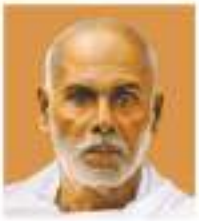

6.3: Faculty Empowerment Strategies

6.3.1: The institution has performance appraisal system, effective welfare measures for teaching and non-teaching staff and avenues for career development/progression.

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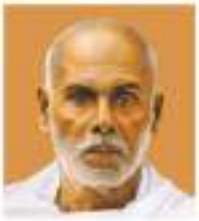

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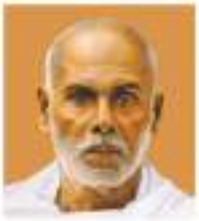
Est. 2003

Sree Narayana Guru College of Engineering & Technology

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



DETAILS OF CASUAL LEAVE

Sree Narayana Guru College of Engineeering & Technology,

Approved by AICTE and affiliated to APJ ABDUL KALAM Technological University.

Website: www.sngcet.org

Email: info@sngcet.ac.in

LEAVE POLICY

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GENERAL

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The staff members can avail the following leave:

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*Compensation Duty Leave	CDL
*Study Leave	ST
*Vacation Leave	VL
*Maternity Leave	ML
*Medical Leave	MED

CASUAL LEAVE (CL)

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1) Prolonged sickness of self or a family member
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b) The paper has been accepted for presentation and a communication to this effect treceived in writing/mail.

OUT-STATION DUTY (OD):

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3) Head of the Department has the power to distribute the outstation duty among the faculty members so as not to exceed the allowable limit per semester.
4) Staff members are permitted to go on 'On Duty' for academic works of the colleges such as Board of Studies, Academic Council, Staff selection Committee, Accreditation committee, Resource person for other colleges and other committee/ Council formed related to the works of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the H.O.D. and the Principal. Staff members availing O.D. are entitled to draw the salary in full for the entire period of O.D. The teacher applying for O.D. is permitted to avail the remuneration given by the University or any other academic bodies.
5) In all the cases, prior written permission has to be obtained from the Principal through HOD, via e-mail.
6) The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

COMPENSATION DUTY LEAVE (CDL)

All the staffs are expected to work on holidays in case of events of institutional importance/necessity without any special compensation. However under special circumstance compensation duty leave will be sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e. Management and Principal of the college. Such approval of CDL rests solely at the discretion of the Principal/Designated Authority.

Approved CDL

a) Can also be combined with C.L.
b) This leave must be availed within three months from the day of the duty carried out.
c) C.D.L. can be availed as full day only

STUDY LEAVE (SL)

1) The Management of SNGCET appreciates and encourages faculty development by acquiring higher qualifications such as PhD / Post PhD. Study leave of upto 4 years will be granted to faculty who wish to pursue full time PhD.
2) Faculty while rejoining SNGCET after the successful completion of PhD will be eligible for increments as per the decision of Management.

3) To pursue PhD under part-time/part-time external schemes, faculty will be permitted under the following conditions.
   a) Faculty shall give an undertaking to the effect that they will be continuing with SNGCET after completion of their PhD for a minimum period one year.
   b) Faculty should have completed a minimum period of 1 year of service at SNGCET before applying for PhD under part-time.
   c) The number of faculty availing the above facility shall not exceed 25% of the total faculty strength of any department at given point of time.
   d) Permission to avail this facility will be given by the Management based on the recommendation of the HOD/Principal and considering the overall performance and seniority of the faculty.
   e) Faculty will be permitted to make use of the library and lab facilities for the purpose without affecting the normal functioning of the college.
   f) It is imperative that the faculty doing PhD under part-time scheme to pursue their research work without affecting their duties and responsibilities at SNGCET.

MATERNITY LEAVE (ML)

1) Maternity leave of 6 months may be granted to a permanent female employee with half pay upto a maximum of two children.
2) The leave pay of two months will be granted after rejoining.
3) All the holidays occurring during the leave shall be counted for the purpose of computation of 180 days.

VACATION LEAVE (VL)

The total number of VL days for members of permanent staff (vacation staff) is limited to30 (Thirty) days, for a continuous service of 12 months in the institution.

If any staff member is prevented from availing VL in the interest of the college by theorders of the Principal/Designated Authority, compensation duty leave shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority. Such compensation can be availed within the academic year.

1) A staff member becomes eligible for full VL only after rendering a continuous service of one full academic year as on 31st May. ie. From 1st June of a calendar year to 31st May of the following academic year. If he/she join on service on later date, the can avail proportionate VL.
2) All regular office staff who are not entitled vacations are entitled to 22 days Casual Leave in a Calendar Year. Leave can be availed in blocks of not more than 3 days, except in emergencies.
3) In case a staff member, after availing VL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of Pay (LOP) at the rate of 3 days per month and proportionate salary will be deducted from any payment due to him /her or will be recovered from the said staff member.
4) However, in special / deserving cases, VL can be sanctioned for permanent staffs proportional to number of completed months of continuous service, solely at the

discretion of the Designated Authority. In such cases, staff members are required to serve the institution for a further period of six months or one semester.

5) Any unused part of VL cannot be carried over to the next academic year.
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7) The vacation period amongst the faculty members shall generally be staggered to ensure thatthe Institutes functioning are not hampered.

