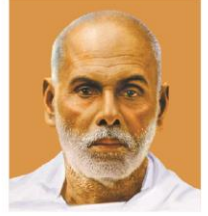


Sree Narayana Guru College of Engineering & Technology

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



Est. 2003

EXECUTIVE COMMITTEE - MEETING MINUTES



Phone No. 0497-2702398, 2766666



Rty. Station: CANNANORE

SREE BHAKTHI SAMVARDHINI YOGAM

TALAP, KANNUR- 670 002, KERALA STATE

(Registered Under Act XXI of 1860. S. No. 8 of 1948)

Managing Committee of:

SREE SUNDARESWARA TEMPLE, Kannur-2. Ph: 0497-2702398

SREE NARAYANA VIDYA MANDIR SENIOR SECONDARY SCHOOL, Kannur-2. Ph: 0497-2705180

(English Medium-Recognised by Central Board of Secondary Education, New Delhi)

SREE NARAYANA INDUSTRIAL TRAINING CENTRE, Kannur-2. Ph: 0497-2709065

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY, Payyannur

(Approved by AICTE, New Delhi) Ph: 0497-2766666, 04985-201988

SREE NARAYANA WORKING WOMEN'S HOSTEL, Kannur-2. Ph: 0497-2700792

SREE NARAYANA VANITHA HOSTEL, Kannur-2. Ph: 0497-2700792

MAHAKAVI KUMARANASAN MEMORIAL LIBRARY & RESEARCH CENTRE, Kannur-2 Ph: 0497-2767676

Website:
www.sbsy.org

E-mail:
sbsytalap@gmail.com

SBSY/SNGCET/01/2022

29-04-2022

Sree Bhakthi Samvardhini Yogam, Talap the managing body of Sree Narayana Guru College of Engineering & Technology has constituted an Executive Committee with the following members. The executive committee is responsible for the decision making, formulating the strategic plan and oversee overall development of the Institute.

EXECUTIVE COMMITTEE

Sl. No.	Name	Position
1	Sri. K.P. Balakrishnan	President
2	Sri. T.K. Rajendran	Vice President
3	Sri. K.P. Pavithran	Secretary
4	Dr. Leena A V	Principal
5	Advt. K.K. Balram	Director
6	Sri. C.C. Mohanan	Director
7	Sri. K. Jyothiprakash	Director
8	Sri. P.C. Ashokan	Director
9	Sri. C.M. Sivarajan	Director
10	Sri. M. Jagadeeshan	Director
11	Sri. P.P. Jayakumar	Director

Copy to:

- 1) Members of the Committee
- 2) Directors SBSY, Talap
- 3) File

Basu
President

SREE BHAKTHI SAMVARDHINI YOGAM
TALAP, KANNUR-670 002

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

THE HARMONY
OF ALL FAITHSWebsite:
www.sbsy.orgE-mail:
sbsytalap@gmail.com**SREE BHAKTHI SAMVARDHINI YOGAM**

TALAP, KANNUR- 670 002, KERALA STATE

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SBSY/SNGCET/01/2021**01-06-2021**

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5	Advt. K.K. Balram	Director
6	Sri. C.C. Mohanan	Director
7	Sri. K. Jyothiprakash	Director
8	Sri. P.C. Ashokan	Director
9	Sri. C.M. Sivarajan	Director
10	Sri. M. Jagadeeshan	Director
11	Sri. P.P. Jayakumar	Director

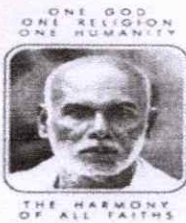
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Ban
President

SREE BHAKTHI SAMVARDHINI YOGAM
TALAP, KANNUR-670 002

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



Phone No. 0497-2702398, 2766666



Rly. Station: CANNANORE

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SBSY/SNGCET/01/2018

01-08-2018

Sree Bhakthi Samvardhini Yogam, Talap the managing body of Sree Narayana Guru College of Engineering & Technology has constituted an Executive Committee with the following members. The executive committee is responsible for the decision making, formulating the strategic plan and oversee overall development of the Institute.

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7	Sri. K. Jyothiprakash	Director
8	Sri. P.C. Ashokan	Director
9	Sri. C.M. Sivarajan	Director
10	Sri. M. Jagadeeshan	Director
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Basu
President

SREE BHAKTHI SAMVARDHINI YOGAM
TALAP, KANNUR-670 002

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

Minutes of the Sub Committee meeting

Date: 19/02/24

Time: 05:00 P.M.

