above, as the term of the committee expired on 12.01.2024, the matter of nominating the representatives of the Syndicate was placed before 53rd meeting of the Syndicate and the Syndicate resolved to reconstitute the Committee by nominating members to item (v) and (ix) of the Grievance redressal committee.

Sl No.	Category	Name of Member
1	Vice Chancellor - Chairman	
2	Pro - Vice Chancellor	
3	The Syndicate Standing Committee Convener constituted for the appointment of teachers by the Syndicate.	Dr. G Venugopal
4	A teaching representative, a staff representative and a Student Representative nominated by the Board of Governors, from	--



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

	among the members of the Board of Governors.	
5	A teacher representative in the syndicate, nominated by the Syndicate of the University.	Prof. Sanjeev G
6	Dean (Academic)	
7	Dean (Research)	
8	Registrar – Secretary	
9	A teaching representative, a staff representative and a non teaching staff representative nominated by the Syndicate from the University or its affiliated colleges.	<p>Dr Upama Rajan. M.N, Associate Professor, Rajiv Gandhi Institute of Technology, Kottayam</p> <p>Dr. Indulekha R, Section Officer, Academic Branch, APJAKTU</p> <p>&</p> <p>Sri. Abdul Azeez, AWH Engineering College, Kozhikode</p>

The Grievance Redressal Committee of the University is thus reconstituted with the above persons against the categories mentioned under chapter 4, Sub Statute 10 of the First Statutes of the University, and in accordance to the Syndicate resolution.

The tenure of the Grievance Redressal Committee shall be two years as contained in APJAKTU First Statutes, Under Chapter 4, Sub statute 10,1(2),

If for any reason a new Grievance Redressal Committee cannot be constituted, the tenure of the existing Committee shall be deemed to be extended for a period of three months or till the formation of a new Grievance Redressal Committee, whichever occurs first.

Dr.A. Praveen
Registrar

APJAKTU Campus,
Sreekaryam.

Copy to:

1. The Members Concerned.
2. PS to VC/PVC/PA to Registrar/Dean(Academic)/Dean (Research)/CoE/FO
3. All members of Statutory meetings
4. All Principals of Affiliated/Autonomous colleges/Centers of Academic Autonomous Colleges/Centers affiliated to & from APJAKTU (through Grievance Redressal Section)
5. The Grievance Redressal Section
6. Concerned JR/DR/AR/SO
7. JD(IT) for website uploading
8. SF/FC



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

* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.



A handwritten signature in blue ink, reading "Leena", with a horizontal line underneath.

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



Est. 2003

Sree Narayana Guru College of Engineering & Technology

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



GRIEVANCE REDRESSAL AND ANTI-RAGGING POLICY

Sree Narayana Guru College of Engineering & Technology, founded in 2003, ensures a fair and transparent process for addressing grievances among students, faculty, and staff, including cases of sexual harassment and ragging. We are committed to creating a safe, respectful, and supportive learning environment for everyone associated with our institution.

SCOPE:

The policy on grievance redressal and anti-ragging applies to all students, faculty, and staff of the institution. It encompasses procedures for addressing grievances related to academic, administrative, and behavioural issues, including cases of sexual harassment and ragging. The policy ensures a fair and transparent mechanism for lodging complaints, investigating them, and providing appropriate redressal. It also aims to create awareness and prevent incidents of ragging within the college premises.

OBJECTIVES:

- To provide a structured process for students, faculty, and staff to address grievances in a fair and transparent manner.
- To implement measures to prevent and prohibit all forms of ragging within the college premises.
- To create awareness among students about the consequences of ragging and the importance of maintaining a respectful environment.
- To ensure that all complaints are handled promptly and impartially, respecting the principles of natural justice.
- To offer immediate assistance and support to students who are victims of harassment or ragging.
- To provide counselling and other necessary interventions to help distressed individuals cope with their experiences.
- To review and update grievance redressal and anti-ragging mechanisms regularly to ensure their effectiveness.
- To promote a safe and supportive learning environment that nurtures academic and personal growth for all members of the college community.

**Dr. LEENA A. V.
PRINCIPAL**

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR

In order to accomplish these objectives, we have established the following committees as per the guidelines of AICTE and APJKTU.

1. Grievance and Appeal Committee for students
2. Grievance redressal Committee for Students
3. Grievance redressal Committee for Faculty and Staff
4. Women's Grievance Cell
5. Anti-Ragging Committee
6. Anti-Ragging Squad

The above committees are formed at the onset of each academic year. They undertake effective measures to handle grievances and to prevent and prohibit all forms of ragging within the college premises, and offer immediate assistance to distressed students. Our goal is to ensure a supportive and harassment-free environment that nurtures learning and personal development.

The Committees shall be responsible for:

- Receiving and addressing grievances related to academic, administrative, and personal matters from both students and staff.
- Promote awareness on gender equity, address concerns of women and provide support for female students and staff members subjected to harassment in any form.
- Conducting inquiries into complaints of ragging and taking appropriate disciplinary actions against the perpetrators.
- Promoting awareness about the consequences of ragging and fostering a culture of mutual respect and tolerance.
- Monitoring the implementation of preventive measures to curb ragging within the college premises.

Anti-Ragging Measures:

- Ragging in any form, whether physical, mental, or emotional, is strictly prohibited within the college premises.
- Students found guilty of ragging shall face severe disciplinary actions, including suspension or expulsion from the college.
- Regular awareness programs and workshops shall be conducted to educate students about the negative consequences of ragging.
- Adequate security measures shall be implemented to prevent incidents of ragging and ensure the safety of all students.
- Posters are placed at various locations on campus to create awareness among the students.
- The Committee shall maintain strict confidentiality throughout the grievance redressal and anti-ragging processes to protect the identities of the complainants and witnesses.
- This policy shall be reviewed periodically to ensure its effectiveness and relevance. Amendments may be made as deemed necessary by the college authorities.

Dr. LEENA A. V.
PRINCIPAL
JEE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PANYA
KANNUR

Registering Grievances :

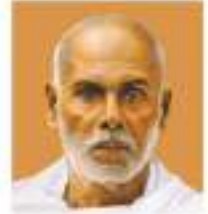
- Instance of ragging or grievance shall be reported immediately to the Committee or Principal in writing. Anonymous complaints shall also be accepted to ensure the safety of the complainant.
- Grievance boxes are placed at several locations on campus for students to drop their grievances. The committees are responsible for periodically checking these boxes and acting upon the grievance received.
- Additionally, grievances can be registered online through the portal created on the college website.
- A 24x7 helpline number is available to register Women's grievances


Dr. LEENA A. V.
PRINCIPAL
SHREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAVANUR
KANNUR



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

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



STUDENT GRIEVANCE REDRESSAL COMMITTEE ORDER, MINUTES AND ACTION TAKEN



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

SNGCET/AC/22/2023

23-06-2023

OFFICE ORDER

STUDENT GRIEVANCE REDRESSAL COMMITTEE

A Student Grievances Redressal Committee is hereby reconstituted to address the grievances of the students and to consider their appeals on any decisions made by the college. The committee can meet as and when required depending upon the requirements of student's grievances and appeals and give its recommendations to the undersigned for action. Based on the recommendations of the committee the undersigned will take necessary action on student's grievances.

✧ Dr. Leena A V, Principal	Chairperson
✧ Dr. Susan Abraham, Dean UG & PG	Member
✧ Ms. Mary Sonia George, HOD CE	"
✧ Mr. Abhilash Krishnan T K, HOD EEE	"
✧ Mr. Sunder V, HOD CSE	"
✧ Mr. Rajath Manoharan, CE	Special Invitee
✧ Ms. Aswathi P P, EEE	"


PRINCIPAL

To

**Members of the committee.
Dean/ HODs /Faculty/ File.
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,

SNGCET/AC/08/2022


12-08-2022

OFFICE ORDER

STUDENT GRIEVANCE REDRESSAL COMMITTEE


A Student Grievances Redressal Committee is hereby reconstituted to address the grievances of the students and to consider their appeals on any decisions made by the college. The committee can meet as and when required depending upon the requirements of student's grievances and appeal and give its recommendations to the undersigned for action. Based on the recommendations of the committee the undersigned will take necessary action on student's grievances.

◇ Dr. Leena A V, Principal	Chairperson
◇ Ms. Mary Sonia George, HOD CE	Member
◇ Mr. Abhilash Krishnan T K	"
◇ Mr. Sunder V	"
◇ Mr. Rajath Manoharan, S5 CE	Special Invitee
◇ Ms. Aswathi P P, S5 EEE	"


PRINCIPAL

To

**Members of the committee.
Student notice board
HODs / AO
President/Secretary for kind information.**


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

Minutes of Students Grievance
Advisory Committee

28-11-2023

Names of the members attending The Meeting

1. Dr. Leena. A.V.
2. Ms. B. Mary Sonia George
3. Mr. Abhilash Krishnan
4. Mr. Sundee. V.
5. Ms. Aswathi-P.P., ST EEE ~~Prof~~
6. Mr. Rajath. Mainoharan, ST CE ~~Prof~~
7. Dr. Susan Abraham

May H
Abhilash
Sundee
Rajath
Susan

1. The chair person briefed the students and faculty members and enquired about the grievance.
2. The Students informed that a cleaning of the cooler is needed as it appears dirty in some places.
3. Principal said she will look into the matter.
4. Principal also informed that any grievance are reported only on asking. Hence a grievance box will be placed at a particular location from next semester onwards.
5. The Grievance box will be opened once in a month; and depending upon the need will be opened frequently. There is also an email in the website where grievance can be reported.

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

6. Principal also informed that as per Auditors comments the action taken report will be written in this book itself.
7. The meeting ended.

May 19
26/11/2012
Member

26/11/2012
Chairman

Leena

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

Action Taken Report.

1. The coolers were cleaned in all the floors.
2. It has been decided to keep coolers in each floor.
3. The Grievance boxes were placed in the Academic block and Department blocks. One Grievance box was specifically used for She-Grievances and will be headed over to women's cell.
4. The Boxes will be functional from next Semester.

For
Student member

Rat
Student member

May 19
12/12/2023.
member

For
12/12/23
chairperson

Leena

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

Minutes of Student Grievance
Redressal Cell

8-6-2023

Names of the members attending the Meeting

1. Dr. Leena. A. V., Principal
2. Ms. Mary Sonia George, HOD CE
3. Mr. Abhilash Krishnan, T.K., HOD EEE
4. Mr. Sundar V., HOD CSE
5. Mr. Rajath Mancharan, SS CE
6. Ms. Aswathi P. P., SB EEE

1. The Chair person briefed the students and enquired for any Grievance.
2. The students reported that the buses are starting very early from Kannur and Karghahol and hence people are unable to reach the bus stops in time.
3. Principal said she will look into the matter.
4. The meeting concluded.

May 14
8/6/2023
member

Leena
8/6/23
chairperson

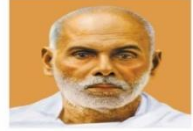
Leena

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



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

KOROM, PAYYANUR, KANNUR-670 307



GRIEVANCE REDRESSAL CELL

Minutes of Student Grievance
Redressal Committee

19-11-2022

Names of the members attending the Meeting

1. Dr. Leena. A. V.
2. Mrs. B. Mary Sonia George
3. Mr. Abhilash Krishnan. T. K.
4. Mr. Sunder. V.
5. Mr. Rajath Manoharan, SSE
6. Ms. Aswathi P. P, SSEEG

Leena
May 14
Prin
Smeetha
P.T.

Discussion:

1. The Chair person briefed the students and enquired for any Grievance.
2. The students reported that there is a change in the timing of the bus, which they are getting used to. They require a week's time to get adjusted to the new timing.
3. The students also enquired about the Activity Points Updation. The students are unable to see their activity points in the login.
4. Mr. Sunder said that right now activity points of 57 is currently visible. After submission of 55 activity points it will be visible in their login.
5. The meeting concluded.

Leena
Chairperson

May 14
19/11/2022
member

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING
& TECHNOLOGY

GRIEVANCE REDRESSAL CELL


ACTION TAKEN REPORT (8-6-2023)

As per the grievance reported the starting time of the college buses from Kannur has been changed from 7:10a.m to 7:20a.m and Kanjhangad bus has been changed from 7:30a.m to 7:40a.m. without disrupting any college activities. The college buses are to reach the college before 9:00a.m as the classes will commence at that time.

May 19
12/6/2023
member

P. J. S.
Student member

A. J.
Student member
Chairman


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

Minutes of Student Grievance
Redressal Committee

15-9-2022

Name of the members attending the Meeting.

1. Dr. Leena A. V.
2. Ms. Mary Sonia George B.
3. Mr. Abhilash Krishnan T.K.
4. Mr. Sunder V.
5. Mr. Rajath Manoharan, SSC
6. Ms. Aswathi P.P., SSEE

Leena
May 19
Abhilash
Sunder
Rajath
Aswathi

Discussion

1. The Chair person briefed and gave a warm welcome to the members.
2. She instructed the students the need of such a committee.
3. The students can address any grievances in the committee.
4. Since the students only got the idea of grievance committee they informed that will enquire with the students and will tell in the next meeting.
5. The meeting concluded.