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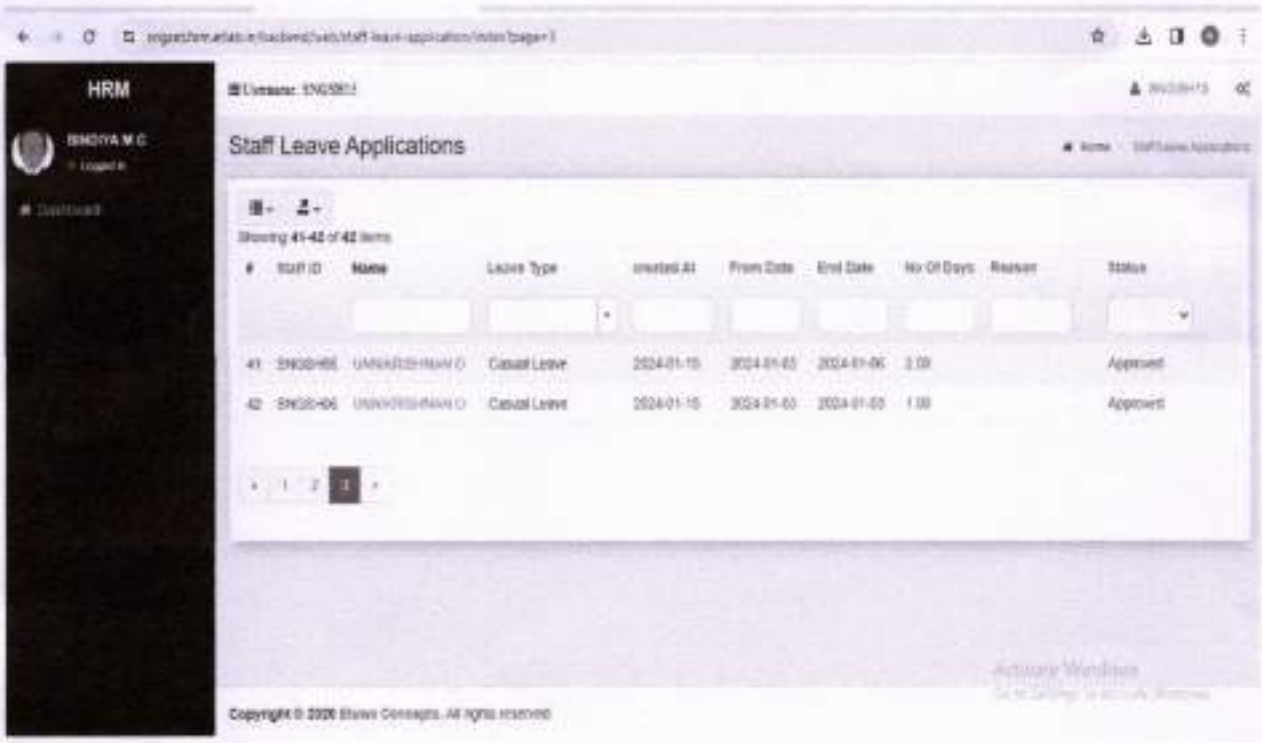

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
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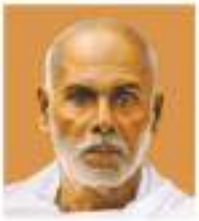
KANNUR



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Website: www.sngcet.org

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SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY,

PAYYANUR

CIRCULAR

SNGCET/VAC/01/2021 20-04-2021

The summer vacation for the college is scheduled from 21-04-2021 to 13-05-2021. All faculty members are to work from home as directed by KTU and complete the online classes as per KTU schedule. All HODs are to monitor the online classes and report to Principal on time. Dean UG studies also will monitor the classes and report. If any urgent requirement of the faculty/staff, like semester examination etc they will be asked to report college during this period. The additional duty like admission, graduation day assigned to a faculty/staff to be followed up meticulously and report to Prncipal.

PRINCIPAL 20/4

To

All faculty and staff members.

HODs/AO

Notice board

Cc Secretary/President for kind information

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

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

Promoted by Sree Bhakthi Samvardhini Yogam

(Affiliated to KTU, Recognised by AICTE)

Administrative Office Department Faculty Attendance details for the month of August'2022