Members present:

1. Sr. K.P. Balakrishnan, President
2. Sr. Rajendran T.K, Convenor
3. Sr. Vinod Kumar, Director
4. Sr. Suresh Kumar M, Director
5. Sr. P.C. Ashokan, Director
6. Sr. C.C. Mohanan, Director
7. Sr. K.P. Jayabalan, Director
8. Sr. P.P. Sijoy, Director
9. Adv. K.K. Balaram, Director
10. Dr. Leena A.V, Principal



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.



Subcommittee meeting 19-2-2024

AGENDA

1. Welcome and Introduction: Sri. Rajendran T.K, Convenor
2. Presidential Address: Sri K.P. Balakrishnan, President
3. Principal's briefing on college matters as per the Agenda
4. Review of the Minutes of previous Management meeting at college
5. January 2024 Account statement
6. Current Academic year activities
7. Accreditation
8. Admission
9. Placement & Internship
10. Alumni
11. Result improvement strategies
12. Mandatory Requirements
13. Programs scheduled for current semester
14. Any other matter permitted by the President

[Signature]
Convenor/President

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

Minutes of the College subcommittee Meeting:

The meeting began with a welcome and introduction by the Convenor, Sri T K Rajendran. The President Sri K P Balakrishnan delivered the Presidential address. The Principal briefed about the current activities in the college.

The Convenor reviewed the minutes of the previous subcommittee meeting and the action taken. The account statement for the month of January 2024 was presented by the Convenor.

The Principal briefed on the following matters:

Current Academic year activities: The classes for even semester have commenced. The valuation camp has started and therefore as per the KTU orders all classes are suspended from Feb 16th to Feb 23rd. The even semester end on April 30th and the exams are scheduled in the month of May.

Accreditation: The Application for NAAC accreditation is submitted and the responses for various queries were also submitted on time. The acceptance letter is awaited and soon after that the SSR will be submitted as per the deadline give by the NAAC authorities. The ISO certification related work is also in progress.

Admission: The Principal briefed about the action plan proposed by the college admission cell. Career guidance classes will be held in online mode for the Plus 2 students and offline mode for the Diploma students. An estimate for various publicity activities shall be submitted to the Management for approval. The learning app diitnow is ready for launch and a tentative date for the program for official launching by the MLA will be decided soon.

Placement & Internship: The Placement opportunities have considerably reduced in the recent past as compared to the previous years. Few students are shortlisted for internship and two students have received offer letter in a software company Technomics solution, Kozhikode. One student has qualified written test at Silicon IT Solutions Pvt Ltd.

Alumni: The College Alumni SNAAP is now registered and various actions for strengthening the Alumni bond and actively involving the Alumni in uplifting the institution are planned. A Grand Alumni meet of the college will be held in the month of July/August 2024.



Result improvement strategies: The various methods adopted by the Departments to improve the results were presented. Conducting remedial classes, review of result Analysis for series tests and conducting study camps are done effectively.

Mandatory Requirements: The various requirements for the college were presented. The major requirement was regarding improvement of facilities during NAAC visit and the procurement of PCs.

Programs scheduled for current semester: The College day is scheduled for March 2nd and 3rd. Apart from this various seminars and other technical events will be held in the even semester.

The following decisions were taken in the meeting:

1. 10 licensed PCs shall be procured in the first phase and the remaining requirement shall be met eventually. A detailed proposal and estimate for assembled PCs shall be submitted to the Management.
2. The area around the canteen shall be concreted with specific border provided using bricks.
3. An estimate for mandatory requirements shall be submitted by NAAC cell.
4. Result improvement strategies should be strictly implemented so that the results obtained shall be above the state average.
5. A staff shall be provided on part time basis for visual designing of posters, banners and flyers related to various activities in the college.
6. All details shall be promptly updated in ETLab for review by the Management.
7. The President informed in the meeting that a meeting of the college subcommittee will be held in the third week of every month.
8. The fee structure for the AY 2024-2025 was revised and the same was approved by the committee. The revised fee structure is as given below




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

REVISED ANNUAL FEE STRUCTURE

(Applicable for AY 2024-2025)

Branch	Merit (₹)	Management (₹)	NRI (₹)
CSE	75000	85000	100000
ECE	40000	50000	75000
EEE	40000	50000	75000
CE	50000	65000	75000
ME	50000	65000	75000
LET CSE	50000	50000	NA
LET ECE/EEE/CE/ME	30000	30000	
M. Tech	35000/Semester		
ADS*	75000	85000	100000

CSE – Computer Science & Engineering

ECE – Electronics and Communication Engineering

EEE – Electrical and Electronics Engineering

CE – Civil Engineering

ME – Mechanical Engineering

LET – Lateral entry

ADS – Artificial intelligence and Data science* – Pending approval from AICTE

GURU DARSHANAM SCHOLARSHIP

Guru Darshanam scholarship is the scholarship offered by Sree Bhakthi Samvardhini Yogam for the economically weaker section students who have excelled in their plus 2 and in the KEAM entrance. This limited scholarship is currently applicable for the students opting for CE, ME, EEE and ECE only.