May 19
15/9/2022
Member

Leena
15/9/22
Chairperson

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING
TECHNOLOGY

GRIEVANCE REDRESSAL CELL

ACTION REPORT

1. Bus Passes have been allotted to the students to facilitate seats for all students. Hence some changes in the bus time have been incorporated. The students have asked for a time of one week to get adjusted to the new bus timings. Principal has allotted one Faculty member and one Staff member to monitor the bus timing so that it becomes feasible for all the students to board the bus.
2. The Activity Points will be updated by Tutors to students by 28-11-2022.

May 13
22/11/2022
member

Dist
Student in bus

Staff
Student member

Bus
changer can

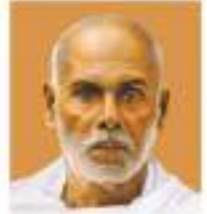
Leena

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



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

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



**GRIEVANCE AND APPEAL COMMITTEE ORDER,
MINUTES AND ACTION TAKEN)**



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY,

SNGCET/AC/12/2022

12-08-2022

OFFICE ORDER

GRIEVANCE AND APPEAL COMMITTEE

A Grievances and Appeal Committee is hereby reconstituted for the college to address the grievances of the students and to consider their appeals on any decisions made by the college. The committee can meet as and when required depending upon the requirements of student's grievances and appeals and give its recommendations to the undersigned for action. Based on the recommendations of the committee the undersigned will take necessary action on student's grievances and their appeals.

✧ Dr. Susan Abraham, Dean UG & PG	Chairperson
✧ Mr. Rahul A M, AP ME	Member
✧ Mr. Manu C, AP EEE	"
✧ Ms. Saritha Sasindran, AP CE	Convenor


PRINCIPAL

To

**Members of the committee.
HODs / AO
President/Secretary for kind information.**


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

date: 26-04-2019

place: SNHLET,
pattanam.

Minutes of the Grievance and Appeal Committee Meeting held on 26-04-2019.

As per the circular dated 25-04-2019 a meeting is arranged at H&S Dept

Members Present:

Prof: Bhoomathi Annachalam : Chairman

Leena
26/4/19

Prof: Abhilash Krishnan T.K : convenor

Abhilash
26-4-19

Prof: Chandrajith E : member

Chandrajith
26/4/19

Prof: Amitha IC : member

Amitha
26/4/19

Mr. Akshay M. Nambial : Student
(SNCISEE002)

Akshay
26/4/19

The chairman welcomed all the members and discussed about the importance of Grievance and Appeal Committee.

Mr. Akshay M. Nambial (SNCISEE002) who reported online grievance on 24-04-2019 about the functioning of the canteen had detailed the grievance in front of the committee.

Committee informed this issue to the AO & Principal.

Leena
26/4/19

Signature of chairman.

Leena

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

Action Taken Report

Date of Grievance Report: 24-4-2019

Reported : Mr. Akshay McNambial

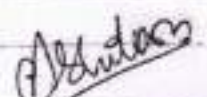
Nature of Grievance : Canteen functionality

Action taken :

4. Grievance was discussed during the committee meeting. Committee suggested a thorough investigation on canteens functionality to implement corrective actions to improve canteen operations such as

1. Implement strict Quality Control Measures to ensure that food items served in the canteen meet hygiene and safety standards, Regular inspection of food preparations areas and equipment should be conducted
2. Review the current Menu offerings to ensure they meet the diverse preferences and dietary needs of students and staff.
3. present canteen staff were called and informed about the grievance. feedback received from the students and staff were addressed in front of them to improve the canteen functionality.
4. canteen staff Agreed and pledged to improve the quality and hygiene of food.


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


Abhilesh Krishnan T-B
 Convenor

date: 12-10-2020
place: SNHET
payyemur.

Minutes of the Grievance and Appeal Committee meeting
held on 12-10-2020

As per the Circular dated 9/10/2020 a meeting is Arranged
at HES department
Members Present

Dr. Samashekanan K K

Chairman

Prof. Chandragiri E AP/ME

member

Prof. Sujin D HOD/CSE

member

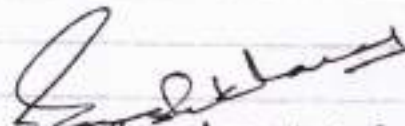
Prof. Abhilash Krishnan T.K AP/EE

convenor

The chairman welcomed all the Members and discussed
about the importance of Grievance and Appeal Committee

There was no grievance Reported as on date

The next meeting was scheduled for March 2nd week.


Signature of chairman.


Dr. LEENA A. V.
PRINCIPAL
JEEB MANJANA BIRRI COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYEMUR
KANNUR

Minutes of the Grievance and Appeal Committee held on 16.6.2022

Members Present

Prof. Unnikrishnan D HOD Phy. Edu
Mrs. Sangeetha M, APCE
Mr. Abhilash Krishnan TK
Mrs. Subitha MB
Mr. Rajath Manoharan

Chairman *[Signature]*
Convenor *[Signature]*
Member *[Signature]*
Member *[Signature]*
Special Invitee
(Student Representative)

The chairman welcomed all the members and discussed about the importance of Grievance and Appeal Committee.

The chairman enquired if any grievance was reported to the student invitee, convenor and members.

The convenor briefed that no grievance was reported.

Chairman concluded the meeting and it was decided that the next meeting would be scheduled if any grievance or appeal was forwarded.

[Signature]

Dr. LEENA A. V.
PRINCIPAL

KJ Somaiya Institute of
Engineering & Technology, Rayasur
KASUR

[Signature]
16/6/22

Minutes of the Grievance and Appeal Committee
held on 15/9/22

Members Present

Dr. Susan Abraham Dean V&E PG studies *Susan Abraham*
 Mrs. Saritha Sasindran (C&E-Department AP) *Saritha*
 Mr. Mann C&EE - Department, AP *Mann*
 Mr. Rahul AM (M-E Department, AP) *Rahul*

The chairman welcomed the members and discussed the importance of Grievance and Appeal Committee.

Chairman enquired with the members whether any grievance was forwarded or reported.

The Convenor informed that no Grievance was reported till date.

Chairman concluded the meeting and informed that the next meeting would be convened if any grievance/appeal was forwarded to the committee.

Leena

Susan Abraham
 Dr. Susan Abraham
 Chairperson

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

[Signature]

Minutes of the Grievance and Appeal Committee meeting held on 13/02/2023

Members present:

Dr. Susan Abraham, Dean UG and PG

Ms. Rahul AM APME

Mr. Mamm. C AP EE

ABSENT

Ms. Saritha Sasindram APCE.

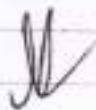
The Chairman welcomed all the members of the committee and enquired whether any grievance was forwarded or reported.

The convenor informed that no grievance was reported till date.

Chairman concluded the meeting and informed that the next meeting would be convened if any grievance/appeal was forwarded to the committee.



Dr. Susan Abraham
Chairperson.



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



Sree Narayana Guru College of Engineering & Technology

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



ANTI-RAGGING COMMITTEE ORDER, MINUTES AND ACTION TAKEN



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

SNGCET/AC/17/2023

22-06-2023

ANTI RAGGING COMMITTEE (ARC)

Ragging has ruined countless innocent lives and careers. An anti-ragging committee is hereby constituted for creating a ragging-free environment in the college campus. The anti-ragging committee shall implement strategies for curbing the menace of ragging in the college by adopting array of activities, including recommending action against such students. The committee is also authorized to enquire and recommend action against students who encourage /supporting or are involved ragging

• Dr. Leena A V, Principal	Chairperson
• Dr. Susan Abraham, Dean UG & PG	Vice Chairperson
• Sri. Suresh Babu K V, Member, Kankol Alapadamba Grama Panchayath	Member
• Sri. Subhash P, SHO, Peringome Police Station	"
• Sri. Jalaluddeen K V, PTA Vice President	"
• Ms. Mary Sonia George, HOD CE	"
• Mr. Jacob Thomas, HOD ME	"
• Mr. Sunder V, HOD CSE	"
• Ms. Bindiya M C, HOD S&H	"
• Mr. Abhilash Krishnan.T.K, HOD EEE	"
• Ms. Leena Narayanan, HOD ECE	"
• Mr. Unnikrishnan O, HOD Phy. Edu.	"
• Mr. Dhanaraj K, Workshop Supdt.	"
• Ms. Gana N, Assistant Librarian	"
• Mr. Rajath Manoharan, S6 CE	"
• Ms. Thejasree T K, S6 ECE	"


PRINCIPAL

To

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


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING &
TECHNOLOGY
PAYYANUR

ANTI RAGGING CELL

The Antiragging committees mandate is to maintain SNGCET as a ragging free campus. Anti Ragging Committee is involved in designing strategies and action plan for curbing the Menace of Ragging in the college by adopting array of activities.

The objectives of the Committee are:

- The committee creates awareness among the freshers about its existence and to report any ragging incident
- The committee also sensitizes the senior students about the ill effects of ragging and educates the students at large in the college about Menace of Ragging and related Punishment Provisions.
- The Anti Ragging Squad works under the Supervision of Anti Ragging Committee and to engage in the works of checking places like Hostels, Buses, Canteens, Classrooms and other places of student gathering, for any incidences of Ragging.

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING
& TECHNOLOGY

ANTIRAGGING COMMITTEE

CIRCULAR

SNGCET/ARC/1

Date: 22.8.2022

The Anti Ragging Committee Meeting will be held on 23.8.2022 at 3.00 p.m in the Meeting Hall. All the committee members are requested to attend the meeting without fail.


22/8/22
CHAIR PERSON

To be Shared with:

- 1) Anti Ragging Committee Members**
- 2) Principal**



Dr. P. S. S. S. S. S.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
WADAI



SREE NARAYANA GURU COLLEGE OF ENGINEERING
& TECHNOLOGY

Payyanur

ANTI RAGGING COMMITTEE

Minutes of the Meeting held on 23/8/2022

Members Present

Dr. Leena A V, Principal

Prof. Raveendran K, Vice Principal

Dr. Susan Abraham, Dean UG

Ms. Mary Sonia George, HOD CE

Mr. Jacob Thomas, HOD ME

Mr. Sunder V, HOD CSE

Mr. Nikhil M, HOD S&H

Mr. Abhilash Krishnan. T.K, AP EEE

Ms. Leena Narayanan, AP ECE

Mr. Unnikrishnan O, AP Phy. Edu.

Mr. Dhanaraj K, Workshop Supdt.

Ms. Gana N, Assistant Librarian

Mr. Safwanl.M, S7 ME

Ms. Aswitha Gangadharan, S7 CE

The meeting commenced at 3.00p.m in the Meeting Hall

Agenda:

1. Awareness about illeffects of Ragging
2. Alloting Class rooms
3. Awareness class for First years

Leena
Dr. Leena A. V.
Principal
Sree Narayana Guru College of Engineering & Technology
Payyanur



SREE NARAYANA GURU COLLEGE OF ENGINEERING
& TECHNOLOGY

Payyanur

ANTI RAGGING COMMITTEE

ACTION TAKEN REPORT as on 20.12.22

- To create awareness among students antiragging posters were placed at various locations in the campus.
- The Principal and Dean visited the higher semester classes and elaborated to the senior students regarding the ill effects and consequences of ragging.
- The classrooms were allocated in the administrative block for the first year students to prevent ragging of any kind.
- An awareness class for the first year students about the existence of the Anti Ragging Committee was conducted during the induction programme on 27.10.22


JAFAR.ims.


20/12/22
CHAIRPERSON







SREE NARAYANA GURU COLLEGE OF ENGINEERING
& TECHNOLOGY

ANTIRAGGING COMMITTEE

CIRCULAR

SNGCET/ARC/2

Date: 4.2.2023

The Anti Ragging Committee Meeting will be held on 4.2.23 at 3.00 p.m in the Meeting Hall. All the committee members are requested to attend the meeting without fail.


4/2/23
CHAIR PERSON

To be Shared with:

- 1) Anti Ragging Committee Members**
- 2) Principal**


Principal
Sree Narayana Guru College of Engineering and Technology
Kollam



SREE NARAYANA GURU COLLEGE OF ENGINEERING
& TECHNOLOGY

Payyanur

ANTI RAGGING COMMITTEE

Minutes of the Meeting held on 6.2.23

Members Present

Dr. Leena A V, Principal

Dr. Susan Abraham, Dean UG

Ms. Mary Sonia George, HOD CE

Mr. Jacob Thomas, HOD ME

Mr. Sunder V, HOD CSE

Mr. Nikhil M, HOD S&H

Mr. Abhilash Krishnan T.K, AP EEE

Ms. Leena Narayanan, AP ECE

Mr. Unnikrishnan O, AP Phy. Edu.

Mr. Dhanaraj K, Workshop Supdt.

Ms. Gana N, Assistant Librarian

Mr. Safwan I.M, S7 ME

Ms. Aswitha Gangadharan, S7 CE

Ms. Sreya M S1 ECE

Mr. Mubashir S1 CSE

The meeting commences at 3.00p.m in the Meeting Hall

1. As per the office order SNGCET/AC/06/2023 an Anti Ragging Committee (ARC) was reconstituted.
2. The reconstituted Anti Ragging Committee (ARC) conducted its first meeting in this new semester on 22.8.22

3. The Chairperson welcomed the members for the Meeting, she informed that no ragging cases were reported from S1 students so far.