No	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TP	TO	TC	TW	NW
	-	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	-	-	-	-	-
	Mr. ASHOK HEGDE L (ADMINISTRATIVE OFFICER)	P	P	P	P	P	S	H	P	H	P	P	P	P	H	P	P	O	H	P	P	O	O	S	P	P	P	P	H	P	P	S	19	3.5		22.5	0
		P	P	O	P	P	S	H	P	H	P	P	P	P	H	S	P	O	H	P	P	O	O	S	P	P	P	P	H	P	P	S					
	Ms. LEENA A.V (PRINCIPAL)	P	A	A	S	H	P	H	P	H	P	P	P	H	H	P	P	A	H	S	S	H	S	P	P	P	A	H	H	P	P	P	14.5	0		14.5	4
		P	A	A	P	H	P	H	P	H	P	P	P	H	H	P	P	A	H	S	S	H	S	P	P	P	A	H	H	P	P	P					
	Mr. SUJITH D (ASSISTANT PROFESSOR/SYSTEM ADMINISTRATOR)	A	A	A	A	H	A	H	A	H	A	A	A	H	H	H	A	A	H	A	A	H	A	A	A	A	A	H	H	A	A	A		0		0	21
		A	A	A	A	H	A	H	A	H	A	A	A	H	H	H	A	A	H	A	A	H	A	A	A	A	A	H	H	A	A	A					
	Mr. VYJITH A N (ASSISTANT ACCOUNTS OFFICER)	P	P	S	P	P	P	H	P	H	P	P	P	H	H	P	P	O	H	P	S	H	P	P	P	P	P	P	H	S	P	P	20.5	0.5		21	0
		P	P	S	P	P	P	H	P	H	P	P	P	H	H	P	P	P	H	P	S	H	P	P	P	P	P	P	H	S	P	P					
	Mr. SHARATH CHANDRA V (PUBLIC RELATIONS OFFICER)	P	S	P	S	P	P	H	P	H	P	P	P	O	H	P	P	O	H	P	P	H	S	P	P	P	P	P	H	P	P	P	20	2		22	0
		P	S	P	S	P	P	H	P	H	P	P	P	O	H	P	P	O	H	P	P	H	S	P	P	P	P	P	H	P	P	P					
	Mr. RAKESH A K (OFFICE ASSISTANT)	P	P	P	P	P	P	H	P	H	P	P	P	O	H	P	P	P	H	P	P	H	P	P	P	P	P	H	H	P	P	P	22.5	1		23.5	0.5
		P	P	P	P	P	P	H	P	H	P	A	P	O	H	P	P	P	H	P	P	H	P	P	P	P	P	H	H	P	P	P					
	Mr. SUNESH P (OFFICE ASSISTANT)	P	P	P	P	S	P	H	P	H	P	S	S	P	H	H	P	P	H	P	L	H	L	P	P	P	P	H	H	P	P	P	18	0		18	2
		P	P	P	P	S	P	H	P	H	P	S	S	P	H	H	P	P	H	P	L	H	L	P	P	P	P	H	H	P	P	P					
	Mr. HAREESH KUMAR C (ATTENDER / MESSENGER)	P	P	P	P	S	S	H	P	H	P	P	P	O	O	P	P	P	H	P	P	H	P	P	P	P	P	P	H	P	P	S	21	2		23	0
		P	P	P	P	S	S	H	P	H	P	P	P	O	O	P	P	P	H	P	P	H	P	P	P	P	P	P	H	P	P	S					
	Mr. PRADEEP T V (ATTENDER / MESSENGER)	P	P	P	P	P	S	H	P	H	P	P	P	H	H	P	P	S	H	P	P	H	P	P	P	S	P	H	H	P	P	P	19.5	0		19.5	0
		P	P	P	P	P	S	H	P	H	P	P	P	H	H	S	P	S	H	P	P	H	P	P	P	S	P	H	H	P	P	P					
	Mr. PRAKASH KUMAR K.K (LIBRARIAN)	P	P	P	P	H	P	H	P	H	P	P	P	H	H	P	P	P	H	P	P	H	P	P	P	P	P	H	H	P	P	P	22	0		22	0
		P	P	P	P	H	P	H	P	H	P	P	P	H	H	P	P	P	H	P	P	H	P	P	P	P	P	H	H	P	P	P					
	Ms. GANA N (ASSISTANT LIBRARIAN)	P	P	P	P	H	P	H	P	H	P	P	P	H	H	P	P	P	H	P	A	H	S	S	S	S	S	H	H	P	O	P	15	1		16	1
		P	P	P	P	H	P	H	P	H	P	P	P	H	H	P	P	P	H	P	A	H	S	S	S	S	S	H	H	P	O	P					

Dr. LEENA A V
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ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR

-	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	-	-	-	-	
Mr. DHANYESH P (LIBRARY ASSISTANT)	P	P	A	P	H	P	H	S	H	S	S	S	H	H	P	P	P	H	P	A	H	P	A	P	P	P	H	H	P	P	A	14	0		14	4
	P	P	A	P	H	P	H	S	H	S	S	S	H	H	P	P	P	H	P	A	H	P	A	P	P	P	H	H	P	P	A					
Ms. ANITHA P (SWEEPER)	P	P	P	S	P	P	H	P	H	P	P	P	H	H	P	P	P	H	P	P	H	P	P	P	S	P	H	H	P	P	P	21	0		21	0
	P	P	P	S	P	P	H	P	H	P	P	P	H	H	P	P	P	H	P	P	H	P	P	P	S	P	H	H	P	P	P					
Ms. SHYAMLA P K (SWEEPER)	P	P	P	P	P	P	H	P	H	P	P	P	H	H	P	P	P	H	P	A	H	S	P	P	P	S	H	H	S	P	A	17.5	0		17.5	3
	P	P	P	P	P	P	H	P	H	P	P	P	H	H	P	P	P	H	P	A	H	S	P	P	P	S	H	H	A	A	A					
Ms. RADHA K P (SWEEPER)	P	P	P	P	P	P	H	P	H	P	P	P	P	H	P	P	P	P	P	P	H	P	P	P	P	P	P	P	P	P	A	26	0		26	1.5
	P	P	P	P	P	P	H	P	H	P	P	P	P	P	P	P	P	P	P	P	H	P	A	P	P	P	P	P	P	P	A					

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Principal

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SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

Promoted by Sree Bhakthi Samvardhini Yogam

(Affiliated to KTU, Recognised by AICTE)