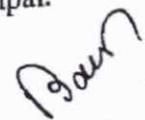
Sl No	Criteria(Based on Plus 2 PCM marks)	Scholarship Fee (₹)
1	90% and above	15000/year
2	85% to 89%	20000/year
Sl No	Criteria(Based on KEAM rank)	Scholarship Fee (₹)
1	< 5000	20000/year
2	5000 to 15000	25000/year

The meeting concluded at 6.30PM with a vote of thanks by the Principal.



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

Convenor/President



Minutes of the NAAC review Meeting held on 30/09/23 at Administrative Office, Talap, Kannur

Members Present:

1. Sri. K P Balakrishnan, President
2. Sri. K P Pavithran, Secretary
3. Sri. T K Rajendran, Vice President
4. Sri. C C Mohanan, Director SBSY
5. Sri. P C Ashokan, Director SBSY
6. Sri. C M Sivarajan, Director SBSY
7. Dr. Leena A V, Principal
8. Dr. Susan Abraham, Dean UG & PG studies
9. Mr. Sunder V - HOD CSE
10. Dr. Sudhin Chandran, Asso Prof, ME Dept

The meeting was convened to review the progress of NAAC Accreditation work in the college. The NAAC coordinator Mr. Sunder briefed the progress of the same. A submission regarding the various requirements pertaining to NAAC was discussed in the meeting. The college website revamping was completed and the same was presented to the Management for final approval.

The following directions were issued by the Management committee after the discussions:

INFRASTRUCTURE FACILITIES REQUIRED FOR NAAC

CRITERION	REQUIREMENT CRITERIA WISE	DECISION TAKEN
1	POs displayed at HOD room, class room, Laboratories, Staff room, Library, Seminar hall	- Entrusted the duty with Mr. Sharath Chandra to compare the amount to set up the board by enquiring at Payyanur and at Janson, Kannur. - Order to be placed after getting the final quote.
2	Innovation cell room	- The room that is set for stationary store at the ground floor of Department block is to be converted. - The necessary electrical and system related works is to be completed.
3	R&D room	The room opposite to the Physical Education Room at the ground floor of Department block is to be converted.

2

		The necessary electrical and system related.
4	MSME room (3000 sq.ft)	The drawing hall in the first floor of the Civil Engineering Lab block
5	IEDC room (1000 sq.ft)	Room allotted for R&D can be shared
6	Research support software's (Turnitin, Grammarly)	Quotation for purchase is to be made. Duty entrusted with the System Administrator
7	Seminar hall and Meeting hall renovation	- The old chairs from the meeting hall are to be shifted to Seminar hall. New purchase of the plastic chairs can be made if necessary count is not there. - New cushioned chairs may be purchased and set in the Meeting Hall. Quotation may be obtained from Senorita and also from any shop in Payyanur. - Other required changes such as PA systems, curtains etc may also be done in both the halls. - A sound engineer is to be brought to the college and take opinion to eliminate the echo problem in the Seminar Hall. - Toilets in the seminar halls may be cleaned and its doors may be replaced. Painting of the hall may also be done.
8	Principal room and Board room renovation	- A star rated AC may be installed in the Board room and Principal's room. - Floor mat in the board room may be changed, prior to the NAAC visit.
9	Power and Backup	UPS batteries may be purchased and changed in the SIC lab and Project lab of CSE.
10	Sports Facility (Courts- Badminton, basketball cum volleyball hybrid, cricket pitch, table tennis)	- Indoor badminton court and Table tennis court is to be set up. - Ground may be levelled and cricket pitch / football ground may be set up by placing flags in the boundary. - Volley ball or Basket ball court may be set up in the front side of the college near the staff vehicle