4. The S2 classrooms were allotted in the department block for the first year students for even semester.


13/12/22
CHAIRPERSON


DR. JAYALAKSHMI
PROFESSOR
SPECIALIZED COURSE OF
ENGINEERING & TECHNOLOGY
2022/23



SREE NARAYANA GURU COLLEGE OF ENGINEERING
& TECHNOLOGY

Payyanur

ANTI RAGGING COMMITTEE

ACTION TAKEN REPORT as on 15.6.23

The Principal and Dean visited the higher semester classes and elaborated to the senior students regarding the ill effects and consequences of ragging.

The S2 classes were allotted in the department block with senior students hence all faculty were asked to be vigilant to prevent any form of ragging.

Sumanth
17/6/23
CHAIRPERSON

[Signature]

[Signature]

[Faint purple stamp]

1. As per the office order SNGCET/AC/14/2022 an Anti Ragging Committee (ARC) was constituted.
2. The Anti Ragging Committee (ARC) conducted its first meeting in this new semester on 23.8.22
3. The Chairperson welcomed the members for the Meeting
4. The Committee decided to create awareness among students about the ill effects of ragging in the college by placing posters at various locations.
5. The Principal, Dean and Heads of the Department would also give an overview to the senior students regarding ragging.
6. The classrooms were allocated in the administrative block for the first year students to prevent ragging of any kind.
7. It was decided to conduct an awareness class for the first year students about the Anti Ragging Committee during the induction programme.

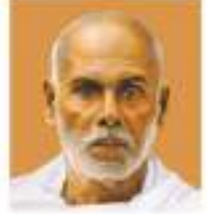

22/08/22
CHAIRPERSON


Dr. I. SENIA A.V.
PRINCIPAL
SRIE HANNA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, TAYYANUR
KANAKUR



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

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



ANTI-RAGGING SQUAD ORDER, MINUTES AND ACTION TAKEN



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

SNGCET/AC/19/2022

21-10-2022

OFFICE ORDER

ANTI RAGGING SQUAD (ARS)

Ragging has ruined countless innocent lives and careers. Anti-Ragging Squad is hereby reconstituted on matters of planning action for building and preserving a culture of ragging free environment in the college campus. It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on Hostels, and other places vulnerable to incidents and having the potential for ragging. The following are the members in the Anti ragging squad:

▪ Mr. Abhilash Krishnan.T.K, AP EEE	Convenor
▪ Ms. Prabha Chandran, AP EEE	Member
▪ Mr. Rahul A M, AP ME	"
▪ Ms. Veena K K, AP CSE	"
▪ Ms. Revathi P, AP CE	"
▪ Ms. Abhaya D K, AP ECE	"
▪ Mr. Dhanaraj K, Workshop Supdt.	"

Duties and responsibilities

- It shall be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be, and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.
- The Anti-Ragging Squad shall conduct such enquiry observing fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.


PRINCIPAL

To

Members of the committee.
Faculty/HODs / AO/Notice Board.
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

SNGCET/AC/19/2022

21-10-2022

OFFICE ORDER


ANTI RAGGING SQUAD (ARS)

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▪ Ms. Prabha Chandran, AP EEE	Member
▪ Mr. Rahul A M, AP ME	"
▪ Ms. Veena K K, AP CSE	"
▪ Ms. Revathi P, AP CE	"
▪ Ms. Abhaya D K, AP ECE	"
▪ Mr. Dhanaraj K, Workshop Supdt.	"

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- The Anti-Ragging Squad shall conduct such enquiry observing fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.


PRINCIPAL

To

Members of the committee.
Faculty/HODs / AO/Notice Board.
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

MINUTES OF THE MEETING

Meeting Number :1

Date: 01-11-2022. Time 12.00PM

Venue: HOD chamber, EEE Departament.

Members Present:.

Abhilash Krishnan T.K

Convenor

Ms. Prabha Chandran , AP EEE

Member

Ms. Abhaya D.K, AP ECE

Member

Ms. Revathi P , AP CE

Member

Ms. Veena K K, AP CSE

Member

Mr. Rahul A.M ,AP ME

Member

Mr. Dhanraj K. ,Workshop Supdt

Member

Agenda:

Ragging related issues. in hostel and college of S1 students

Discussions:

1. Convenor welcomed all the members and briefed about the importance of the squad.
2. It was decided to make all the students of final pre final year seen aware about the consequence of Ragging in campus (responsibility Tutor)
3. Mr. Dhanraj K. suggested that as per norms and regulations it is decided to conduct frequent visit in men's and ladies hostel
4. All the s1 tutors mentioned that no issues were reported from S1 students regulation it is decided to conduct frequent visit in Men's hostel and Ladies hostel.

The meeting was concluded at 12:30pm.

The Meeting minutes prepared by: Abhilash Krishnan T K

Abhilash
11/11/22
CONVENOR

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

ACTION TAKEN REPORT

1. Tutors from S1 and S2 of all branches, in the anti-ragging squad, conducted an awareness class for 2nd, 3rd, and 4th-year students of respective branches on 2nd November 2022. The class lasted for 15 minutes in their classrooms.
2. To make students aware of this squad, boards have been placed at the entrance of the department block, entrance of the canteen, and the entrance of the administration block. These boards clearly mention the names, designations, and phone numbers of faculty and staff members in this squad.

Akhilesh
3-11-22
CONVENOR

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

MINUTES OF THE MEETING

Meeting Number :2

Date: 04-04-2023,

Time 12.00PM

Venue: HOD chamber, EEE Department.

Members Present:.

Abhilash Krishnan T.K

Convenor

Abhilash
4-4-23

Ms. Prabha Chandran , AP EEE

Member

Prabha

Ms. Veena K K, AP CSE

Member

Veena

Ms. Abhaya D.K, AP ECE

Member

Abhaya

Ms. Revathi P , AP CE

Member

Revathi

Mr. Rahul A.M ,AP ME

Member

Rahul

Mr. Dhanraj K. ,Workshop Supdt

Member

Dhanraj

Agenda:

Ragging related issues. in hostel and college of SI students

Discussions.

1. Convenor Welcomed all the Members and briefed about the importance of the squad.
2. Ms. Prabha. C. Suggested of conducting. anti ragging Awareness program in the college.
3. Ms Revathi & MS. Abhaya briefed that they are conducting. Surprise raids on ladies Hostels to Ensure that the no uneven events Regarding Ragging will not take place in Hostel
4. Mr. Prabha, Mr. Rahul & Mr. Dhanraj Conducted Frequent Visits in various places such as canteen, Men's hostel, Department Block in the College during College in working hours to ensure that college free of Ragging Related issues.

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

5. convenor appreciated all the Members and due to their coordination that the college campus is free of Ragging Related issues
6. Mr. Veena Mentioned that Awareness program Conducted on 2-11-2022 among students Created a good impulse among the students Regarding Rugging.

The meeting was concluded at 12:40pm.

The Meeting minutes prepared by: Abhilash Krishnan T K


CONVENOR


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

ACTION TAKEN REPORT

1. Anti-Ragging Squad members, along with the convenor, visit the college frequently to address issues related to ragging. These visits are conducted during working hours to ensure that no untoward events take place in the institution.
2. A suggestion has been put forward to the Ragging Committee to conduct an Anti-Ragging Awareness Program for all students in the academic year. This program aims to educate students about the seriousness of ragging and its aftermath

A. K. Sule
18-4-23
CONVENOR

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/AC/22(1)/2023

04-07-2023

OFFICE ORDER

ANTI RAGGING SQUAD (ARS)

Ragging has ruined countless innocent lives and careers. Anti-Ragging Squad is hereby reconstituted on matters of planning action for building and preserving a culture of ragging free environment in the college campus. It shall be the duty of the Anti-Ragging Squad to be called upon to make surprise raids on Hostels, and other places vulnerable to incidents and having the potential for ragging. The following are the members in the Anti ragging squad:

▪ Mr. Abhilash Krishnan.T.K, AP EEE	Convenor
▪ Ms. Vaishakh M Nayanar, AP EEE	Member
▪ Mr. Jijin I, AP ME	"
▪ Ms. Veena K K, AP CSE	"
▪ Ms. Revathi P, AP CE	"
▪ Ms. Abhaya D K, AP ECE	"
▪ Mr. Dhanaraj K, Workshop Supdt.	"

Duties and responsibilities

- It shall be the duty of the Anti-Ragging Squad to conduct an on-the-spot enquiry into any incidents of ragging referred to it by the Head of the institution or any member of the faculty or any member of the staff or any student or any parent or guardian or any employee of a service provider or by any other person, as the case may be; and the enquiry report along with recommendations shall be submitted to the Anti-Ragging Committee for action.
- The Anti-Ragging Squad shall conduct such enquiry observing fair and transparent procedure and the principles of natural justice and after giving adequate opportunity to the student or students accused of ragging and other witnesses to place before it the facts, documents and views concerning the incidents of ragging, and considerations such other relevant information as may be required.


PRINCIPAL

To

**Members of the committee.
Dean/Faculty/HODs /File.
President/Secretary for kind information.**


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

MINUTES OF THE MEETING

Meeting Number :3

Date: 16-08-2023,

Time 12.00PM

Venue: HOD chamber, EEE Department.

Members Present:.

Abhilash Krishnan T.K

Mr. Vaishak M Nayanar , AP EEE

Ms. Abhaya D.K, AP ECE

Ms. Revathi P , AP CE

Mr. JIJIN I ,AP ME

Mr. Dhanraj K. ,Workshop Supdt

Ms. Veena K K, AP CSE

Convenor

Member

Member

Member

Member

Member

Member

Agenda

1. Discussion regarding any issues related to ragging on the college campus, including hostels (Men's and Women's), was held.
2. Discussions were held to strengthen anti-ragging measures in the college.

Discussions

1. The convenor extended a warm welcome to all attendees and emphasized the urgency of addressing and preventing ragging incidents within the college.
2. Ms. Veena presented a comprehensive proposal for implementing and enhancing anti-ragging measures within the college. She emphasized the importance of creating a safe and respectful learning environment.
3. Ms. Revathi shared ideas about organizing community engagement programs aimed at raising awareness about the consequences of ragging. These programs involve both students and local communities and aim to foster a culture of intolerance towards ragging.

Dr. Leena A V
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4. Dhanraj K provided insights into measures being implemented during the workshop to prevent ragging, such as strict monitoring, counselling services, and awareness sessions.

The meeting adjourned at 11:30 am, with participants showing strong commitment and determination to eradicate ragging from the college.

The minutes prepared by: Abhilash Krishnan T.K.


16-8-23
CONVENOR


PRINCIPAL

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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

ACTION TAKEN REPORT

1. As no ragging issues have been reported in the Anti-Ragging Squad meetings, frequent visits to the canteen during lunch and evening times will be conducted intermittently by the members.
2. To ensure that students are aware of ragging-related issues, the monitoring of the programs recommended to be implemented to the Anti-Ragging Committee will be emphasized.


CONVENOR


Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
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Est. 2003

Sree Narayana Guru College of Engineering & Technology


KOROM, PAYYANUR, KANNUR-670 307



ANTI-RAGGING CELL/COMMITTEE

LIST OF MEMBERS

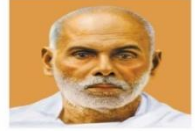
Role	Name	Designation	Contact Details (email,contact)
Chairman	Dr. Leena A V	Principal	principal@sngcet.ac.in
Member	Dr. Susan Abraham	DEAN UG/PG	susanabraham@sngcet.ac.in
Member	Mr Sunder V	ASSISTANT PROFESSOR	hod.cs@sngcet.ac.in
Member	Ms Bindiya M C	ASSISTANT PROFESSOR	bindiyamc@sngcet.ac.in
Member	Mr. Suresh Babu K V	Member, Kankol, Alapadamba Panchayath	info@sngcet.ac.in
Member	Mr. SUBHASH P	SHO, PERINGOME POLICE STATION	info@sngcet.ac.in
Member	Mr. Jalaludheen K V	PTA VICE PRESIDENT	info@sngcet.ac.in
Member	Mrs. Mary sonia George	HOD CE	marysoniageorge@sngcet.ac.in
Member	Abhilash Krishnan T K	HOD EEE	abhilashkrishnantk@sngcet.ac.in
Member	Leena Narayanan	HOD ECE	leenanarayanan@sngcet.ac.in
Member	Mr. Unnikrishnan O	HOD Phy Edu	info@sngcet.ac.in
Member	Mr. Jacob Thomas	HOD ME	jacobthomas@sngcet.ac.in
Member	Mr. Dhanraj K	Workshop Supdt	dhanrajk@sngcet.ac.in
Member	Mrs. GANA N	Assistant Librarian	ganan@sngcet.ac.in
Member	Mr. Rajath Manoharan	S6 CE	info@sngcet.ac.in
Member	Ms. Thejasree T K	S6 ECE	info@sngcet.ac.in


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



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

KOROM, PAYYANUR, KANNUR-670 307



INTERNAL COMPLAINT COMMITTEE



Sree Narayana Guru College of Engineering & Technology

P.O. Chalakode, Payyanur - 670 307, Kannur Dist., Kerala State.