Mechaninical Engineering Department Faculty Attendance details for the month of August'2022

o	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TP	TO	TC	TW	NW
	-	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	-	-	-	-	
	Mr. RAJEESH P	P	P	P	P	H	P	H	P	H	P	P	P	H	H	P	P	A	H	P	A	H	S	S	S	S	S	H	H	P	A	P	13	0		13	4
	(ASSISTANT PROFESSOR)	P	P	A	P	H	P	H	P	H	P	P	P	H	H	P	P	A	H	A	A	H	S	S	S	S	S	H	H	P	A	P					
	Mr. SARANG P	P	P	P	P	H	A	H	P	H	P	A	P	P	H	P	P	P	H	A	P	H	S	S	S	S	S	H	H	P	A	A	12.5	0		12.5	5
	(ASSISTANT PROFESSOR)	P	P	P	P	H	A	H	P	H	P	A	P	H	H	P	P	P	H	A	P	H	S	S	S	S	S	H	H	P	A	A					
	Mr. ARJUN JAYAPRAKASH	P	P	P	P	H	P	H	P	H	S	S	S	H	H	H	A	P	H	A	P	H	P	P	P	P	P	H	H	P	P	P	16	0		16	2
	(ASSISTANT PROFESSOR)	P	P	P	P	H	P	H	P	H	S	S	S	H	H	H	A	P	H	A	P	H	P	P	P	P	P	H	H	P	P	P					
	Mr. JACOB THOMAS	P	P	P	P	H	P	H	P	H	P	P	P	H	H	P	S	S	H	S	S	H	P	P	P	P	A	H	H	P	P	A	16	0		16	2
	(ASSISTANT PROFESSOR)	P	P	P	P	H	P	H	P	H	P	P	P	H	H	P	S	S	H	S	S	H	P	P	P	P	A	H	H	P	P	A					
	Mr. DIVYATHEJ M V	P	P	P	P	H	P	H	S	H	S	S	S	H	H	P	P	P	H	P	P	H	A	P	P	P	P	P	H	P	P	P	16.5	0		16.5	2.5
	(ASSISTANT PROFESSOR)	P	P	P	P	H	P	H	S	H	S	S	S	H	H	P	A	P	H	P	A	H	A	P	A	P	P	P	H	P	P	P					
	Mr. EASWARAN NAMBOODIRI M	S	S	S	S	S	A	H	P	H	P	P	P	H	H	P	P	P	H	P	P	H	P	P	P	P	P	H	H	P	P	P	17	0		17	1
	(Pr.MECHANICAL INSTRUCTOR)	S	S	S	S	S	A	H	P	H	P	P	P	H	H	P	P	P	H	P	P	H	P	P	P	P	P	H	H	P	P	P					
	Mr. DHANARAJ K	S	P	S	P	P	P	H	S	H	P	P	P	H	H	P	P	P	H	P	P	H	P	P	P	S	P	H	H	P	A	S	17	0		17	1
	(SUPERINTENDENT JUNIOR)	S	P	S	P	P	P	H	S	H	P	P	P	H	H	P	P	P	H	P	P	H	P	P	P	S	P	H	H	P	A	S					
	Mr. GANGADHARAN A	P	P	P	A	H	P	H	P	H	P	P	P	H	H	P	P	P	H	P	P	H	S	S	S	S	S	H	H	P	P	P	16	0		16	1
	(INSTRUCTOR JUNIOR)	P	P	P	A	H	P	H	P	H	P	P	P	H	H	P	P	P	H	P	P	H	S	S	S	S	S	H	H	P	P	P					

Note:- P - Present,O - On-Duty,L - Leave, NP - Not Posted, E - Exam OD, C - Compensation, H - Holiday, S - Vacation TP - Total Present, TO - Total OD, TC - Total Compensation, TW - Total Working, NW - Total not working, OB - Observer, V - Valuation

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Principal

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SREE NARAYA . GURU COLLEGE OF ENGINEERING & TEA NOLOGY

Promoted by Sree Bhakthi Samvardhini Yogam

(Affiliated to KTU, Recognised by AICTE)

Electrical and Electronics Engineering Department Faculty Attendance details for the month of August'2022

Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TP	TO	TC	TW	NW
-	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	-	-	-	-	
Mr. ABHILASH KRISHNAN T.K	P	P	P	P	H	P	H	S	H	S	S	S	H	H	H	P	P	H	P	P	H	P	P	P	P	P	H	H	E	P	P	15.5	1		16.5	0.5
(ASSISTANT PROFESSOR)	P	P	A	P	H	P	H	S	H	S	S	S	H	H	H	P	P	H	P	P	H	P	P	P	P	P	H	H	E	P	P					
Ms. PRABHA CHANDRAN	P	P	P	P	H	P	H	P	H	P	P	O	P	H	P	O	P	H	P	P	H	S	S	S	S	P	P	H	P	C	P	17.5	1	1	19.5	0
(ASSISTANT PROFESSOR)	P	P	P	P	H	P	H	P	H	P	P	P	H	H	P	P	P	H	P	P	H	S	S	S	S	P	P	H	P	C	P					
Mr. MANU C	P	P	P	A	H	P	H	P	H	P	A	P	H	H	H	P	P	H	P	P	H	S	S	S	S	S	H	H	P	P	P	14	0		14	2
(ASSISTANT PROFESSOR)	P	P	P	A	H	P	H	P	H	P	A	P	H	H	H	P	P	H	P	P	H	S	S	S	S	S	H	H	P	P	P					
Mr. VAISHAKH M NAYANAR	P	P	P	P	H	P	H	P	H	P	P	P	H	H	H	S	S	H	S	S	H	P	P	P	P	P	P	H	P	C	P	17.5	0	1	18.5	0
(ASSISTANT PROFESSOR)	P	P	P	P	P	P	H	P	H	P	P	P	H	P	H	S	S	H	S	S	H	P	P	P	P	P	H	H	P	C	P					
Ms. ARCHANA C P	P	P	P	P	H	L	H	S	H	S	S	S	H	H	H	L	P	P	P	P	H	P	P	P	P	P	P	H	P	P	P	16.5	0		16.5	2
(ASSISTANT PROFESSOR)	P	P	P	P	H	L	H	S	H	S	S	S	H	H	H	L	P	P	P	P	H	P	P	P	P	P	H	H	P	P	P					
Mr. VILAS P	P	P	P	P	H	P	H	P	H	P	P	P	O	H	P	P	P	H	P	P	H	S	S	S	S	S	H	H	P	P	P	17	1		18	0
(TRADE INSTRUCTOR SENIOR)	P	P	P	P	H	P	H	P	H	P	P	P	O	H	P	P	P	H	P	P	H	S	S	S	S	S	H	H	P	P	P					