3

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

		parking lot.
11	Auditorium & Permanent stage	Quotation for setting up Amphitheatre in the ground opposite to Mechanical / Electrical workshop may be taken and work may be started after taking the decision on the received quotations.
12	Licensed software's	Pending purchase of the licensed software may be completed.
13	Firewall	An estimate of the budget for the purchase of firewall is to be submitted.
14	WiFi	System Admin to submit a report on the feasibility of setting up a wi-fi campus in our college, by considering minimum requirements.
Alternate sources of energy and energy conservation measures		
15	Solar	- In case of Solar, quotations to be received and decision to taken based on that. Mr. Abhilash Krishnan T K, HoD EEE, is entrusted with the duty. - Good quality devices should be used - Five star rated AC is to be purchased - Existing bulbs may be replaced with LED bulbs.
16	Wheeling to the Grid	
17	Sensor based energy conservation	
18	Use of LED bulbs	
19	Power efficient equipment (5 star A/C)	
Management of the various types of degradable and non-degradable waste		
20	Biogas Plant	- A separate area near the canteen may be identified for segregating e-wastes. - A feasibility report may be submitted to set up liquid waste management. Enquiry may be done at Raidco Kannur. Ms. Revathy, AP CE, is entrusted with this duty.
21	Solid waste management	
22	Liquid waste management	
23	E-waste management	
24	Waste recycling system	
Water Conservation		
25	Rain water harvesting	- Works related to the cleaning of area near open well and rain water harvesting tank is to be started. Necessary works may be carried out as required. - Bore well and open well recharge
26	Borewell/open well recharge	
27	Construction of tanks and bunds	
28	Waste water recycling	
29	Maintenance of water bodies and	

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Dr. DEENA A V
PRINCIPAL

SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR

Bar?

22.7.2023

1	K. P. Balakrishnan	<i>[Signature]</i>
2	K. T. Pauline	<i>[Signature]</i>
3	P. C. Ashokan	<i>[Signature]</i>
4	T. K. Rajendran	<i>[Signature]</i>
5	C. C. Mohanan	<i>[Signature]</i>
6	Dr. Leena A.V.	<i>[Signature]</i>

Minutes of the Management Meeting held on 22/07/23 at Administrative Office Talap, Kannur.

Time: 10.30 AM

Agenda: Discussion on various matters pertaining to the college.

The meeting commenced at 10:30 AM. The following members were present:

1. Sri. K P Balakrishnan, President
2. Sri. K P Pavithran, Secretary
3. Sri. T K Rajendran, Vice President
4. Sri. C C Mohanan, Director SBSY
5. Sri. P C Ashokan, Director SBSY
6. Dr. Leena A V, Principal

The meeting was held to finalise the rank list based on the interviews held on the previous two days. The rank list was finalized after discussing the performance of the candidates in the interview. The Secretary directed the Principal to inform the selected candidates to report for joining duty on 01/08/23. The candidates with previous experiences were considered for a higher remuneration above the minimum basic salary.

The Salary hike for all the staff was discussed in the meeting and the same was approved and passed by the Management directors. The Secretary informed that the decline in the number of students seeking admissions have reduced the total income of the institution and also that several students are availing scholarships and in this situation the Management is still trying their best to revise the pay scale. The Management also insisted that the Accreditation process should be made mandatory and only with good results and placements the situation will change.

The Principal informed that the NAAC SSR is completed and the documentation is ongoing. This year itself the NAAC accreditation process shall be successfully completed.

The Principal requested that experienced senior faculty members of all Departments may be promoted to Associate Professor Grade as it is mandatory to have faculty in all cadres in all Departments.

The Management decided to promote 4 Faculty members to the grade of Associate professor w.e.f 01/08/23 based on their experience; however they will be eligible for pay scale adopted by the Management policy only if they complete their Doctoral degree within three years. The Faculty who have already completed the Doctoral degree will be eligible for the pay scale as per the Management policy only after completion of 5 years in teaching post their Ph.D.

The Management directed the Principal to forward the willingness letter from the entire faculty whose contract period ends on 31/01/23.

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

The following were the decisions taken in the meeting :

1. The contract renewal of all the faculty whose contract ends shall be effective from 02/08/23 for a period of one year,
2. The pay scale for Associate professors will be effective only after completion of the Doctoral degree and as per the Management policy as mentioned above.
3. The bridge course for the students of 2023-027 batch will commence in the first week of August.
4. Students shall be eligible for Management Scholarship or fee concession only after the final decision of the Management board meeting.
5. A meeting of the Management directors with all the staff of the college will be held on 02/08/2023 at SNGCET.
6. The contract of the college Canteen, Electrical maintenance staff and the college bus staff will be renewed from 01/08/23.

Minutes Prepared by Dr. Leena A V, Principal

Secretary/President


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

23. 3. 2023

(Interview for AP & Math)

- 1 K. P. Balakrishnan
- 2 Rajendran TK
- 3 K. Jyothi Prakash
- 4 C. C. Mohanan
- 5 C. M. Sivarajan
- 6 P. C. Ashokan
- 7 Sri. K. P. Pavithran
- 8 Dr. Leena A V
- 9 Sunder V, HOD/CSE
- 10 B. Mary Sonia George
- 11 Dr. Sudhin Chandran
- 12 Nishanth K. P
- 13 Sharath Chandran
- 14

Boat
 Is
 Sivarajan
 Ashokan
 Sunder V
 Mary Sonia
 Nishanth
 Sharath

Minutes of the Meeting held on 23-03-23 at Administrative Office Talap, Kannur.