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

Managed by Sree Bhakthi Samvardhini Yogam, Kannur-2.



Sree Narayana Guru
College of Engineering
& Technology
Estd. 2003

Ph: 04985-201987, 201988, 201989 EPAEX- 201702, 703, 709 Fax: 04985-201988

Email: info@sngcet.org sngcet@bsnl.in

Website: sngcet.org

OFFICE ORDER

SNGCET/AC/02/2024

01-01-2024

Sub: Internal Complaint Committee (ICC)

An Internal Committee is hereby constituted to review the complaint raised by the employees/students. As per section 4 AICTE (general Sensitization, prevention and prohibition of sexual harassment of women employees and students and redressal of grievances in technical institutions) regulation 2016 vide number F.AICTE/WH/2016/01dated 10th June 2016.

Sl.No.	Composition	Members
1	Presiding Officer	Dr. Susan Abraham
2	2 Members (faculty)	Ms. Mary Sonia George Mr. Sunder V
3	3 Members (students)	Mr. Rajath Manoharan Ms. Aswathi P P Ms. Arathi T V
4	2 Member (non teaching staff)	Mr.Dhanaraj K Ms. Gana N
5	Member from Local Governing Body	Mrs. Sulochana K M

To

Chairman and Members of committee
Dean/HODs
Department Notice Boards/File



PRINCIPAL

PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR

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

Date - 02-02-2023
Time - 11 am

Venue - Meeting Hall

Members Present

- 1) Dr. Susan Abraham *Susan*
- 2) Sunder - V - *Sunder*
- 3) B. Mary Lina George - *Mary*
- 4) Aswathi P.P. - *Aswathi*
- 5) Rajath. Manoharan *Rajath*
- 6) Gana. N. *Gana*
- 7) Dharmraj. K. *Dharmraj*

Agenda

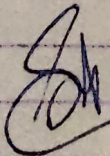
- 1) Explaining the purpose of the committee & its functions
- 2) Deciding the frequency of meeting
- 3) Measures to publish the committee members to make others aware of the same
- 4) Any other matters with the permission of the Presiding Officer.

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

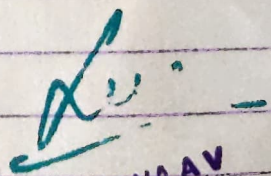
Leena
DR. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYANUR, KANNUR

Minutes

- 1) Dr. Susan Abraham, the Presiding Officer, welcomed the gathering & briefed the agenda of the meeting.
- 2) The functionalities of the committee were described by the Presiding Officer.
- 3) It was decided in the meeting that the committee would meet once in every semester & a special meeting will be called immediately when a complaint is received.
- 4) If any of the member is released from the institution, then the new committee will be formed by the principal.
- 5) It was decided in the meeting to make a request to the Principal, to address all the staff members & inform them about the committee & its functionalities. Workflow should also be informed.
- 6) The Presiding Officer informed that the details of the committee will be displayed in the website & the request for the provision to lodge a complaint for the employees through their cts login will also be submitted.



(Dean UG & PG)



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

Date- 25-09-2023
Time- 2.00 pm

Venue- CG Seminar Hall

Members Present

- 1) Dr. Susan Abraham St
- 2) Sunder. V - Sunder
- 3) B. Mary Sonia George - Mary
- 4) Glana. A - Glana
- 5) Dhanaraj. K - Dhanaraj
- 6) Aswathi - P.P - Aswathi
- 7) Rajath. Manoharam Rajath

Agenda

- 1) Approval of previous meeting minutes
- 2) Review of activities in the past months
- 3) Decision of further activities if any complaints have received
- 4) Any other matters with the permission of the Presiding Officer

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

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

Minutes

- 1) Dr. Susan Abraham, the Presiding Officer, welcomed the gathering & briefed the Agenda of the meeting.
- 2) The Presiding Officer informed that no complaints were received till date.
- 3) She also informed that since all the members ⁱⁿ the committee are still continuing in the institution, there is no need to reconstitute the committee.
- 4) The member Sunder, informed that since we are switching over to new CAS-Ethab the provision for lodging complaint through CAS will be implemented later only as Ethab is now focusing on making the academic glow regular.

(Dean UG & PG)

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



Sree Narayana Guru College of Engineering & Technology

P.O. Chalakode, Payyanur - 670 307, Kannur Dist., Kerala State.

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Managed by Sree Bhakthi Samvardhini Yogam, Kannur-2.



Sree Narayana Guru
College of Engineering
& Technology
Estd: 2003

Ph: 04985-201987, 201988, 201989 EPABX: 201702, 703, 709 Fax: 04985-201988

Email: info@sngcet.org sngcet@bsnl.in

Website: sngcet.org

OFFICE ORDER

SNGCET/AC/07/2023

30-01-2023

Sub: Internal Complaint Committee

An Internal Committee is hereby constituted to review the complaint raised by the employees/students. As per section 4 AICTE (general Sensitization, prevention and prohibition of sexual harassment of women employees and students and redressal of grievances in technical institutions) regulation 2016 vide number F.AICTE/WH/2016/01 dated 10th June 2016.

Sl.No.	Composition	Members
1	Presiding Officer	Dr. Susan Abraham
2	2 Members (faculty)	Ms. Mary Sonia George Mr. Sunder V
3	3 Members (students)	Mr. Rajath Manoharan Ms. Aswathi P P Ms. Avanthika
4	2 Member (non teaching staff)	Mr.Dhanaraj K Ms. Gana N
5	Member from Local Governing Body	Mrs. Sulochana K M

To

Chairman and Members of committee

Dean/HODs

Department Notice Boards/File



PRINCIPAL

PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR

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

Date - 02/02/2024
Time - 1pm

Venue - Bhodanatha Hall

Members Present

- 1) Dr. Susan Abraham Susan
- 2) Sunder V. Sunder
- 3) B. Mary Sonia George - Mary
- 4) Arathi T.V. - Arathi
- 5) Aswathi P.P. - Aswathi
- 6) Rajath Manoharan Rajath
- 7) Gana. N. Gana
- 8) Dhanraj K. Dhanraj

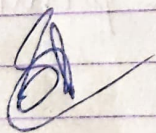
Agenda

- 1) Regarding the reconstitution of the committee
- 2) Approval of the minutes of previous meeting
- 3) Discussion on the complaints, if any.
- 4) Any other matter with the permission of the Presiding Officer.

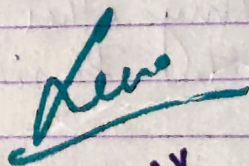
Leena
Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYANUR, KANNUR

Minutely

- 1) Dr. Susan Abraham, The Presiding officer, welcomed the gathering & briefed the agenda of the meeting.
- 2) Previous meeting minutes were read & approved by the members.
- 3) The Presiding officer informed that no complaints were received till date.
- 4) The Presiding officer informed that a new committee were formed by the Principal on 1st Jan 2024. Since the members of the committee remain the same there is no need to make any changes in the website.
- 5) The Presiding officer, informed Sunder, to look into the matter of lodging the complaint-provision-through calls.



(Dean, UG & PG)



DR. LEENA A V
PRINCIPAL
SREE NARAYANA G. D. COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYAR



Est. 2003

Sree Narayana Guru College of Engineering & Technology

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



WOMENS GRIEVANCE CELL ORDER, MINUTES AND ACTION TAKEN



Sree Narayana Guru College of Engineering & Technology

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

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

Managed by Sree Bhakthi Samvardhini Yogam, Talap, Kannur.



SNGCET/AC/07/2024

04-02-2024

OFFICE ORDER

WOMEN'S GRIEVANCE CELL (WGC)

The Women's Grievance Cell is hereby reconstituted with following members to look after the grievances of women employees and female students including sexual harassment of women at work place. All grievances of the women employees and female students shall be referred to this committee and the committee can deliberate and recommend actions against the concerned Faculty/Students to the Principal appropriately.

▪ Dr. Susan Abraham, Dean UG & PG	Convenor
▪ Ms. Saritha Sasindran, AP CE	Joint Convenor
▪ Ms. Bindhya M C, HOD S&H	Member
▪ Mr. Jacob Thomas, AP ME	"
▪ Ms. Archana C P, AP EEE	"
▪ Ms. Meera M, AP ECE	"
▪ Ms. Soubhagya P S, AP ME	"
▪ Ms. Kripa P V, AP CSE	"


PRINCIPAL

To

All Members
Dean/HODs /File.
Convenor for kind information.

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



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

WOMEN'S CELL

Women's Cell at SNGCET aims at empowering the women of SNGCET and to provide them opportunities to attain their true potential. The Women's Cell is committed to create awareness among the Women about gender sensitive issues and their legal rights. The Women's Cell takes necessary action on the grievances put forth by the Women. We are committed to provide a fully confidential and supportive environment to all the female members of our campus community. The Girls/women shall also post their grievances at womengrievances@sngcet.org or contact the helpline

The objectives of the Cell are

- To ensure the facilities and needs of the women faculty, staff and students are met
- To address problems arising out of any gender-related discrimination if any
- To train women in different fields and to help them attain their own stand in a competing world

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

WOMEN'S GRIEVANCE CELL

WOMEN EMPOWERMENT AND ANTI SEXUAL HARASSMENT COMMITTEE:

The Constitution of India guarantees the "Equality to women" and "Right to life and liberty". To empower girl students /women employees and enhance them to understand the issues related to women, the college has constituted a committee for Women Empowerment & Anti Sexual Harassment. It focuses on creating awareness of their rights and duties and also provides a platform for women to share their experiences and views regarding their rights in the society. Women Empowerment Committee is also functioning as an Anti-Sexual Harassment Committee, to provide a healthy and amiable atmosphere for girls.

Objectives:

- To create an awareness of the Women's Right and to empower Women.
- Encourage girl students to participate actively in the events organized by the committee, to strengthen their self-confidence.
- To make aware of gender equity and prevention of sexual harassment.
- To educate girl students on women specific health issues and measures to be taken.

Role and Responsibilities:

- Organizing different activities to make women aware of opportunities and tools available to excel in their career.
- To create an awareness of empowering women among students.
- To provide a safe and secure environment for girl students and women.
- Any matter on women's issues will be referred to the committee.
- Sexual harassment is a serious criminal offence, which can destroy human dignity and freedom. In an effort to promote the well being of all women employees and girl students at the institution the code of conduct has been framed.



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

Functions of Women Empowerment and Anti Sexual Harassment Committee:

- Conducting different programs on women empowerment.
- Conducting awareness programmes on anti-sexual harassment.
- Empower women to face difficult situations at any place. Celebration of International Women's Day on March 8th, every year.
- Address the gender inequity and sexual harassment cases whenever reported and recommend appropriate necessary action.
- Any other matter on women's issues shall refer to the committee.

Procedure

- A signed hard copy of the complaint will submit in person to the convener of the committee and the convener shall discuss it with the members of the committee.
- First incident statement will be taken from both parties involved and an enquiry will be conducted.
- On completion of the proceedings and submission of the report to the head of the institution, will decide the action to be taken, depending on the gravity of the complaint.
- The committee will communicate the final decision to the concerned with proper record, through principal.
- The frequency of the meeting will be twice in a semester. In addition, meeting of all the members of the cell can be convened, if required



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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/CIR/20/2023

05-05-2023

OFFICE ORDER

The Women's Cell of SNGCET with the objective of improving safety and security of women in the SNGCET campus has launched the **24/7 helpline number – 8943616582**. The helpline aims to provide 24/7 online support to the female students, teaching staff and non-teaching staff of the institution.

PRINCIPAL

**DR. LEENA A. V.
PRINCIPAL**


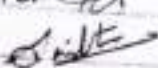






**SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANILLOO
KANNUR**

Copy to:

- 1) Dean/HOD's /Faculty/Staff**
- 2) Notice board/File**
- 3) President/ Secretary for kind information.**

Minutes of the Women's Grievance Cell held
On 08/02/2024

Members Present:

Dr. Susan Abraham, Dean UG & PG 
Ms. Samiha Saimondan APCB 
Ms. Bindhya M.C HOD, S&H 
Mr. Jacob Thomas APMB 
Ms. Archana CP APBB 
Ms. Meera M APBCB 
Ms. Soubhagya P.S. APMB 
Ms. Krupa P.V. APCB 

The convenor welcomed the members of the women's grievance cell

The convenor talked about the importance of creating awareness among the students about the women's rights. The department representatives were told to inform the students about the women's grievance cell of the college.



Dr. Susan Abraham.

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

Minutes of the Women's grievance cell
held on 06/03/2023

Members present:

Dr. Susan Abraham Dean UG and P.G.

Ms. Santhe Sasindran APCB

Ms. Varsha M AP CSE

Ms. Archana CP AP EEE

Ms. Meera M AP EEE. Absent.

Ms. Aswathi Sreejith AP B&H

The convener welcomed the members of the Women's grievance cell.

The convener told the department representatives to create awareness among the students about the women's grievance cell.

