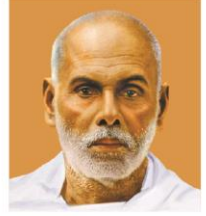


Sree Narayana Guru College of Engineering & Technology

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



DEPARTMENT STAFF MEETING MINUTES (SUBJECT ALLOCATION)



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

DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING

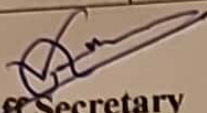
**MINUTES AND ACTION TAKEN REPORT OD DEPARTMENT
STAFF MEETING**

DATE:15/07/2022	TIME:01.15 PM	VENUE: CSE DEPARTMENT
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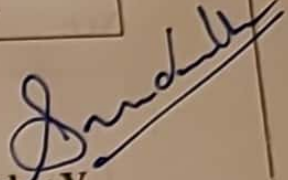
SL NO:	DISCUSSIONS AND DECISION TAKEN	TARGET DATE	RESPONSIBLE PERSON	REMARKS
1.	Faculty meeting	29/07/2022	All Faculty	A faculty meeting schedule for all faculty on 29/07/2022
2.	S2 Online class PTA meeting	30/07/2022	All Faculty	All S2 faculty Compulsory attend the online PTA meeting
3.	Convocation plan discussion	04/07/2022	All Faculty	<ul style="list-style-type: none"> • Submit the list of students who were attending the convocation • Collect the amount • Collect the Certification details
4.	Odd semester class preparation	August	All Faculty	All faculty should prepare the CPS
5.	S2.S4 and S6 result improvement	August	All Faculty	<ul style="list-style-type: none"> • All tutors identify the weak students • Submit the result

				improvement strategy
9	S2, S4 and S6 series 2 date confirmation	July 4, 5 and 6	All Faculty	All faculty should complete the 2.5 modules before the series exam
10	Subject Allocation		All Faculty	Discuss the coming semester subject allocation.

PREPARED BY:


 Staff Secretary
 Prof. Vijina Vijayan
 CSE Dept

APPROVED BY: HOD


 Prof. Sunder V
 CSE Dept

Date - 15/07/2022

Prof.	Sunder V	AP CSE	HOD	<i>[Signature]</i>
Prof.	Varsha M	AP CSE		<i>[Signature]</i>
Prof.	Neba M.V	AP CSE		<i>[Signature]</i> 15/7/22
Prof.	Vijina Vijayan	AP CSE		<i>[Signature]</i> 15/7/22
Prof.	Nimisha M.K	AP CSE		<i>[Signature]</i> 15/7/22
Prof.	Thulasibai A	AP CSE		<i>[Signature]</i> 15/7/22
Prof.	Veena K.K	AP CSE		<i>[Signature]</i> 15/7/22
Mr	Nishanth K.P	Lab staff		<i>[Signature]</i> 15/7/22

Agenda

1. Discussed about online class PTA meeting.
 2. Odd semester class preparation.
 3. Discussed about S₂, S₊ & S₆ result improvement
 4. S₂, S₊ & S₆ Series 2 date Confirmation
 5. Discuss the coming semester subject allocation
- All faculty

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

[Signature]

Date 9/12/2022

1. Prof. Sunder V, HoD CSE
 2. Prof. Varsha M, AP CSE
 3. Prof. Vyoma Vyajan, AP CSE
 4. Prof. Nimishia M.K, AP CSE
 5. Prof. Thulasibai A, AP CSE
 6. Prof. Veena K.K, AP CSE
 7. Mr. Nishanth K.P, Lab staff
 8. Mrs. Anusha M, Lab staff
- 9/12/22
09/12/22
09/12/22
09/12/22
09/12/22
09/12/22
09/12/22
09/12/22

Agenda

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

Dr. LENA A.V.
PRINCIPAL
SRINIVASA COLLEGE OF
ENGINEERING
TECHNOLOGY
HANNA



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
MINUTES AND ACTION TAKEN REPORT OF DEPARTMENT STAFF MEETING

DATE:09/12/2022

TIME:01.15PM

VENUE:CSE DEPARTMENT

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

PREPARED BY: Staff Secretary
Prof. Vijina Vijayan
CSE Dept

APPROVED BY: HOD
Prof. Sunder V
CSE Dept



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

DEPARTMENT OF CIVIL ENGINEERING

Minutes of the Staff meeting held on 3rd March 2022

Members Present

Dr. Susan Abraham, HOD/CE

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

Ms. Mary Sonia George AP/CE

Ms. Shilpa Valsakumar AP/CE

Ms. Saritha Sasindran AP/CE

Mr. Premanand C , AP/CE

Ms. Sangeetha AP/CE

Mr. Abhijith VV Lab Assistant

Agenda :

Subject allocation for even semester


Non-academic matters

Discussions :

1. A Staff meeting was arranged to discuss the progress of the current semester.
2. HOD briefed the agenda of the meeting
3. **The subject allocation of the odd semester was done by the HOD.**
4. Faculty members were advised to prepare CPS for all courses and notes of Ist two modules of the odd semester subjects .