Time: 10.00 AM

Agenda:

- ✓ Interview for the post of Assistant Librarian
- ✓ Meeting of the Management with the NAAC Steering committee members of the college

Members present:

1. Sri. K P Balakrishnan, President
2. Sri. K P Pavithran, Secretary
3. Sri. T K Rajendran, Vice President
4. Sri. P C Ashokan, Director SBSY
5. Sri. P C Mohanan, Director SBSY
6. Sri. Sivarajan, Director SBSY
7. Sri. Jyothi Prakash K. Director SBSY
8. Dr. Leena A V, Principal
9. Ms. Mary Sonia George - HOD CE, IQAC coordinator
10. Mr. Sunder V - HOD CSE, Chief coordinator NAAC Cell
11. Dr. Sudhin Chandran, AP ME

The interview for the post of Assistant Librarian was conducted and out of the total 9 candidates 3 candidates were shortlisted.

After the tea break the meeting was held with the NAAC steering committee members of the college. The Principal briefed about the progress of NAAC work in the college. She informed that the draft of the various policies has been prepared and will be presented before the Management by the NAAC coordinator.

Mr. Sunder V presented the draft policies and the Management directors reviewed the same. It was informed that the same will be finalized soon in the Management meeting. It was directed to submit a hardcopy of the policies after including the suggestions and corrections by the Management.

Mr. Sunder and Ms. Mary Sonia presented the various criteria of the Self Study Report (SSR) and presented a sample SSR.

The NAAC committee members put forth request for various amenities that are mandatory for the accreditation and submission of the SSR. The Management approved the following proposals and informed that necessary action may be taken to complete the same.

Leena

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

1. Smart classes – 2 for each Department
2. Procure a scanner for NAAC cell
3. Procure original softwares for CE and ME Departments
4. Rolling Barricades- 2 Nos
5. Parking lot inside the campus
6. Staff room cubicles – all departments
7. Vision Mission boards in all classrooms and laboratories
8. Reception area in the lobby of admin block
9. Conduct Green Audit and Energy Audit
10. Sports amenities – Badminton court, Table tennis etc.
11. Gymnasium in hostels
12. Reinstating the Rain water harvesting unit

Mr. Sunder suggested providing names for various buildings in the campus. The Management informed that the list of buildings may be submitted and the Management committee shall do the needful in this regard.

Dr. Sudhin proposed the plan to organize a National Level Tech fest in the college in the last week of April and requested the Management for financial support in this regard. The Management sanctioned Rs 2 Lakhs for the conduct of the Tech fest.

The Management committee extended all support and appreciated the efforts taken by the NAAC cell and staff of the college.

Meeting concluded at 01:30 PM

Minutes Prepared by Dr. Leena A V, Principal



President /Secretary



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

Minutes of the Meeting/Interview held on
04.11.2022 (Friday) at central administrative office
Talap, Kannur.
Time: 10 AM.

Members present:

1. K.P. Balakrishnan
2. K.T. P. ...
3. J.K. ...
4. ...
5. C.C. ...
6. JISHA PRAMOD
7. C. ...
8. Dr. Leena A V
9. C.M. Sivaraj
10. P.C. Ashokan
11. M. Prady
12. Ashok Hegde

(Signature)

(Signature)

Special Inviter (Mathematics)

Special Inviter

(Signature)

Special Inviter (English)

(Signature)

Minutes of the Meeting/Interview held on 04th November, 2022
at Central Administrative Office Talap, Kannur.
Time: 10.00 AM

Agenda:

1. Interview for selecting anticipated vacancy (one in each subjects mentioned below).
 - English - [Assistant Professor]
 - Mathematics - [Assistant Professor]
 - Mechanical Engineering - [Instructor]
 - Electrical and Electronics Engineering - [Instructor]
2. Stock register updating and verification of all departments.
3. Departments requirements - [Consumable and non - consumable]
4. Bus insurance regarding.
5. Any other matters permitted by the chair

Decisions Taken:

Regarding agenda I:

For English eight applications shortlisted according to their qualification and experience informed individually to attend the interview, but two applicants appeared before the interview board. Management informed selected candidates will intimated shortly.

For Mathematics, nine applications shortlisted and informs to appear before the interview board. Five applicants appeared shortlisted according to their merit and performance.

For Mechanical and Electrical and Electronics Instructor, interviewed and shortlisted according to their merit.

Regarding agenda II:

Library section is completed. Rest of the departments pending works are instructed to be completed by 15th November, 2022.

Regarding agenda III:

Requirement of each departments are given to the management through Administrative Officer and Principal. Purchase will be made according to the merit of the requirements.