It was decided that the women's grievance cell would meet if any grievance or complaint is received or forwarded.

It was decided to conduct a program on "Self Defence Awareness" on 8th March 2023 as part of International Women's Day.

Dr. Susan Abraham.

Dr. LEENA V

PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PATTANUR, KANNUR



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY.

SNGCET/AC/04/2022

12-08-2022

OFFICE ORDER

WOMEN'S GRIEVANCE CELL (WGC)

The Women's Grievance Cell is hereby constituted in the college to look after the grievances of women employees and female students including sexual harassment of women at work place. All grievances of the women employees and female students shall be referred to this committee and the committee can deliberate and recommend actions against the concerned Faculty/Students to the Principal appropriately.

- | | |
|-----------------------------------|----------------|
| ▪ Dr. Susan Abraham, Dean UG & PG | Convenor |
| ▪ Ms. Saritha Sasindran, AP CE | Joint Convenor |
| ▪ Ms. Varsha M, AP CSE | Member |
| ▪ Ms. Archana C P, AP EEE | " |
| ▪ Ms. Meera M, AP ECE | " |
| ▪ Ms. Aswathi Sreejith, AP S&H | " |


PRINCIPAL

To

Members of the committee.
HODs / AO
President/Secretary for kind information.


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

Minutes of the Women's Grievance Cell
held on 22/9/22

Members Present.

Dr. Susan Abraham	Dean UGPPG	Convenor
Mrs. Saritha Sasindean	AP CE	Joint Convenor
Ms. Varsha M	AP CSE	Member
Ms. Archana CP	AP EEE	"
Ms. Meera AP	AP RCE	"
Ms. Aswathi Sreejith A	AP HRS	"

The convenor welcomed the members of the Women's Grievance Cell.

The convenor informed that it was mandatory that the department representatives create awareness among the students about the Women's Grievance Cell and provide information regarding the functions of the cell.

It was decided that the a Women's Grievance Cell meeting would meeting if any grievance or complaint is received or forwarded.

Susan Abraham
22/9/22
Dr. Susan Abraham

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

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

Women's Grievance Cell

Minutes of the Women's Cell held on 15.6.2022

Members Present

1. Dr.Susan Abraham -HOD CE,Convenor
2. Mrs.Saritha Sansindran- AP CE,Joint Convenor

- No grievance was received till date.

- The Members


Mrs.Bushra Abdulla -AP ECE

Mrs.Sharija P - AP CSE

Mrs.Soujisha P -CE Lab

have resigned from the institution and hence the Cell has to be reconstituted with representatives from all the departments. The same will be conveyed to the Principal by the Convenor.


15/6/22
Signature of the Convenor


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

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY,

OFFICER ORDER

SNGCET/AC/04/2021

09-11-2021

Sub: WOMEN'S GRIEVANCE CELL

The Women's Grievance cell is hereby reconstituted in the college for looking after the grievances of women employees and girl students including sexual harassment of women at work place. All grievances of the women employees and girl students shall be referred to this committee and the committee can deliberate and recommend actions against the concerned faculty/students to the Principal appropriately

1. Dr Susan Abraham, HOD/CE, Convenor
2. Ms. Saritha Sasindran, AP/CE, Joint Convenor
3. Ms. Bushra Abdulla.N.T, AP/ECE, Member
4. Ms. Sharija.P, AP/CSE, Member
5. Ms. Soujisha.M, AP/CSE, Member


PRINCIPAL

To

Chairman and members of the committee
HODs/AO

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


Women'S Grievance Cell


Minutes of the Women's Cell held on 15.11.2021

Members Present

1. Dr.Susan Abraham -HOD CE,Convenor
2. Mrs.Saritha Sansindran- AP CE,Joint Convenor
3. Mrs.Bushra Abdulla -AP ECE
4. Mrs.Sharija P -AP CSE
5. Mrs.Soujisha P -CE Lab Instructor

- The Convenor welcomed the members of the Women'S Cell
- It was decided to conduct an awareness among students about the Women's Grievance Cell . E
- The Womens Grievance Cell members are to address the students and inform the about the functions of the Cell.
- It was decided that the Women's Grievance Cell meeting would be conducted if ANY grievance was received


Signature of the Convenor


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

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

PAYYANUR

OFFICER ORDER


SNGCET/AC/08/2020

04-08-2020

Sub: WOMEN'S CELL

The Women's cell is hereby reconstituted in the college for looking after the grievances of women employees and girl students including sexual harassment of women at work place. All grievances of the women employees and girl students shall be referred to this committee and the committee can deliberate and recommend actions against the concerned male faculty/students to the Principal appropriately

1. Dr Susan Abraham, HOD/CE, Chairman
2. Prof Sreeraji Narayanan, AP/CSE member
3. Prof Prabha chandran, AP/EEE member
4. Prof Leena Narayanan, AP/ECE, member
5. Prof Saritha Sasindran, AP/CE, member
6. Prof Subitha MB, AP/ECE, Convener


PRINCIPAL 4/8/20

To

Chairman and members of the committee
AO/HODs

Cc President/Secretary for kind information


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

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY
PAYYANUR

OFFICE ORDER-women's cell

SNGCET/AC/07/2019

01-08-2019

A women's cell is hereby constituted in the college for looking after the grievances of women employees and girl students including sexual harassment of women at workplace. All grievances of the women employees and girl students shall be referred to this committee and the committee can deliberate and advice the Principal appropriately. The committee can meet as and when required.

Smt Susan Abraham	AP/CE	Chairman
Smt Sreeraji Narayanan	AP/CS	Member
Smt Akshara Mohan	AP/EEE	Member
Smt Subitha M B	AP/ECE	Member
Smt Divya SP	AP/H&S	Convener


PRINCIPAL 

- To
Chairman and members of the committee
- cc Faculty/HODs/AO/Vice Principal
Notice Board
- Cc President/Secretary for kind information


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY.

MINUTES OF THE WOMEN'S CELL MEETING

MEETING No:1

DATE:20/09/2019

SL NO.	NAME	SIGNATURE
1	Dr Susan Abraham (HOD CE)	
2	Prof Divya SP (AP H&S)	
3	Prof Akshara Mohan (AP EEE)	
4	Prof Sreeraji Narayanan (AP CSE)	
5	Prof Subitha M B (AP ECE)	
6	Aswitha (S1 CE)	
7	Nanditha Babu (S3 CE)	
8	Anagha Srivalsan (S5 CE)	
9	Amritha P (S7 CE)	
10	Anusha (S1 EEE)	
11	Anusree Prakash (S5 EEE)	
12	Devika Satheesh (S7 EEE)	
13	Pallavi Swaroop (S1 CSE)	
14	Akshaya (S3 CSE)	
15	Anaswara Krishnan (S5 CSE)	
16	Shighinas K K (S7 CSE)	
17	Keerthan (S1 ECE)	
18	Sneha Surendran (S3 ECE)	
19	Aswathi M V (S5 ECE)	
20	Vismitha (S7 ECE)	
21	Neethu (M1 CAS)	
22	Keerthana (M3 CAS)	

Agenda: To introduce women's cell and its objectives to the first year students.

Decisions:

- ❖ The chairman welcomed the members of the women's cell and gave a brief the significance women's cell in educational institutions
- ❖ The convenor discussed the impact of women's cell and asked them to repc and concerns if any.

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

- ❖ Prof Leena Narayanan concluded the meeting and the tentative date for the was fixed on 18/09/19.

Susan
22/09/19

Dr Susan Abraham (HOD CE)
Chair person

Leena

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

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

PAYYANUR

OFFICE ORDER-WOMEN'S CELL

SHGCT/AC/08/2018

04-08-2018

The women's cell is hereby reconstituted in the college for looking after the grievances of women employees and girl students including sexual harassment of women at workplace. All grievances of the women employees and girl students shall be referred to this committee and the committee can deliberate and advise the Principal appropriately. The committee can meet as and when required.

Dr Susan Abraham	HOD/CE	Chairman
Smt Sreeraji Narayanan	AP/CS	Member
Smt Remya Krishnan	AP/EEE	Member
Smt Leena Narayanan	AP/ECE	Member
Smt Divya SP	AP/H&S	Convener



PRINCIPAL

- To
Chairman and members of the committee
- cc
Faculty/HODs/AO
Notice Board
- Cc
President/Secretary for kind information



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

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

MEMBERS OF THE WOMEN'S CELL:

FACULTY MEMBERS:

Dr Susan Abraham	HOD/CE Chairman
Prof Sreeraji Narayanan	AP/CS Member
Prof Akshara Mohan	AP/EEE Member
Prof Subitha M B	AP/ECE Member
Prof Divya SP	AP/H&S Convener

STUDENT MEMBERS:

Aswitha	(S1 CE)
Nanditha Babu	(S3 CE)
Anagha Srivalsan	(S5 CE)
Amritha P	(S7 CE)
Anusha	(S1 EEE)
Anusree Prakash	(S5 EEE)
Devika Satheesh	(S7 EEE)
Pallavi Swaroop	(S1 CSE)
Akshaya	(S3 CSE)
Anaswara Krishnan	(S5 CSE)
Shighinas K K	(S7 CSE)
Keerthan	(S1 ECE)
Sneha Surendran	(S3 ECE)
Aswathi M V	(S5 ECE)
Vismitha	(S7 ECE)
Neethu	(M1 CAS)
Keerthana	(M3 CAS)



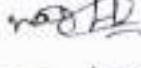
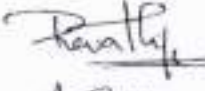
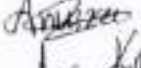
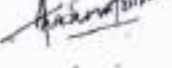
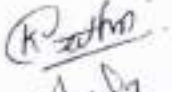

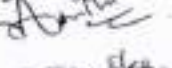




CHAIRMAN

Dr Susan Abraham HOD/CE

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

Meeting of Women's Cell Held on 26/02/19

Members Present

1. Dr. Susan Abraham 
2. Divya P.P. 
3. Sreejaji Narayanan 
4. Leena Narayanan 
5. Nanditha Babu 
6. Revathi K 
7. Anusree Prakash 
8. ANASWARA KRISHNAN 
9. Keerthana - Hitech 
10. Anna M 
11. Fiswathi. m.v 
12. Devika 
13. Aiswarya. AV 
14. Nanya. P 
15. KP Anupriya 
16. Sneha Sureshkumar 
17. Sahada V.P 



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

The Meeting of Women's Cell Held on 25/02/11

Agenda: Women's day
Celebration

Members Present

- | | |
|-----------------------|------------------|
| 1. Divya S.P. | <u>Divya</u> |
| 2. Leena Narayanan | <u>Leena</u> |
| 3. Sreeraj Narayanan | <u>Sreeraj</u> |
| 4. Divya S.P. | <u>Divya</u> |
| 5. Amritha P. | <u>Amritha</u> |
| 6. Sahada V.P. | <u>Sahada</u> |
| 7. Bhavya N. | <u>Bhavya</u> |
| 8. Shighina S.K. | <u>Shighina</u> |
| 9. Devika Sathish | <u>Devika</u> |
| 10. Anaswara Krishnan | <u>Anaswara</u> |
| 11. Anusree Prakash | <u>Anusree</u> |
| 12. Keerthana. | <u>Keerthana</u> |
| 13. Amritha P. | <u>Amritha</u> |
| 14. Aswathi M.V. | <u>Aswathi</u> |

Leena

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

Discussions .

- * Discussions were done regarding women's day celebration ~~and~~ on March 8, 2019.
- * Students and coordinators discussed on the events to be conducted as part of women's day celebrations.
- * Next meeting is scheduled on 26/02/19


25/02/19



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

Minutes of the Women's cell held on 26/02/19.

Agenda: Women's day celebration to be held on 08/03/19.

Events to be conducted.

Decisions

1. It is decided to have a ~~ransom~~ canvas painting in the canopy block as part of women's day celebration.
2. It is also decided to have a Zumba dance in the evening at 7.30 PM.
3. A few students also suggested that quotes on Women and some photographs will be pasted on the entry block.
4. Students have agreed to make necessary arrangement in the early morning to celebrate women's day.


Dr. Leena A V
26/02/19.



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

Meeting of the Women's Cell held on
8/3/19

Members Present.

1. Dr. Susan Abraham.
2. Divya S.P.
3. Sreeraji Narayanan.
4. Leena Narayanan


Sreeraji
Divya
Sreeraji
Le.

Leena

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

Minutes of the Women's Day Celebration Held on 08/03/19

- * International Women's day was grandly celebrated on 08/03/2019. The Principal inaugurated the function. As six felicitated on the function. Women's cell chairperson Dr. Susan Abraham addressed the students and insisted on the need of women empowerment.
- * A Canvas painting was done in the canopy block. The painting depicted the talents of women's cell members.
- * Zumba dance was conducted by Mrs Priya and Mrs Sarika Padmanabhan. As an introduction Mrs. Sarika talked on the need of regular exercise for both physical and emotional well being.
- * Women's cell member Aswathy from S8 ECE delivered the Vote of thanks.

Dr. S.P.

09/03/19.