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Principal

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

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Electronics and Communication Engineering Department Faculty Attendance details for the month of August'2022

Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TP	TO	TC	TW	NW
-	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	-	-	-	-	
Prof.RAVEENDRAN K (PROFESSOR)	P	P	A	A	H	P	H	S	H	S	S	S	H	H	H	P	L	H	P	P	H	P	P	P	P	A	P	H	A	A	L	13	0		13	5
	P	P	A	P	H	P	H	S	H	S	S	S	H	H	H	P	L	H	P	P	H	P	P	P	P	P	P	H	P	P	L					
Ms. LEENA NARAYANAN (ASSISTANT PROFESSOR)	P	P	P	P	H	P	H	P	H	P	P	P	H	H	P	S	S	H	S	S	H	A	P	P	P	P	P	H	P	P	P	17.5	0		17.5	1.5
	P	P	P	P	H	P	H	P	H	P	P	P	H	H	P	S	S	H	S	S	H	A	P	P	P	P	P	H	P	P	A					
Ms. SRINDHUNA M (ASSISTANT PROFESSOR)	P	P	P	P	H	P	H	L	H	L	L	L	H	H	H	P	L	H	P	P	H	S	S	S	S	S	H	H	P	P	P	10.5	0		10.5	5.5
	P	P	P	P	H	P	H	L	H	L	L	L	H	H	H	P	L	H	P	P	H	S	S	S	S	S	H	H	P	P	A					
Ms. MEERA M (ASSISTANT PROFESSOR)	P	P	P	P	H	P	H	P	H	P	P	P	P	H	H	P	P	H	P	P	H	S	S	S	S	S	H	H	C	P	A	14.5	0	1	15.5	1
	P	P	P	P	H	P	H	P	H	P	P	P	H	H	H	P	P	H	P	P	H	S	S	S	S	S	H	H	C	P	A					
Ms. THRISHNA S (ASSISTANT PROFESSOR)	P	P	P	P	H	P	H	S	H	S	S	S	H	H	H	P	P	H	P	L	H	P	P	E	P	P	H	H	P	P	P	15	1		16	1
	P	P	P	P	H	P	H	S	H	S	S	S	H	H	H	P	P	H	P	L	H	P	P	E	P	P	H	H	P	P	P					
Ms. VANI R (ASSISTANT PROFESSOR)	P	P	P	P	H	P	H	P	H	P	P	P	H	H	H	A	P	H	P	P	H	S	S	S	S	S	P	H	P	P	P	15.5	0		15.5	1
	P	P	P	P	H	P	H	P	H	P	P	P	H	H	H	A	P	H	P	P	H	S	S	S	S	S	H	H	P	P	P					
Mr. SREEJITH K (INSTRUCTOR JUNIOR)	P	P	P	P	H	P	H	L	H	P	P	P	O	H	P	P	P	H	P	P	H	P	P	P	P	S	H	H	S	S	S	17	1		18	1.5
	P	P	P	P	H	P	H	L	H	P	P	P	O	H	P	P	P	H	P	P	H	P	P	P	P	S	H	H	S	S	A					
Mr. SHAHITH P (TRADE INTRUCTOR SENIOR)	P	P	P	P	H	P	H	P	H	P	P	P	O	H	P	P	P	H	P	P	H	S	S	S	S	S	H	H	P	P	P	17	1		18	0
	P	P	P	P	H	P	H	P	H	P	P	P	O	H	P	P	P	H	P	P	H	S	S	S	S	S	H	H	P	P	P					
Mr. RAVEESH KUMAR C P (TRADE INTRUCTOR JUNIOR)	P	A	P	P	H	P	H	S	H	P	P	S	O	H	P	P	P	H	P	A	H	P	P	P	P	P	H	H	S	S	P	16.5	1		17.5	1.5
	P	P	P	P	H	P	H	S	H	P	P	S	O	H	P	P	P	H	P	A	H	P	P	P	P	P	H	H	S	S	P					

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Computer Science and Engineering Department Faculty Attendance details for the month of August'2022