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Regarding agenda IV :

Bus No. KL-13-R-8199, KL-13-R-3132, KL-13-T-9799 and KL-59-A-5202 holding New India Assurance Policy. Since its premium is high ~~and service is not up to the mark~~, decided to go for Reliance Insurance for the same

Regarding agenda V : [Permitted by the Chair]

- Decided to give bus pass for the students on 15th November, 2022 in order to avoid travel conjunctions among students.
- Decided to give only hostel rent concession to Kumari Mahima first year [2022 admission] Computer Science and Engineering student on the basis of humanitarian ground.
- Decided to take licensed "windows key" for newly purchased computers.
- After getting the requirements of fans and lights – Management decided to purchase the same from Kannur.
- Amount for fresher's day may be released after looking into the remittance of the Tuition / Bus Fee.
- Honey bee comb is to be removed after negotiating the labour and get sanction from the management.
- Purchase and repair of equipment to be informed to the management in time in order to avoid delay for smooth functioning.

Morning session end at 1.00 PM

Afternoon session started at 2.00 PM and ended to 04.15 PM.


Prepared by Administrative Officer
[Mr. Ashok Hegde L]

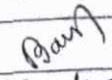
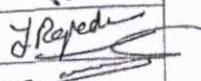
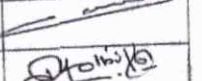
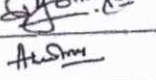
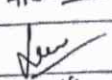
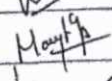
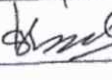

President / Secretary


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

The minutes of the meeting/interview session held on 20-07-2022 at 10:30 AM.

Members Present:

Sl.No.	Name	Signature
1	Sri. K.P Balakrishnan, President, SBSY, Talap.	
2	Sri. T.K Rajendran, Vice President, SBSY, Talap.	
3	Sri. K.P Pavithran, Secretary, SBSY, Talap.	
4	Sri. K. Jyothiprakash, Director, SBSY, Talap.	
5	Sri. P.C Ashokan, Director, SBSY, Talap.	
6	Dr. Leena.A.V, Principal, SNGCET, Payyanur.	
7	Mrs. Mary Sonia George, HOD CE, SNGCET, Payyanur.	
8	Sri. Ashok Hegde L, Administrative Officer, SNGCET, Payyanur.	

Regarding Girls Hostel Warden / Civil Engineering Lab staff

Interview is conducted on the basis of advertisement made in the "Mathrubhumi" daily dated 29-06-2022. Three applicants appeared before the interview board and no body found suit for that post of Girls Hostel Warden.

Four applicants appeared before the interview board, Mr. Akshay.P was selected for Civil Engineering Lab staff and he was directed to report on 01st August 2022.

Discussed about the Management Committee (Sri. T.K Rajendran, Sri. K. Jyothiprakash and Sri. P.C Ashokan) visit to the college on 18-07-22 about their findings and action to be taken in the college-

(1/2)

1. Entrusted Mr. Rakesh.A.K to move the vehicle No. KL-18-C-2944 and KL-13-L-90 from the campus. The two vehicles auctioned as per the advertisement made in the news paper "Mathrubhumi" daily dated 29-06-2022 due to their age factor.
2. Entrusted Mr. Vyjith to communicate the parents of tuition fee due students with the aid of group tutors of the respective Departments.
3. Entrusted Dr. Leena.A.V, Principal about the "Bridge course" for 2022-23 admitted students in the month of August 2022.
4. Decided to change the presently using plates and glasses of college canteen.
5. Decided to conduct Robotics Workshop in the first week of August 2022 for the students admitted for 2022-23 Batch B.Tech. (Action: Mr. Dhanaraj & Mr. Unnikrishnan.O)
6. Entrusted Mr. Sharath Chandra to take the stock of the scraps (Metallic and non metallic) on or before 10th August 2022.
7. Entrusted Mr. Akhil.K.C about 'Building stage report' (for maintenance of Mechanical Workshop buildings)
8. Entrusted Mr. Dhanaraj.K and Mr. Unnikrishnan.O to boost 2022-23 admissions.

Meeting/ Interview session was ended at 02:00 PM.

Prepared by Administrative Officer

President/Secretary


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(1/2)

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY,
PAYYANUR

The minutes of the college council meeting held on 22-6-2022.

The meeting commenced at 4 PM in the Central Administrative Block, Talap, Kannur.

Sri. K.P Pavithran, Secretary, SBSY enquired about the craft success class held at college. Principal briefed for First year it was conducted on 20th & 21st June 2022 and for Second year 27th & 28th June 2022. Participation number of students found good.