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



MINUTES OF THE WOMEN'S CELL MEETING

Date: 21/11/18

MEMBERS PRESENT:

Chairman	:	Susan Abraham	
Convener	:	Divya S.P.	
Faculty Members	:	Ranya Krishnan.PV	
	:	Lena Narayanan	
	:	Breelaji Narayanan	
Student Members	:	Amritha P. SCE	
	:	Anaswara Krishnan. S3 CSE	
	:	Bhanya N. S1 CSE	
	:	Keerthana S1 HTech	
	:	NITHISHA.A S3 MTech	
	:	SHABDA MELATH BABU	
	:	Anagha Ashokan. S7, EEE	
	:	Sahade V.P	
	:	Devika Sathish SCEEG	
	:	Anupriya Putushothaman	
	:	Anusree Prakash SCEEG	
	:	Aswathi. m.V SCEEG	
	:	ANADHA SREEVALSAN. V.M SCE	
	:	SHRUTHIAB.K	
	:	Sneha Sureshnan. m	

DECISIONS:

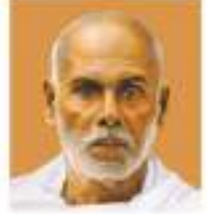
- * Discussions were done regarding women's day celebration. It is decided to celebrate women's day on March 8, 19.
- * Discussions were done to increase the facilities of the ladies toilets in the administrative Block.
- * Next meeting is scheduled on January 3, 2019.

Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY



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

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



DISCIPLINARY ACTION COMMITTEE ORDER, MINUTES AND ACTION TAKEN



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY,

SNGCET/AC/06/2022

12-08-2022

OFFICE ORDER

DISCIPLINARY ACTION COMMITTEE (DAC)

Every student of the college is required to observe discipline and decorous behavior inside the campus. Any act of indiscipline, misbehavior and unfair practice in Examinations will be referred to the Disciplinary Action Committee. Malpractice in Examinations shall be viewed very seriously and any such incident observed or reported by a Faculty member or Invigilator associated with the examinations shall be reported to the Principal who in turn shall refer it to DAC. On the basis of the report and evidence available or gathered, DAC shall immediately initiate an enquiry giving the concerned student a chance to explain his/her case.

Based on this the Committee shall recommend the course of action in line with the guidelines formulated for this by the Controller of Examinations of the University and forward it to the Principal for action. A Disciplinary Action Committee is hereby constituted with the following members:

- | | |
|-----------------------------------|-------------|
| ▪ Dr. Susan Abraham, Dean UG & PG | Chairperson |
| ▪ Ms. Shilpa Valsakumar, AP CE | Member |
| ▪ Mr. Nikhil M, HOD S&H | Member |
| ▪ Mr. Sunder V, HOD CSE | Convenor |

The Committee can meet as and when required with the prior permission from the undersigned.


PRINCIPAL

To

**Members of the committee.
HODs / AO
President/Secretary for kind information.**


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

Minutes of Disciplinary Action


Committee held on 27-2-18
in the Examination room at 2.30 p.m.

Members Present

1. PROF. LAVENDHAN 27/2/18
2. ASST. PROF. CHANDRATHITH 27/2/18
3. ASST. PROF. SUDITH 27/2/18
4. ASST. PROF. B. MARY SONIA GEORGE 27/2/19

- ① The chairman ^{gave a warm} welcomed to the members.
- ② The committee members had gathered to discuss a complaint obtained from one of the Faculty members.
- ③ The complaint was against a set of students who put a posture defaming the Faculty member.
- ④ The students were identified using the CCTV footage.
- ⑤ The committee decided to call the students the next day to obtain their reason for the same.

Mary Soni
27/2/18
Convenor


27/2/18
Principal


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

Minutes of the Disciplinary Action Committee
held on 28-2-19 in the examination room at
11.00 a.m.

Members Present

1. PROF. RAVINDRAN *28/2/19*
2. ASST. PROFESSOR CHANDRAGITH *28/2/19*
3. ASST. PROF. SUTITH *28/2/19*
4. ASST. PROF. B. MARY SONIA GEORGE *28/2/19*

- ① The chairman gave a welcome to the members.
- ② The students were called one by one and were asked for the reason of putting up of the posture.
- ③ All of the students apologised for their act and had expected to play a joke. They had not expected a serious approach from the Faculty member.
- ④ They were made to understand that their act of play can be viewed very seriously and if repeated will be subjected to serious punishments.
- ⑤ The five students have submitted an apology letter and ~~had~~ ^{were} asked not to repeat it.
- ⑥ They also met the faculty and apologised.

May 28/2/19
Convenor

Leena
Principal

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

Minutes of the Disciplinary Action Committee
on 5/3/2019 in the examination room at
11 a.m.

1. PROF. RAVINDRAN *Suma* 5/3/19
2. ASST. PROF. CHANDRATHITH *Suma* 5/3/19
3. ASST. PROF. SUTITH *Suma* 5/3/19
4. ASST. PROF. B. MARY SONIA GEORGE *d* 5/3/19

1. The chairman gave a warm welcome.
2. The complainant Mr. T.V. Manuaj was called forth to hear his side and to know if he had any issues with the students.
3. He was informed that the students had played a joke and had not expected such a serious reaction from the faculties.
4. He was also informed that the students submitted an apology letter.
5. He told the committee that students themselves had gone to him and apologised.
6. The committee came to the conclusion that a strict warning letter shall be issued to the students.

Mary
5/3/19.
Convenor

Suma
5/3/19
Principal

Leena
Dr. LEENA A. V.
PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR

Minutes of the Disciplinary Action Committee
on 15/3/19 in the examination room at
3.00 p.m.

1. PROF. RAVINDRAN *Imo* 15/3/19
2. ASST. PROFESSOR. CHANDRATHITH *mm* 15/3/19
3. ASST. PROFESSOR SUTITH *mm* 15/3/19
4. ASST. PROFESSOR. B. MARY SONIA GEORGE *mm* 15/3/19.

1. The Chairman gave welcome to the members.
2. 2 students were caught doing malpractice during the first series test.
3. The students were called and advised about the consequences of the malpractice.
4. They were given a strict warning regarding the same.
5. They had written an apology letter and have agreed not to repeat the malpractice.

Mary
15/3/19
Convenor

Imo
15/3/19
Principal

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

Minutes of the Disciplinary Action Committee
on 22/3/19 in the examination room at
10.45 a.m.

1. PROF. RAVINDRAN *22/3/19*
2. ASST. PROFESSOR CHANDRATH *22/3/19*
3. ASST. PROFESSOR SUTHA *22/3/19*
4. ASST. PROFESSOR B. MARY SONIA GEORGE *22/3/19*

1. The chairman gave a warm welcome
2. The committee had gathered to discuss malpractice in the University Examination of 1st Semester in Calculus.
3. The student was summoned and enquired about the malpractice.
4. He had taken into the hall a piece of paper with solved problem. But he was unable to copy the contents completely.
5. He was given a warning and explained the consequence of debarring or missing a chance.
6. He was asked to submit a letter with parents signature explaining the reason.
7. A report was prepared and submitted to the principal the coming day to be uploaded in KTU site.
8. The meeting ended.

May 14
22/3/19
Convenor

Leena
22/3/19
Principal

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

Minutes of the Disciplinary Action Committee
held on 30/4/19 in the Department of Electronics
at 10:45 a.m.

1. PROF. RAVINDRAN *30/4/19*
2. ASST. PROFESSOR CHANDRATHITH *30/4*
3. ASST. PROFESSOR SUNITA Absent
4. ASST. PROFESSOR B. MARY SONIA GEORGE *30/4/19*

1. The chairman gave a warm welcome.
2. The committee had gathered 15 ~~min~~ ^{mins} to discuss about the malpractice in the second ~~series~~ ^{1st} ~~University~~ Examination.
3. 4 students were caught for malpractice.
4. The students were called and advised about the consequences of the malpractice during University.
5. They were given a strict warning regarding the same.
6. They have written an apology letter and have agreed not to repeat it.

May 1/19
30/4/19
Convenor

30/4/19
Principal

Leena

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

Minutes of The Disciplinary Action Committee
held on 23-7-19 in the Department of Electronics at
10.45 am.

1. PROF. LAVINDRAN *23/7/19*
2. ASST. PROF. CHANDRATITH *23/7*
3. ASST. PROF. SUTITH *23/7/19*
4. ASST. PROF. B. MARY SONIA GEORGE *23/7/19*

1. The chairman gave a warm welcome.
2. The committee had gathered to discuss about the malpractice in the university examination of the students.
3. The students were summoned and enquired about the malpractice.
4. The students were given a warning and explained the consequence of debarring or missing a chance.
5. The parents were informed about the malpractice.
6. He was asked to submit a letter.
7. A report was prepared and submitted to the college for uploading in the KTU site.
8. The meeting ended.

Maylyn
23/7/19
Convener

Samaran
23/7/19
Principal

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

Minutes of the Disciplinary Action Committee held
on 24-7-19 in the exam room at 10.45 a.m.

1. PROF. RAVINDRAN *24/7/19*
2. ASST. PROFESSOR CHANDRASETH *24/7/19*
3. ASST. PROFESSOR SUDITH *24/7/19*
4. ASST. PROFESSOR B. MARY SONIA GEORGE *24/7/19*

1. The chairman gave a warm welcome.
2. The committee had gathered to discuss about the malpractise in the university examination of 2 students.
3. The students were summoned and enquired about the malpractise.
4. The students were given a warning and explained the consequence of debarring or missing chances.
5. The parents were informed about the malpractise.
6. He was asked to submit a letter.
7. A report was prepared and submitted to the college for uploading in UTV site.
8. The meeting ended.

May 6/19
24/7/19
Convener

24/7/19
Principal

Leena
Dr. LEENA A. V.
PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR

Minutes of the Disciplinary Action Committee held on
7-9-19 at 10am in the exam Room.

1. PROF. RAVINDRAN - 7/9/19
2. PROF. CHANDRATHITH - 7/9/19
3. PROF. SUDITHA - 7/9/19
4. PROF. B. MARY SONIA GEORGE - 7/9/19.

1. The chairman gave a warm welcome.
2. The committee had gathered to look into the complaint received by the Staff advisor Mr. Binosh.
3. The committee had enquired about all the details of the root-cause of the problem and the involvement of the students in the same during onam celebrations.
4. The parents were summoned and explained about the problem caused in the onam celebrations.
5. The parents were convinced about the punishment involved in such events.
6. An apology letter was submitted by the students involved and they resolved not to do ~~any~~ ^{any} more such activities.
7. The meeting ended.

Mary
7/9/19
Convenor

Leena
7/9/19
Principal

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

Minutes of the Disciplinary Action Committee held on 16-9-19 at 9.15 am in the Exam Room.

1. PROF. RAVINDRAN - ~~16/9/19~~
2. PROF. CHANDRATITH - ~~16/9~~
3. PROF. SUTITH - ~~16/9/19~~
4. PROF. B. MARY SONIA GEORGE - ~~16/9/19~~

1. The chairman gave a warm welcome.
2. The committee gathered to finally discuss the action to be taken about the complaint received after all the enquiries made by meeting the parents and the students.
3. The committee decided to give the necessary punishment and strong warning against any more such incidents.
4. A report was to be prepared and submitted to the principal at the earliest and necessary recommendations were to be provided.
5. The meeting ended.

May 16/9/19
Convenor

~~16/9/19~~
Principal

Leena

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

Minutes of the Disciplinary Action Committee held on 7/2/2020 at 2.15 p.m. in the Exam Room.

1. Prof. Ravandean - *2/2/2020*
2. Prof. Chandrajith E - *RMH*
3. Prof. Sijith - *8/2/2020*
4. Prof. B. May Sonia George - *May 1/2/20*

1. The chairman gave a warm welcome.
2. The committee had gathered to discuss about the malpractice in the university Exams by 3 students.
3. The students were summoned and enquired about the malpractice.
4. The students were given a warning and explained the consequence of debarring or missing chances.
5. The parents were also informed about the malpractice.
6. They had submitted an apology letter.
7. A report will be prepared and submitted to the principal for uploading in the site.
8. Meeting ended.

May 1/2/20
Convenor

2/2/2020
Principal

Leena
Dr. LEENA A. V.
PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR

Minutes of the Disciplinary Action Committee
held on 6/3/20 at 10.30 a.m in the Exam
Room.

1. Prof. Ravindran - *Sumo* 16/3/20
2. Prof. Chandrajith E - *Pran* 16/3/20
3. Prof. Sujith - *Sumo* 16/3/20
4. Prof. B. Mary Sonia George - *May*

1. The chairman gave a warm welcome.
2. The committee had gathered to discuss about a complaint recieved from a faculty about a misbehaviour of a student in class.
3. The Faculty was summoned and enquired about the complaint.
4. The Committee decided to inform the parent of the student and informed the parent to report on the next working day along with student for the explanation of the same.
5. The meeting ended.

May
16/3/2020

Convenor

Sumo
16/3/2020
Principal

Leena

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

Minutes of the Disciplinary Action Committee
held on 9/3/20 at 9.45 a.m. in the
Exam Room.