o	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TP	TO	TC	TW	NW
-		Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	-	-	-	-	
	Mr. SUNDER V	P	P	P	P	H	P	H	S	H	S	S	S	H	H	H	P	P	H	P	P	H	P	P	P	C	P	H	H	L	P	P	14.5	0.5	1	16	1
	(ASSISTANT PROFESSOR)	P	P	O	P	H	P	H	S	H	S	S	S	H	H	H	P	P	H	P	P	H	P	P	P	C	P	H	H	L	P	P					
	Mr. ROHITH M	P	P	P	L	H	P	H	L	H	P	P	L	H	H	P	P	P	H	P	O	H	P	P	P	L	P	H	H	L	P	P	16	1		17	5
	(SYSTEM ADMINISTRATOR / LAB INSTRUCTOR)	P	P	P	L	H	P	H	L	H	P	P	L	H	H	P	P	P	H	P	O	H	P	P	P	L	P	H	H	L	P	P					
	Ms. ANUSHA M	P	P	P	P	H	P	H	P	H	P	P	P	H	H	H	P	P	H	P	A	H	P	P	P	P	P	H	H	P	P	P	20	0		20	1
	(LAB INSTRUCTOR)	P	P	P	P	H	P	H	P	H	P	P	P	H	H	H	P	P	H	P	A	H	P	P	P	P	P	H	H	P	P	P					
	Ms. NEHA M V	P	P	A	P	H	P	H	P	H	P	P	P	P	H	H	P	P	H	P	C	H	S	S	S	S	S	H	H	A	P	P	13.5	0	1	14.5	2
	(ASSISTANT PROFESSOR)	P	P	A	P	H	P	H	P	H	P	P	P	H	H	H	P	P	H	P	C	H	S	S	S	S	S	H	H	A	P	P					
	Ms. VARSHA M	S	S	S	S	S	P	H	P	H	P	P	P	P	H	P	A	P	H	P	P	H	P	P	P	P	P	H	H	C	P	P	16.5	0	1	17.5	1
	(ASSISTANT PROFESSOR)	S	S	S	S	S	P	H	P	H	P	P	P	H	H	P	A	P	H	P	P	H	P	P	P	P	P	H	H	C	P	P					
	Ms. VIJINA VIJAYAN	P	P	P	P	H	P	H	P	H	P	P	P	H	H	P	P	P	H	P	P	H	S	S	S	S	S	H	H	P	P	P	17	0		17	0
	(ASSISTANT PROFESSOR)	P	P	P	P	H	P	H	P	H	P	P	P	H	H	P	P	P	H	P	P	H	S	S	S	S	S	H	H	P	P	P					
	Ms. NIMISHA M K	S	S	S	S	S	P	H	P	H	P	P	P	H	H	P	P	P	H	P	P	H	P	A	P	P	P	P	H	P	P	P	18	0		18	1
	(ASSISTANT PROFESSOR)	S	S	S	S	S	P	H	P	H	P	P	P	H	H	P	P	P	H	P	P	H	P	A	P	P	P	P	H	P	P	P					
	Ms. THULASIBAI A	P	P	P	P	H	P	H	S	H	S	S	S	H	H	P	P	P	H	P	A	H	P	P	P	P	P	H	H	P	P	P	16.5	0		16.5	1.5
	(ASSISTANT PROFESSOR)	P	P	P	P	H	P	H	S	H	S	S	S	H	H	P	P	P	H	P	A	H	P	P	P	P	P	H	H	P	P	A					
	Mr. VEENA K K	E	E	P	P	H	P	H	P	H	P	P	P	H	H	P	P	P	H	P	A	H	S	S	S	S	S	H	H	P	P	P	14	2		16	1
	(ASSISTANT PROFESSOR)	E	E	P	P	H	P	H	P	H	P	P	P	H	H	P	P	P	H	P	A	H	S	S	S	S	S	H	H	P	P	P					
	Mr. NISHANTH K P	P	P	P	P	H	P	H	P	H	P	P	P	H	H	S	P	P	H	P	P	H	P	S	S	P	P	P	H	S	S	S	16.5	0		16.5	0
	(COMPUTER TECHNICAL ASSISTANT)	P	P	P	P	H	P	H	P	H	P	P	P	H	H	S	P	P	H	P	P	H	P	S	S	P	P	H	H	S	S	S					

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

Principal

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

Promoted by Sree Bhakthi Samvardhini Yogam

(Affiliated to KTU, Recognised by AICTE)

Civil Engineering Department Faculty Attendance details for the month of August'2022

o	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TP	TO	TC	TW	NW
	-	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	-	-	-	-	
	Dr. SUSAN ABRAHAM (ASSOCIATE PROFESSOR - DEAN PG)	S	S	S	S	S	P	H	P	H	P	P	P	P	H	H	C	L	H	P	P	H	P	P	P	P	P	H	H	P	P	P	15.5	0	1	16.5	1
		S	S	S	S	S	P	H	P	H	P	P	P	H	H	H	C	L	H	P	P	H	P	P	P	P	P	H	H	P	P	P					
	Mr. AKSHAY P (LAB INSTRUCTOR)	P	P	P	P	H	P	H	P	H	P	P	P	H	H	H	P	P	H	P	P	H	P	P	L	P	P	H	H	P	A	A	17.5	0		17.5	3.5
		P	P	P	P	H	P	H	P	H	P	P	P	H	H	H	P	P	H	P	L	H	P	P	L	P	P	H	H	P	A	A					
	Ms. MARY SONIA GEORGE B (ASSISTANT PROFESSOR SENIOR)	P	P	P	P	H	P	H	P	H	P	P	P	H	H	P	P	O	H	P	P	H	S	S	S	S	S	H	H	P	P	P	15.5	1.5		17	0
		P	P	O	P	H	P	H	P	H	P	P	P	H	H	P	P	O	H	P	P	H	S	S	S	S	S	H	H	P	P	P					
	Ms. SHILPA VALSAKUMAR (ASSISTANT PROFESSOR)	S	S	S	S	S	P	H	L	H	P	P	P	H	H	H	P	P	H	P	P	H	P	P	P	P	P	H	H	P	P	P	16	0		16	1
		S	S	S	S	S	P	H	L	H	P	P	P	H	H	H	P	P	H	P	P	H	P	P	P	P	P	H	H	P	P	P					
	Mr. AKHIL K C (SPECIAL GRADE LAB INSTRUCTOR)	P	P	P	P	H	P	H	S	H	S	S	S	H	H	H	P	P	H	L	L	H	P	P	P	P	P	H	H	P	P	P	15	0		15	2
		P	P	P	P	H	P	H	S	H	S	S	S	H	H	H	P	P	H	L	L	H	P	P	P	P	P	H	H	P	P	P					
	Mr. PREM ANAND C (ASSISTANT PROFESSOR)	A	A	A	A	H	A	H	A	H	A	A	A	H	H	H	A	A	H	A	A	H	A	A	A	A	A	P	H	A	A	A	1	0		1	21
		A	A	A	A	H	A	H	A	H	A	A	A	H	H	H	A	A	H	A	A	H	A	A	A	A	A	P	H	A	A	A					
	Ms. SARITHA SASINDRAN (ASSISTANT PROFESSOR)	P	P	P	P	H	P	H	P	H	P	P	P	H	H	H	P	P	H	P	P	H	P	P	P	P	P	H	H	S	S	S	18	0		18	0
		P	P	P	P	H	P	H	P	H	P	P	P	H	H	H	P	P	H	P	P	H	P	P	P	P	P	H	H	S	S	S					
	Mr. SHIBIN B (ASSISTANT PROFESSOR)	P	P	P	P	H	L	H	P	H	P	P	P	H	H	H	P	P	H	P	P	H	S	S	S	S	S	H	H	P	A	P	14	0		14	2
		P	P	P	P	H	L	H	P	H	P	P	P	H	H	H	P	P	H	P	L	H	S	S	S	S	S	H	H	P	P	P					