Decided to conduct Convocation for passed out students of the year 2020 & 2021 on 2nd July 2022 at Seminar Hall of SNGCET, Payyanur. Regarding Chief Guest, Principal told it will be finalized soon. From Management side Sri. K.P Balakrishnan, Sri. T.K Rajendran, Sri. Jyothi Prakash, Sri. Mohanan C.C, Sri. Ashokan P.C and Sri. Shivaraj showed their willingness to attend the function. It is decided to conduct remedial classes for academically weaker students after class hour will be commencing from 27th June 2022 onwards. It is decided to take more initiative in collecting the pending Tuition fee of the academic year 2021-22.

It is decided to give college advertisement for the current year 2022 admission regarding in FM, All India Radio Kannur and local TV channels area covering Kasargod and Kannur districts. Discussed about the visit of Management Committee members like Sri. Rajendran T.K, Sri. Ashokan P.C and Sri. Sunil Kumar's visit to the college campus at Payyanur on 26th May 2022 and 21st June 2022. It is decided to paint the disturbed class rooms, library Hall and some portion of college veranda to be done at the earliest, for that AO highlighted the painting work, Production Lab maintenance work, Computer chair repair work, cane chair work and Computer maintenance work in progress. AO also informed about the replacement of new window curtains for computer Lab and Department seminar class rooms. It is decided to do essential maintenance work during monsoon season requirement in the Campus. Approved gates to be fixed on both sides of the entrance to first floor of Civil Engineering Lab, purchase of Dot matrix printer for accounts section, water cooler for boys hostel, 04 wall mounted fans to library, maintenance of Board room

(1/2)

toilet, Lady warden for girls hostel, all assistance for remedial classes, stoppage extension to one year for bus No. 7 (KL-13-L-90) & bus No. 9 (KL-18-C-2944). Scrap disposal, lab staff for Computer Science department and Civil Engineering department. Arrangement to be made for English language inviting Prof. Asha K.P, retired Principal, Govt. Krishna Menon College, Kannur for First and Second year students and Mr. Sajesh Jyothi Prakash, Vice-President, JP Morgan Chase, Bengaluru for technical lead address to third year students.

New computer purchase can be done after finishing the repair work of existing computer. It is decided to give advertisement for filling the existing vacancies of Lab staff in Civil Engineering Department and Computer Science Engineering Department. Approval for purchase of four sets of Robotic kit for Admission Committee (Action: Mr.Dhanaraj. K).

Regarding ISO certification for SNGCET, Payyanur, President told it is high time to go for the same at the earliest (Action: Principal).

Principal informed Nature Club constituted headed by Mr. Vilas.P, Electrical Lab staff in the aim of green campus started in 5th June (Environmental day) and observed that for a week ended on 17th June 2022 by inviting Mr. Padolam Ravi and Environmentalist addressed the conclusion ceremony of Environmental week.

Meeting concluded by 6-30 PM.

Prepared by the Administrative Officer.

President/Secretary

Handwritten signature
24/06/22

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

(2/2)

25-3-2022 Time morning 9.30 AM

- 1 K.P. Balakrishna
- 2 K.P. Dhanu Thani
- 3 Rgindran T.K
- 4 C.K. Mathan
- 5 Mr. Suresan Paneth
- 6 C. Raveen
- 7 Ashok Hyde C
- 8 Sunder.V
9. Dr. Leena A.V.
- 10 K. Jyothi Prakash
- 11 C.M. Sivarajam

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Sunder.V
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Leena
K. Jyothi Prakash

Leena

Dr. LEENA A V
PRINCIPAL
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PAYYANUR, KANNUR

270

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

The minutes of the core committee meeting held on 25th March 2022 at Talap, Kannur.

The meeting commenced at 9:30 AM

Sri. K.P Balakrishnan, President of SBSY, Talap presided over the meeting, Sri. K.P.Pavithran, Secretary, SBSY, Talap, permitted for discussion and decision for the following:

1) Regarding Accreditation (NBA)

It is decided to go for Accreditation (NBA) by July 2022. For that institution committee is formed as follows:

Chairman: Dr. Suresan Pareth, Principal

Convenor: Mr. Ashok Hegde L, Administrative Officer

Chief coordinator: Dr. Leena A V, Dean

Dept. of Computer Science and Engineering

1. Mr. Sunder.V, Co-ordinator
2. Ms. Jinsha.C.J, Member
3. Ms. Varsha.M, Member
4. Ms. Neha.M.V, Member

Dept. of Civil Engineering

1. Dr. Suasana Abraham, Co-ordinator
2. Ms. B. Mary Sonia George, Member
3. Mr. Prem Anand.C, Member
4. Ms. Sangeetha.M, Member