1. Prof. Ravindran - *Sumedh 5/3/2020*
2. Prof. Chandigith E - *Sumedh 5/3/2020*
3. Prof. Sujith - *Sumedh 5/3/2020*
4. Prof. B. Mary Inia George - *May 1/20*

1. The chairman gave a warm welcome.
2. The committee had gathered to discuss about the complaint received from the Faculty regarding the misbehaviour of a student in class.
3. The parent of the student along with student reported and were enquired about the complaint.
4. The parent and the student were informed about the consequence of the offence.
5. Another meeting of the parent with faculty was scheduled where the final decision will be taken.
6. The meeting ended.

May 1/20
9/3/2020
Convenor

Sumedh
5/3/2020
Principal

Leena
Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
K/

Minutes of the Disciplinary Action Committee
Held on 13/1/2021 at 10.00 a.m in the
Exam room.

1. Prof. Ravindean - *13/1/2021*
2. Prof. Chendrajith - *13/1/2021*
3. Prof. Sujith - *13/1/2021*
4. Prof. B. Mary Sonia George - *13/1/2021*

1. The chairman gave a warm welcome.
2. The Committee had gathered to discuss about the malpractice of 2 students in the University Exams.
3. The students were summoned for enquiry but the students did not turn up.
4. The parents were informed about the malpractice.
5. A report will be prepared and submitted to the college ^{Principal} for uploading in the KTU site.
6. The meeting ended.

May 9
13/1/2021

Convenor

13/1/2021

Principal

Leena

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

Minutes of the Disciplinary Action Committee held on 12/3/2021 in the Department of Electronics and Communication in the HOD's room:

1. Prof. Ravindean - *[Signature]* 12/3/2021
2. Prof. Chandrajith - *[Signature]* 12/3/21
3. Prof. ~~Rajith~~ Mary Sonia George - *[Signature]*
4. Dr. Somasekharan - *[Signature]*

1. The chairman gave a warm welcome.
2. The Committee was reconstituted on 8-3-2021. One of the member had gone on long leave and he was replaced by a new member.
3. The chairman gave welcome to the new member.
4. The committee had gathered to discuss a complaint received from a faculty regarding the misbehaviour of few students.
5. The Faculty was summoned and the enquiry about the complaint.
6. The Department members were also called and enquired about the complaint.
7. By looking into the footage of the closed circuit camera the students were identified, as on the incident day they were wearing masks due to corona.
8. The committee decided to summon the students to enquire about the complaint.

[Signature]
12/3/2021
Convenor

[Signature]
Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAPPANAD
KANNUR

[Signature]
12/3/2021
Principal

Minutes of Disciplinary Action Committee on
16/3/2021 in the Department of Electronics
and Communication in the Seminar Hall of
ECE.

1. Prof. Ravindran - *Sumo 16/3/21*
2. Dr. Somasekharan - *Ramkumar*
3. Prof. Chandrajith - *Ramkumar*
4. Prof. B. Mani Srinivasan - *May 16/3/21*

1. The chairman gave a warm welcome.
2. The committee had summoned the students for the meeting. Due to university Examination only two students had attended the meeting.
3. The committee informed the students the consequence of misbehaviour with faculty members.
4. The students were questioned about their involvement in the misbehaviour.
5. However the students did not agree to the complaint against them.
6. A written statement was collected from the student.
7. The meeting ended.

May 16/3/2021

Convenor

Leena

Dr. LEENA A. V.
PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
AYYANUR

Sumo 16/3/21
Principal

Minutes of Disciplinary Action Committee on
17/3/2021 in the Seminar Hall of ECE
Department.

1. Prof. Ravindran - *Signature*
2. Dr. Somasekharan - *Signature*
3. Prof. Chandrajith - *Signature*
4. Prof. B. Mary Sonia George - *Signature*

1. The chairman gave a warm welcome.
2. The committee had summoned the rest of the 2 students.
3. These two students said they did not speak anything except one student who had come yesterday for enquiry.
4. Few Faculty members who were on leave in that department during enquiry time were also summoned for their discussion.
5. After enquiry the meeting ended.

Signature
17/3/2021

Convenor

Signature
17/3/2021

Principal

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

Minutes of the Disciplinary Action Committee
on 31/3/2021 in the Department of Electronics
and Communication in the HOD's room.

1. Prof. Lavindean - *June 3/4/21*
2. Dr. Somasekharan - *Somasekharan*
3. Prof. Chandrajith - *Prof 21/3/21*
4. Prof. B. Mary Sonia George - *Mary*

1. The Chairman gave a warm welcome.
2. The Committee was called for the final discussion in the complaint received.
3. The Committee had prepared a rough draft of the recommendations and it is was finalised in the meeting.
4. A final report will be prepared and submitted to the Principal.
5. The meeting ended.

Mary
31/3/2021
convenor

June
31/3/2021
Principal

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

Minutes of Disciplinary Action Committee on 8-5-2021 in the Department of Electronics and Communication

1. Prof. Lavindan - *[Signature]*
2. Dr. Somashekar - *[Signature]*
3. Prof. Chandrajith - *[Signature]*
4. Prof. B. May Srin George - *[Signature]*

1. The Chairman gave a warm welcome.
2. The Committee was called to discuss the malpractice of a student in the University examination.
3. The student was contacted over phone to get the details due to COVID-19 regulations.
4. The student was briefed about the consequences of debarring or missing chances.
5. The parents were also informed about the malpractice.
6. A report will be prepared and submitted to Principal for uploading in KTV.
7. Meeting ended.

[Signature]
8/5/2021
Convenor

[Signature]
Principal

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

Minutes of the Meeting of Disciplinary Action Committee on 13-7-2021 in the Department of Electronics and Communication Engineering.

1. Prof. Ravindran - *[Signature]*
2. Dr. Somasekharan - *[Signature]*
3. Prof. Chandrajith - *[Signature]*
4. Prof. B. Mary Sonia George - *[Signature]*
13/7/2021

1. The Chairman gave a warm welcome.
2. The committee was called to discuss the malpractice of two students reported during University Examination.
3. The committee decided to call the students and hear their version of the complaint.
4. The students were to be summoned on 16-7-2021.
5. The meeting ended.

[Signature]
13/7/2021
Convener

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

Minutes of the Disciplinary Action Committee Meeting on 16-7-2021 in the Department of Electronics and Communication.

1. Prof. Ravindran - Prof. Ravindran
2. Dr. Somasekharan - Dr. Somasekharan
3. Prof. Chandrajith - Prof. Chandrajith
4. Prof. B. Mary Sonia George - Prof. B. Mary Sonia George

1. The Chairman gave a warm welcome.
2. The committee had gathered to discuss the complaint regarding malpractice.
3. The students were summoned for enquiry.
4. The students were briefed about the consequences of debarring or missing chances.
5. However the students told that they did not get a chance to copy in the examination.
6. They were apologetic and had submitted an apology letter.
7. The committee was in view that the parents should be informed of the same.
8. The parents would be called to come to college on 22-7-2021.
9. The meeting ended.

May 14
16/7/2021
Convenor

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

Minutes of the Disciplinary Action Committee Meeting on
22-7-2021 in the Department of Electronics and
Communication.

1. Prof. Ravindran - *[Signature]*
2. Dr. Somasekharan - *[Signature]*
3. Prof. Chandegith - *[Signature]*
4. Prof. B. Mary Sonia George - *[Signature]* May 19/2021

1. The Chairman gave a warm welcome.
2. The committee had gathered to discuss about the malpractice in the University Exam.
3. The parents had come for the meeting and they were also briefed about the consequence of malpractice.
4. However, they had written a letter that their wards will not repeat the mistake again.
5. A report will be prepared and submitted to the Principal at the earliest.
6. The meeting ended.

May 19/2021
Convenor

[Signature]
Principal

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

Minutes of the Disciplinary Action Committee Meeting on 13-9-2021 in the Department of Electronics and Communication.

1. Prof. Ravindran - *[Signature]*
2. Dr. Somasekharan - *[Signature]*
3. Prof. Chandugith - *[Signature]*
4. Prof. B. May Soria George - *[Signature]*
13/9/2021

1. The chairman gave a warm welcome.
2. The committee had gathered to discuss about a complaint on ~~13-9-2021~~ Malpractice in the University Examination.
3. The student was summoned and enquired.
4. The student was briefed about the consequence of Debaring or missing chance.
5. The student ~~was~~ had not copied any matter as he had taken the phone due to ignorance into the examination Hall.
6. He had ^{been} apologetic and written an apology letter.
7. A report will be prepared and submitted to the principal at the earliest.
8. ~~The meeting ended~~. Another complaint was also received in connection with sticking of Postures on the wall premises by students.
9. Since there was no clarity the Committee was in view that the complaint should contain atleast the name of the security personnel who was the complainant and also other details. The committee decided to give the reply on 15-9-2021.
10. The meeting ended. *[Signature]*
13/9/2021

Minutes of the Disciplinary Action Committee on 17-9-2021 in the Electronics Department

1. Prof. Ravindran - *[Signature]*
 2. Dr. Somasekharan - *[Signature]*
 3. Prof. B. Mary Sonia George - *[Signature]*
 4. Prof. Chandrajith - *[Signature]*
- 17/9/2021

1. The chairman gave a warm welcome. 1.
2. The committee had gathered to discuss about the complaint received on 13th. 2.
3. The security personnel was summoned before the committee to hear his version of complaint. 3.
4. He explained the complaint in detail and also said he would give his version in detail in written format, the next day. 4.
5. Then the meeting ended. 5.

[Signature]
17/9/2021

Convenor

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

Minutes of the Disciplinary Action Committee Meeting on 20-9-2021 in the examination room in the main Block.

1. Prof. Ravindean - *2nd*
2. Dr. Somasekharan - *2nd*
3. Prof. B. Mary Sonia George - *May 19*
4. Prof. Chandrajith - *20/9/21*

1. The chairman gave a warm welcome.
2. The committee had gathered to check the malpractise details.
3. The System Administrator was also summoned to check the gadget details.
4. No evidence of copying or malpractise was detected in the phone.
5. Hence the committee decided that the ~~phone~~ report will be prepared and submitted to the principal by 22-9-2021.
6. The meeting ended.

May 19
20/9/2021

Convenor

Leena
Dr. LEENA A. V.
PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR
KANJUR

Minutes of the Disciplinary Action Committee meeting on 21-9-2021 in the Room of System Administrator.

1. Prof. Ravindran - *21/9/2021*
2. Dr. Somasekharan - *Somasekharan*
3. Prof. B. Mary Sonia George - *May 21/9/2021*
4. Prof. Chandrajith - *Chandrajith*

1. The chairman gave a warm welcome. 1.
2. The committee had gathered to discuss about the complaint received on 13-9-2021. 2.
3. A letter was given to the System Administrator to check the camera footage on 6-9-2021 from 8.00 A.M. to 3.45 P.M. 3.
4. The respective tutors of all the department of Sixth semester were summoned to identify the students who were wearing masks. 4.
5. 4 students were identified by the tutors of Sixth Semester.
6. After identification, the meeting ended. 5.

May 21/9/2021
Convenor

Leena

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

Minutes of the Disciplinary Action Committee meeting on 22-9-2021 in the Electronics Department.

1. Prof. Ravindran - *[Signature]*
2. Dr. Somasekharan - *[Signature]*
3. Prof. B. Mary Sonia George - *[Signature]* 22/9/2021
4. Prof. Chandrajith - *[Signature]*

1. The Chairman gave a warm welcome.
2. The committee had summoned all the four students to hear their part in the complaint.
3. However since the complaint dealt with sticking of Postures of SFI, the SFI unit president who was one among the identified students, had come representing all the four students.
4. He was briefed well about the punishment of sticking posture on Private property and was also briefed about the court verdict received on 27th April 2021.
5. The student was aware of the court verdict but was not well aware of the Contempt of court verdict. He said he would contact their higher authorities and then tell his stand.
6. After speaking to higher authorities he said he would remove the postures immediately as he was not aware of the consequences.
7. By 3 p.m. he removed all the postures along with his committee members.

8. The committee will prepare a report of the same and submit the report on 22-9-2021 itself.
9. The meeting ended.

May 19
22/9/2021

Convenor

1)

2)

3)

4)

5)

6)

7)

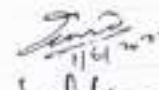

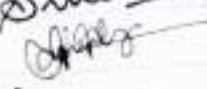

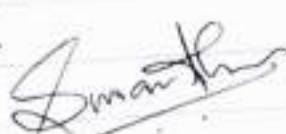
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Leena
Dr. LEENA A. V.
PRINCIPAL

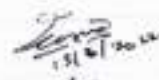
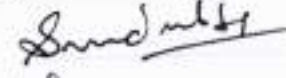


SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR
KANNUR

Minutes of the Disciplinary Committee Meeting
on 01-06-2022 at HOD Cabin of ETE dept.
at 2:00 pm.