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Principal

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

This is a computer generated report

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

Promoted by Sree Bhakthi Samvardhini Yogam

(Affiliated to KTU, Recognised by AICTE)

Science and Humanities Department Faculty Attendance details for the month of August'2022

o	Name	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	TP	TO	TC	TW	NW
	-	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	-	-	-	-	
	Mr. UNNIKRISHNAN O (ASSISTANT PROFESSOR)	P	P	A	P	P	P	H	S	H	S	S	S	H	H	H	A	P	H	P	P	H	P	P	A	P	A	H	H	P	P	P	13.5	0		13.5	4.5
		P	P	A	P	P	P	H	S	H	S	S	S	H	H	H	A	P	H	P	P	H	P	P	A	P	A	H	H	P	A	P					
	Mr. NIKHIL M (ASSISTANT PROFESSOR)	P	P	P	E	H	P	H	P	H	P	E	P	H	H	H	P	E	H	P	P	H	S	S	S	S	S	H	H	P	P	P	12.5	3		15.5	0.5
		P	P	A	E	H	P	H	P	H	P	E	P	H	H	H	P	E	H	P	P	H	S	S	S	S	S	H	H	P	P	P					
	Ms. BINDIYA M C (ASSISTANT PROFESSOR)	S	S	S	S	S	P	H	P	H	P	P	P	P	H	H	P	P	H	P	P	H	P	P	P	P	C	H	H	P	P	P	16	0.5	1	17.5	0
		S	S	S	S	S	P	H	P	H	P	P	P	H	H	H	P	E	H	P	P	H	P	P	P	P	C	H	H	P	P	P					
	Mr. RAJEEV P (ASSISTANT PROFESSOR)					H		H		H				H	H	H			H			H						H	H								
						H		H		H				H	H	H			H			H						H	H								
	Mr. ABHIROSH K (ASSISTANT PROFESSOR)	P	P	P	P	H	P	H	P	H	P	P	P	P	H	P	P	P	H	P	P	H	S	S	S	S	S	H	H	P	P	P	17.5	0		17.5	0
		P	P	P	P	H	P	H	P	H	P	P	P	H	H	P	P	P	H	P	P	H	S	S	S	S	S	H	H	P	P	P					
	Ms. ASWATHI SREEJITH (ASSISTANT PROFESSOR)	P	P	P	P	H	P	H	S	H	S	S	S	H	H	H	P	P	H	P	L	H	P	P	P	O	O	H	H	P	P	P	14	2		16	1
		P	P	P	P	H	P	H	S	H	S	S	S	H	H	H	P	P	H	P	L	H	P	P	P	O	O	H	H	P	P	P					
	Ms. NIMMITHA MURALI (ASSISTANT PROFESSOR)	P	P	L	P	H	P	H	S	H	S	P	S	H	H	H	P	P	H	P	P	H	P	P	P	P	P	H	H	P	P	P	16.5	0		16.5	1.5
		P	L	L	P	H	P	H	S	H	S	P	S	H	H	H	P	P	H	P	P	H	P	P	P	P	P	H	H	P	P	P					
	Ms. ASWATHI K (ASSISTANT PROFESSOR)	P	P	E	E	H	P	H	P	H	P	P	P	H	H	H	P	P	H	P	P	H	S	S	S	S	S	P	H	P	P	P	15	2		17	0
		P	P	E	E	H	P	H	P	H	P	P	P	H	H	H	P	P	H	P	P	H	S	S	S	S	S	P	H	P	P	P					

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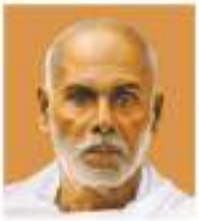
Principal

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

This is a computer generated report.



MATERNITY LEAVE

Sree Narayana Guru College of Engineeering & Technology,

Approved by AICTE and affiliated to APJ ABDUL KALAM Technological University.