Dept. of Mechanical Engineering

1. Mr. Rajeesh.P, Co-ordinator
2. Mr. Chandrajith.E, Member
3. Mr. Jacob Thomas, Member
4. Ms. Arun Raj.K, Member

Dept. of Electronics and Communication Engineering

1. Ms. Subitha.M.B, Co-ordinator
2. Ms. Leena Narayanan, Member
3. Ms. Meera.M, Member
4. Ms. Bushra Abdulla.N.T, Member

Dept. of Electrical and Electronics Engineering

1. Mr. Abhilash Krishnan.T.K, Co-ordinator
2. Ms. Prabha Chandran, Member
3. Mr. Manu.C, Member
4. Ms. Archana.C.P, Member

Dept. of Science and humanities

1. Mr. Unnikrishnan.O, Co-ordinator
2. Mr. Nikhil.M, Member
3. Ms. Bindiya.M.C, Member
4. Mr. Abhirosh.K, Member

Accounts Section

1. Mr. Vyjith.A.N, Co-ordinator
2. Mr. Divakaran.N.P, Member
3. Mr. Sharath Chandra.V, Member
4. Mr. Rakesh.A.K, Member
5. Mr. Sunesh.P, Member
6. Mr. Pradeep.T.V, Member


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(2/5)

All Departments are directed to do SAR work and submit the first phase work to chairman on 20-04-2022. Chairman, Convenor, Chief Co-ordinators are directed instant audit of the same with the respective Department and to be presented before the core committee on 23-04-2022.

2) Regarding availing leave by staff:-

For availing more than 05 days leave, staff should take permission in advance.

3) Request for new CMS:-

Mr. Sunder V, HOD CSE has given a request for new CMS for the college because staff members were experiencing certain difficulty in using the current CMS due to various short comings in it. He also stated that this matter is reported and discussed with the Principal and came to the conclusion that to purchase for a new CMS as a solution for it. Mr. Sunder V remarked following shortcoming of existing CMS and the need of new CMS. His statement follows:

SNGCET is now running a Campus Management Software (CMS) which was developed by some of the former faculty of the Dept. of CSE of our institution on an incremental basis. Mr. Sreejith, and Mr. Sujith was the major contributor for this. It was developed with an aim to automate the paper works related to academics and thereby to reduce the clerical job of teaching staff. In its initial stage it was decided to incorporate the activities related to NBA also in the CMS.

The CMS was designed in such a way as to assist the staff and the students of the institution regarding information on the courses, assignments, grades, leave application and manage whole college academic activities. Now we face some issues with CMS.

Some of the common errors which we are commonly facing now while using the CMS are:

- Series exam and university exam linked generation.
- Sessionals Calculation.
- Cumulative attendance calculation.
- Incorrect details shown, while using from student login.
- Repeatedly showing server errors.

The entire backend coding and the design of database of the current CMS were done by Mr. Sujith. It is difficult to manage by any other person as it was designed by using programming code and contains database for all the management functions. The code and the database of the system cannot be easily caught up by another person since the new person is unaware of the background details of CMS during its development stage. Any manual or documentation for the software is also not available. There can be difficulties even if the new person now studies the programming code of the system since as they will be having different logic about the program used in system and new features cannot be added further quickly. Moreover there is no feature in this CMS that performs the work related to NBA, which is utmost important for us now.

In order to resume the CMS operation we put forward the request to the management to provide new CMS as soon as possible so that any work related to NBA or regular academic can be continued without any interruption. As the new semester have already started for last year students (S8), it will be very difficult to manage the activities if further delayed. By purchasing a new third party CMS, we will not face such issues in future anymore. The purchased CMS doesn't require any permanent faculty of SNGCET to manage it at all times. Only thing that require is a regular maintenance of server and UPS which is already in action at our college.

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SREE NARAYANA GURU COLLEGE OF
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PAYANUR, KANNUR

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(4/5)

According to Mr. Sunder.V, cost estimated for new CMS when he contacted various vendors, he identifies following requirements that may need for purchase.

- A good high end server
- Good internet connection
- Good backup battery

Estimated cost:

Particular	Cost
Per student cost	Rs. 360 (Per year)
High end server PC	Rs. 40,000 (One time investment)
UPS with good backup (2KVA) with 100mAh battery)	Rs. 30,000 (One time investment)

He also gave a suggestion that institute can annual charge minimum of Rs. 500/- per student towards the cost of CMS.

Decision regarding new CMS:

After the discussion, Sri. K.P Pavithran, Secretary, SBSY, Talap asked Mr. Sunder.V to furnish detailed technical features of the new CMS required for the institute at the earliest.

The meeting ended at 1:00 pm.



Prepared by Administrative Officer



President/Secretary



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SREE NARAYANA GURU COLLEGE OF
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PAYYANUR, KANNUR

(5/5)