- 1) Prof. Ravendran K - 
- 2) Prof. Sunder V - 
- 3) Prof. Rajesh P - 
- 4) Prof. Nikhil M - 
- 5) Dr. Susan Abraham - 

- 1) The Chairman welcomed the members.
- 2) Both the students were asked to be present before the committee to express their points.
- 3) Both the students were called for the malpractice they did for the Uty exam.
- 4) Both of them admitted their mistake & apologized for their act of behaviour.
- 5) Prof. Ravendran, advised them & made understand the seriousness of the act they have performed.
- 6) Mr. Sunder explained about the circular that KTC has released related to the malpractice & the depth of punishment.
- 7) ~~Consistent~~ Committee discussed the matter based on the statements given by the students & Prof. Ravendran said that he will prepare the minutes afterwards.
- 8) The committee will again meet on 18/6/22 & finalize the report before submitting the same to Principal.
- 9) The meeting concluded by 3:30 pm.

Minutes of Discipline Action Committee Meeting
held at HOD ELE Cabin on 13/06/2022 at
2pm.

- 1) Prof Raveendran.K - 
- 2) Prof Sunder.V - 
- 3) Prof Nikhil.M - 
- 4) Prof Rajesh.P - 

- 1) The Chairman welcomed the members.
- 2) The students - Shezad & Sarang of SE CSE was called for enquiry based on the complaint given by Mrs. Nimritha Murali AP in Chemistry, S&H Dept.
- 3) The students were not understanding about the seriousness of the issue. Prof Raveendran & Prof Sunder, explained about the depth of serious consequences that the entire college will face in this matter as the story was posted in Instagram - social media.
- 4) Later on students admitted the mistake & apologized that the same will not be repeated in the future.
- 5) Prof. Raveendran.K will prepare the report & will hand over it to Dr. Leena Principal before 25/6/2022.
- 6) Meeting concluded at 3.00 pm


13/6/22
Principal

Dr. LEENA A. V.
PRINCIPAL

Minutes of Discipline Committee Meeting held at HOD CSE Cabrine on 20/06/2022 at 10am.

- 1) Prof Sunder V - Sunder V
- 2) Prof Nikhil M - Nikhil M
- 3) Prof Mary Sonia George - Mary

- 1) The HOD CSE welcomed the gathering & described the new complaint received.
- 2) Mr. Rahid. C & Ms. Soza Amer used mobile phones while writing exam.
- 3) They both were called for enquiry & they admitted their mistake.
- 4) They apologize for what they have done.
- 5) However this case of malpractice was reported to KTU through portal, the report for the same will be prepared by Mr. Sunder V & it will be uploaded in the portal.
- 6) The meeting concluded by 11:15am.

Leena
Principal

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

Minutes of Discipline Committee Meeting held at
Sreenivasan Hall (CSE) on 08/2/2023 at 12:30pm

Members Present

- 1) Prof. Mary Sonia George. B. Muthu
- 2) Prof. Leena Narayanan ✓
- 3) Prof. ~~Isaac V. S.~~ Sunder V. Sunder V. 8/2/23

- 1) Prof. Sunder V, CSE HoD welcomed the gathering & described about the malpractice conduct of Mr. Aswin O; SNC 20ME
- 2) Mr. Aswin was called for enquiry & he admitted that he brought the bits to exam hall, which was not permitted.
- 3) Mr. Aswin apologized for the mistake & requested to pardon his behaviour for this time. He informed that this is the first time he is doing such an activity. He also assured before the committee that he will not repeat it again.
- 4) The case was reported in the KTU portal with the knowledge of the observer.
- 5) The committee advised Aswin about the punishment he may get if this is again continued..
- 6) Report on the enquiry & the punishment recommendations will be uploaded in the KTU site/portal by Mr. Sunder V.
- 7) The meeting concluded by 1:20pm.

Dr. LEENA A. V.
PRINCIPAL

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SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYANUR
KANNUR

principal

Minutes of the Discipline Committee Meeting
held at Conference / Board Room (Admin
Block) on

Members Present :

- 1) Prof Sunder V *Sunder V*
- 2) Dr. Susan Abraham *Susan*

- 1) Dr. Susan Abraham, Dean UG/PG Studies, welcomed the gathering & informed the members about the nature of the complaint.
- 2) Ms. Witha Ali, SI student of CE, was called in enquiry of the way she behaved was not satisfactory.
- 3) Parents also opined that it would be a good decision if she quits her studies now.
- 4) The committee also recommended the same.
- 5) The report will be submitted to the Principal.

Leena
Principal

Minutes of the Discipline Committee Meeting
held at Seminar Hall USE on 14/6/2023 at
12 noon.

Members Present

- 1) Prof. Sunder.V *Sunder.V* 14/6/23
- 2) Dr. Sridhar Chandran *Sridhar* 14/6/23
- 3) Mr. Leena Narayanan *Leena* 14/6/23

- 1) Prof. Sunder.V, welcomed the gathering & informed the members about the offence alleged against Ms. Tharmaya Sanjese.
- 2) Ms. Tharmaya admitted that she carried the bits to copy in the exam.
- 3) She was advised about the consequences that she might have to face after reporting the matter to university.
- 4) She apologized for her action & assured that she won't repeat it again.
- 5) The report & indicating the recommendations for punishment will be prepared & uploaded in KTU portal by the KTU Coordinator, Mr. Sunder.V.
- 6) The Meeting concluded by 12:30 pm

Leena
Dr. LEENA A. V.
PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PATTANUR
KANNUR

Leena
Principal



Est. 2003

Sree Narayana Guru College of Engineering & Technology

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



STUDENTS WELFARE COMMITTEE ORDER, MINUTES AND ACTION TAKEN



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY,

SNGCET/AC/11/2022

12-08-2022

OFFICE ORDER

STUDENT'S WELFARE COMMITTEE

A Student's Welfare Committee (SWC) is hereby reconstituted for looking after the welfare of the students. The committee can meet as and when required on student's welfare activities. Based on the recommendations of the committee the undersigned will take necessary actions on student's welfare.

✧ Mr. Abhilash Krishnan T K, AP EE	Chairman
✧ Ms. Bindiya M C, AP S&H	Member
✧ Mr. Sunder V, HOD CSE	Member
✧ Mr. Nikesh.K, S3 M.Tech	Student Member
✧ Ms. Anjali.M.P, S7 CE	"
✧ Ms. Shahana sherin, S5 CE	"
✧ Mr. Abhinav C, S5 EEE	"
✧ Mr. Hrudhul Rag, S5 EEE	"
✧ Mr. Arjun. M, S5 CSE	"
✧ Ms. Anagha.K, S7 CSE	"
✧ Mr. Sourag.K, S5 ME	"
✧ Mr. Athul.B, S7 ME	"
✧ Ms. Keerthana.C.V, S7 ECE	"
✧ Ms. Thejasree T.K, S5 ECE	"
✧ Mr. Nikhil.M, HOD S& H	Convenor

To

Members of the committee.
HODs / AO
President/Secretary for kind information.

PRINCIPAL

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

Minutes of Meeting.

Time: 12:00pm

Date: 3-04-2023

Venue: B₄, EEE dept
class room.

Agenda:

- 1) General discussions
- 2) Future Execution plans
- 3) Any other Related Matters.

Members Present:

- 1) Mr. Abhilash Krishnan T-K, APEEE - Chairman *Abhilash*
- 2) Mr. Nikhil M, HOD S&H - Convenor
- 3) Ms. Brindya M C, AP S&H - Member *Brindya*
- 4) Mr. Sunder V. HOPECE - Member *Sunder*
- 5) Mr. Nikesh K S&MTECH - Member-student
- 6) Ms. Anjali M-P, S&CE - Student
- 7) Ms. Shabana Sharm, S&CE - Student
- 8) Mr. Ashwin C, S&EEE - Student
- 9) Mr. Prudhul Raje S&EEE - Student
- 10) Mr. Arjun M, S&CSE - Student *Arjun*
- 11) Ms. Anagha K, S&CSE - Student
- 12) Mr. Sourav K, S&ME - Student
- 13) Mr. Anul B, S&ME - Student
- 14) Ms. Keerthana CV, S&ECE - Student
- 15) Ms. Thejasree T-K, S&ECE - Student.

Discussions:

- (1) Chairman Briefed about "Suraksha" student welfare scheme of the university - APSKTU, Suraksha supports the Regular Students of affiliated colleges and institutions & university departments in case of accidents and illness.

Dr. LEEPA A. V.
PRINCIPAL

SREE NARA/ANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PANYANUR
KANNUR

Suraksha Finally Supports the Family of the Regular Students in their time of crisis caused due to accidents, illness or death.

(2) Mr. Sunder V. Explained about the admission procedure to the Suraksha scheme that every affiliated engineering college under APSTU should obtain a duly filled up application in Form A for first year admission it is on the date of admission, & for undergoing graduate engineering & Students is date of admission to this scheme will be deemed to be the date of enrolment under the scheme.

he also told that every Regular student shall pay fees fixed by the university from time to time for enrolment in the scheme.

(3) Ms. Bindya told that Form A should be filled by student and form B should be submitted to university on claiming the amount for it is concerned about illness which is given in the Rules of Suraksha scheme.

(4) Chairman told that enrolment number will be fixed from the college as per the Rules of scheme upon the interest received from the students regarding the scheme.

Abulhasan
3/12/23
CHAIRMAN

Dr. Lepina A.V.
PRINCIPAL

Dr. LE PINA, A. V.
PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PANNAMUR
KANNUR


Action Taken Report

Meeting conducted on 3-4-2023 discussed about Suraksha Scheme and its implementation for the coming academic year 2023-24.

By the hardwork and commitment by the college faculty and staff member, welfare committee faculty and students members it is possible for us to enroll ^{all} first, second and third year students to the Suraksha scheme.


Chairman


PRINCIPAL


DR. LEELA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, DAYKANUR
KANNUR

Minutes of the Meeting.

Date: 4-10-2023

Time: 12:15pm

Venue: B4, EE Dept
Class room

Agenda:

- 1) General discussions
- 2) Future Execution plans
- 3) Any other Related matters

Members present:

✧ Mr. Abhilash Krishnan T K, AP EE	Chairman
✧ Mr. Sunder V, HOD CSE	Member
✧ Mr. Sudhin Chandran, AP ME	Member
✧ Ms. Nihitha Lohitakshan, S2 M.Tech	Student Member
✧ Ms. Shahana sherin, S6 CE	"
✧ Mr. Harshith Sajith, S4 CE	"
✧ Mr. Abhinav C, S6 EEE	"
✧ Mr. Hrishikesh P V, S4 EEE	"
✧ Mr. Arjun. M, S6 CSE	"
✧ Ms. Aswathi A V, S4 CSE	"
✧ Mr. Sourag.K, S6 ME	"
✧ Mr. Adarsh P, S4 ME	"
✧ Ms. Thejasree T.K, S6 ECE	"
✧ Ms. Jishnu Girish, S4 ECE	"
✧ Ms. Bindiya M C, AP S&H	Convenor

Discussion:

Chairman provided insight into the "Student Welfare-Being Initiative" undertaken by University "Sri Saksho". This initiative aims to support students facing challenges such as academic difficulties, mental health concerns, & accidental issues. which was successfully implemented with college

Chairman welcomed all the newly constituted students & faculty members to the Students Welfare Committee.

- 2) Mr. Sunder V. HOD CSE, updated the committee on the ongoing efforts to enhance campus safety, this includes collaborations with campus security, awareness campaigns and the establishment of designated safe zones. The committee discussed strategies to ensure that students feel secure and supported on campus, committee members proposed some strategies which are

- (a) Installation of flood light in the Administrative Block, Department Block & Mechanical Lab
- (b) Maintenance of CCTV Surveillance in the campus to effectively monitor the campus activities
- (c) Maintenance of water cooler in the Administrative Block, Department Block, &

- 3) The Chairman reiterated the importance of timely communication regarding any student-related concerns and encouraged all committee members to actively engage with student community. The meeting concluded with the students expressing their thoughts on the initiatives and strategies taken in the meeting, they additionally suggested measures to improve the overall well-being of the student body.

Sunder V.
4-10-23
CHAIRMAN

Dr. Leena A. V.
PRINCIPAL

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

Action Taken Report.

As discussed in the Meeting held on 4-10-2023 following Measures were taken and implemented in the college with the combined efforts of faculty and students members of Students welfare committee.

- 1) Installed flood light at the Academic block, department block & Mechanical lab.
- 2) CCTV Surveillance was now working properly through which campus security can be enhanced.
- 3) Minor issues in the water cooler was Resolved in the administrative and Department Block.

Abhilash
CHAIRMAN

[Signature]
Principal

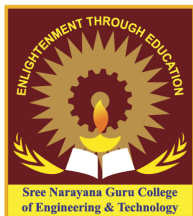
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Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PATTANUR
KANNUR

Minutes / Actions taken.

- 1) Introduction of new members:- The Committee was reconstituted and new members were introduced in the meeting. The duties and responsibilities of the Committee was clarified.
- 2) Request for football ground:- Football ground will be arranged for students after discussing in the academic Council.
- 3) Regarding blackboard:- The matters will be put in the academic Council to make necessary steps so that blackboard are visible for the whole class.

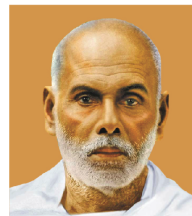
Leena

Dr. LEENA A. V.
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KANNUR



Sree Narayana Guru College of Engineering & Technology

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



Website Link Statutory/Regulatory Committees

<https://sngcet.ac.in/iqac/student-support>