TO,

All The Staff Members


HOD



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

DEPARTMENT OF CIVIL ENGINEERING

Minutes of the Staff meeting held on 20th Sep 2021

Members Present

Dr. Susan Abraham, HOD/CE

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

Ms. Mary Sonia George AP/CE

Ms. Shilpa Valsakumar AP/CE

Ms. Saritha Sasindran AP/CE

Mr. Premanand C , AP/CE

Ms. Sangeetha AP/CE

Mr. Abhijith VV Lab Assistant

Agenda :

Commencement of S4 Contact classes

Non-academic matters

Subject allocation for odd semester

Discussions :

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

TO,

All The Staff Members


HOD



SREE NARAYANA GURU COLLEGE OF ENGINEERING &
TECHNOLOGY

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

DEPARTMENT MEETING MINUTES

Date: 29-06-2020

Time: 3.00 PM

Venue: google meet

MEMBERS PRESENT

1. Abhilash. Krishnan. T.K Abhilash
2. Prabha Chandran. Prabha
3. Vilas P. Vilas

AGENDA

1. class status
2. Final year project status
3. Final internal and attendance statement
4. Subject Allocation



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

MINUTES AND ACTION TAKEN REPORT OF DEPARTMENT STAFF MEETING

DATE:29/06/2020	TIME:03.00 PM	VENUE:EEE DEPARTMENT (googlemeet)
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SI NO	Discussions	Target Date	Responsible Person	Remarks
1	Class Status	30-06-2020	All faculty	HoD Requested to upload video classes on Moodle before 30-06-2020
2	Final year Project status	30-06-2020	Faculty in charge	Project coordinator informed final status of project evaluation
3	Subject allocation	29-06-2020	All faculty	All the subject has been allocated
4	Final internal & attendance statement		S8 Tutor	The S8 Tutor was requested to submit the final internal & attendance statement to Hod

Asilone

Imme
HOD(EEE)



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

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

DEPARTMENT MEETING MINUTES

Date: 28-12-2020

Time: 1.15 PM.

Venue: googlmeet

MEMBERS PRESENT

1. Abhilash Krishnan.T.K. *Abhilash*
2. Vilas.P
3. Vaishakh Nayanar *Vaishakh*
4. Prabha Chomdran *Prabha*
5. Midhun *Midhun*
6. Shyma *Shyma*

AGENDA

1. Academic strategies .
2. Class timing
3. Time table
4. Covid protocols .
5. Subject allocation



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

DEPARTMENT OF ELECTRICAL AND ELECTRONICS ENGINEERING

MINUTES AND ACTION TAKEN REPORT OF DEPARTMENT STAFF MEETING

DATE:28/12/2020	TIME:01.15PM	VENUE:EEE DEPARTMENT
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SL NO:	DISCUSSIONS AND DECISION TAKEN	TARGET DATE	RESPONSIBLE PERSON	REMARKS
1.	Academic strategies		All Faculty	<ul style="list-style-type: none"> Solved questions & answers are to be given for each module for enriching subject knowledge, Quizzes should be followed at least module-wise for enabling the students for competitive exams. It may be noted that Questions/Answers/Quiz methods are also a reviewing process of the students' confidence to appear for University/public exams.

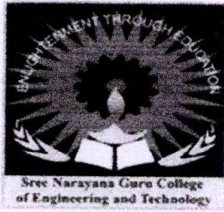
2.	Class timing	28/12/2020	<ul style="list-style-type: none"> All department staffs are requested to attend College on all working days from 28th December 2020 on regular basis and the contact classes for S7 is to be conducted from 4th January, 2021. The class time scheduled is 8: 45 am to 3:45 pm and the buses will start at 4.00 pm.
3.	Time table	04/01/2021-15/01/2021	<p>It is to be rescheduled from January 4th to 15th for S7 for offline classes including Lab. The Labs are to be prepared as per Covid protocol.</p>
4.	CovidProtcols		<ul style="list-style-type: none"> Sanitizers will be placed in front of each class (S7), Thermal

				<p>scanning the students at the entry point of campus every day morning. The class representatives will supervise the students in their class for strictly observing the Covid protocol behavioural pattern.</p> <ul style="list-style-type: none"> • UG Dean will arrange to put up posters at crucial points. • Drinking water should compulsorily be brought by each individual to reduce risk in
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				<p>The pandemic situation .</p> <ul style="list-style-type: none"> • The water coolers is to be serviced and put to proper use
5	Subject allocation	28-12-2020	All faculty	All the subjects have been allocated

Immanuel
HOD (ECET)

Date: 25-07-2019



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

DEPARTMENT OF MECHANICAL ENGINEERING

Minutes of the Meeting held on 25-07-2019

Members Present;

1. Mr. Chandrajith. E *mm/m*
2. Mr. Sreenath. T *Sreenath*
3. Mr. Lipin. K *Lipin*
4. Mr. Aswin. P *Aswin*
5. Mr. Akhil Madhusoodanan. K. M *Akhil*
6. Mr. Binesh Balan. P. V *Binesh*
7. Mr. Arun Raj. A. C *Arun Raj*


Agenda:

1. **Subject allocation**
2. Lab requirements and Budget
3. Lateral Entry Admissions
4. Class for Staff.
5. Planning Workshop
6. Classes for Faculty
7. Results for the First Year Students
8. Mentoring

Action Taken:

1. **Subject allocation:** HOD allocated the subjects as well as the lab for the coming semester to the faculty.
2. **Lab requirements and Budget:** Lab inahrges are instructed to prepare the requirements for respective labs for the coming semester along with the approximate expense

3. **Lateral Entry Admissions.** All Faculty Members must try to get more lateral entry students through their personal links and acquaintances.
4. **Class for Staff.** HOD informed that a separate class for all recently joined staff will be carried out on students handling before the opening of the academic session.
5. **Planning Workshop.** A planning workshop for the coming semester will be carried out on 25 July 2019. Time table for the activities will be finalized during the planning workshop, which needs to be followed up diligently. All faculty must prepare the notes and presentations for the first two modules, Assignments and Question Paper for first Series Test along with solutions and submit the same during planning workshop.
6. **Classes for Faculty.** A Quality Improvement Program will be conducted for the faculty on 16th July 2019. Classes on "Students Handling and Mentoring" will be taken by the department.
7. **Results for the First Year Students.** HOD informed that we must aim for 100% results for the first years, and achieve the same.
8. **Mentoring.** Mentoring should be carried out seriously and sincerely, and should start as soon as the College opens. The details should be updated online.


HOD/MED



Date: 25-12-2019

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

DEPARTMENT OF MECHANICAL ENGINEERING

Minutes of the Meeting held on 25-12-2019

Members Present;

1. Mr. Chandrajith E
2. Mr. Sreenath. T
3. Mr. Lipin. K
4. Mr. Aswin. P
5. Mr. Binesh Balan. P.
6. Mr. Arun Raj. A. C
7. Mr. Ranjit Toy

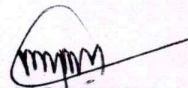
Agenda:

1. **Subject allocation**
2. Lab requirements and Budget
3. Presence of Tutors During Exams
4. Presence of Subject Teachers During Exams

Action Taken:

1. **Subject allocation:** HOD allotted the subjects as well as the lab for the coming semester to the faculty.
2. **Lab requirements and Budget:** Lab incharges are instructed to prepare the requirements for respective labs for the coming semester along with the approximate expense
3. **Presence of Tutors During Exams.** HOD informed that the Tutors should be present during exam days to coordinate the exam activities of respective Classes, and make the necessary arrangements for valuation if there is a coincidence.

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


HOD/MED

Department Meeting Minutes held on 21/01/2019

Members present

Prof. K. Raveendran

Mr. Leene Narayanas

Mr. Subitha M B

Ms. Roshni V V

Mr. Shashith K

Mr. Raveesh Kumar CP

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Agenda

- 1) class progress
- 2) PTA
- 3) CO PO mapping
- 4) Vision - Mission
- 5) Subject Allocation

Discussion:

The meeting started at 12.00 p.m.

1. Progress of classes in the new semester was discussed.
2. Faculty members were asked to complete the course plan and other details in the blue book.
3. The CO-PO mapping of the subjects is to be done; CO-PO mapping should be done in the question paper also.
4. The mission vision of the department should be disseminated among the students. Internal assessment note books should be printed with the same.
5. Suggestions were invited from staff members regarding measures that can be adopted to familiarise the students with the mission vision.
6. A parents meeting is scheduled on 16th February to introduce craft success. A motivational class would be given for parents as well.

The meeting came to an end at 12.30 pm.

7. Non allocated the subjects to the faculty

[Signature]

To,

All staff members

ECE

HOD

ECE

DEPARTMENT Meeting Minutes held on 25-07-2019

Agenda

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

Members present

Prof. K. Raveendran

[Signature]

Mr. Leena Narayanan

[Signature]

Mr. Subitha MB

[Signature]

Mr. Sreejith K P

[Signature]

Discussion:

The meeting started at 11.00 a.m.

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

The meeting came to an end at 11.30 am.

[Signature]

To,
All staff members
ECE

HOD
ECE

Department Meeting Minutes held on 4/12/18

Members present

Prof. K. Raveendran

[Signature]

Mr. Leenu Narayanan

[Signature]

Mr. Subitha M.B

[Signature]

Mr. Bushra Abdulla NT

[Signature]

Mr. Shafith P

[Signature]

Mr. Raveesh Kumar CP

[Signature]

Mr. Greetha KP

[Signature]

Agenda

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

Discussion:

The meeting started at 02.00 pm.

1. Details of students of course repeat in S3 and S5 or S7 were to be submitted by respective staff to class tutors.
2. Few students had attendance shortage and they had to submit medical certificate. Such students should be monitored in upcoming semesters.
3. Faculty members were asked to attend the valuation camp as per KTU schedule.
4. Faculty Members asked to be very vigilant about various malpractices during the invigilation duty.
5. Subject allocation for the even semesters has to be completed.

The meeting came to an end at 02.30 pm.

To,
All staff members
ECE

[Signature]

HOD
ECE