Website: www.sngcet.org

Email: info@sngcet.ac.in

LEAVE POLICY

LEAVE

GENERAL

1) Leave is a privilege granted by the Management and not a right. If needed the leave may be refused or revoked by the authority. Leave will be calculated as per the calendar year and NOT academic year.
2) Leave Application: The leave application shall be submitted on EDNSPEX well in advance and sanction may be obtained before availing the leave. The faculty members shall make alternate arrangements/internal adjustments such that their classes and other official duties are not affected.
3) An alternative arrangement for all duties has to be informed to the concerned HOD.
4) The lab staff shall make alternate arrangements/internal adjustments so that lab classes are not affected. Advance permission should be sought from the concerned HOD. Casual Leave, Out Station Duty and Duty Leave application should be submitted in EDNSPEX. All other leaves should be forwarded to the Management for approval through the Principal.
5) Leave of any kind will not be sanctioned on those particular days when the services of the staff are mandatory in the institution.
6) Continued absence of more than five days, or repeated irregularity without intimation of any kind may render an employee liable to disciplinary action.
7) The Office staff/ HODs/AO shall take approval of the Principal at least one day prior to the starting of leave.
8) The Principal shall take approval from the Management atleast one day prior for availing leave.

TYPES OF LEAVE

The staff members can avail the following leave:

*Casual Leave	CL
*Leave without Pay	LWP
*Extra Ordinary Leave	EOL
*Duty Leave	DL
*Compensation Duty Leave	CDL
*Study Leave	ST
*Vacation Leave	VL
*Maternity Leave	ML
*Medical Leave	MED

CASUAL LEAVE (CL)

All regular staff is entitled to 15 days Casual Leave in a calendar year, apart from College vacations.

1) Half day CL will not be granted on half working days.
2) CL can be pre-fixed/suffixed with all types of holidays/leaves.
3) The contract staff shall avail CL in the respective month itself.
4) The CL of regular staff will not be carried forward to next calendar year and will lapse at the end of the calendar year.

LEAVE WITHOUT PAY (LWP)

1) If an employee avails leave in excess of casual leave he/she may be granted leave without pay at the discretion of the Management.
2) Such leave shall not exceed 45 (forty five) days in a calendar year subject to a maximum of 20 (twenty) days at a time.
3) "Leave without pay" shall also be approved in advance by the authority as any other leave.
4) Prior approval has to be taken from the Management for any leave without pay that is availed for more than five consecutive days.

EXTRA ORDINARY LEAVE (EOL)

This leave is granted under the following circumstances which includes the following:-

1) Prolonged sickness of self or a family member
2) Higher education

Although there cannot be a fixed guideline for the duration of such a leave, this may be granted as per the decision of the Management as per the case.

DUTY LEAVE (DL)

1) Duty leave may be granted for the following purposes:
2) To perform any technical presentations such as lecture, talk, speaker in a FDP etc
3) To attend technical workshops/symposium of National/International level.
4) To read/present a research paper in a Conference/Symposium ofNational/International level.
5) To attend selection committee or other such like committee meetings provided theyare convened by a statutory body/university recognized by the Government.
6) To inspect academic institutions attached to a statutory body or a Universityrecognized by the Government.

The duty leave will be restricted to a maximum of 15 days during a calendar year subject to the following conditions:-

a) There exists a written request from the competent authority.
b) The paper has been accepted for presentation and a communication to this effect treceived in writing/mail.

OUT-STATION DUTY (OD):

1) OD will be granted when staff members are required to go out on official duties as approved by the Principal/Designated Authority for examination work in recognized universities.
2) Number of days on OD is limited to 14 days for a year at the rate of 7days per semester and if availed in excess, the excess days shall be deducted from other eligible leave at the credit of the staff unless approved by the designated authority. This limit is applicable to conduct of university practical examination, observer duty, Viva voce, Synopsis submission & DC meeting. However, this limit is not applicable to centralized valuation camp.
3) Head of the Department has the power to distribute the outstation duty among the faculty members so as not to exceed the allowable limit per semester.
4) Staff members are permitted to go on 'On Duty' for academic works of the colleges such as Board of Studies, Academic Council, Staff selection Committee, Accreditation committee, Resource person for other colleges and other committee/ Council formed related to the works of AICTE/ other prescribed bodies etc., after obtaining prior written permission from the H.O.D. and the Principal. Staff members availing O.D. are entitled to draw the salary in full for the entire period of O.D. The teacher applying for O.D. is permitted to avail the remuneration given by the University or any other academic bodies.
5) In all the cases, prior written permission has to be obtained from the Principal through HOD, via e-mail.
6) The Principal/Designated Authority shall have the right to cancel the leave sanctioned earlier, for any emergency work in the college.

COMPENSATION DUTY LEAVE (CDL)

All the staffs are expected to work on holidays in case of events of institutional importance/necessity without any special compensation. However under special circumstance compensation duty leave will be sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e. Management and Principal of the college. Such approval of CDL rests solely at the discretion of the Principal/Designated Authority.

Approved CDL

a) Can also be combined with C.L.
b) This leave must be availed within three months from the day of the duty carried out.
c) C.D.L. can be availed as full day only

STUDY LEAVE (SL)

1) The Management of SNGCET appreciates and encourages faculty development by acquiring higher qualifications such as PhD / Post PhD. Study leave of upto 4 years will be granted to faculty who wish to pursue full time PhD.
2) Faculty while rejoining SNGCET after the successful completion of PhD will be eligible for increments as per the decision of Management.

3) To pursue PhD under part-time/part-time external schemes, faculty will be permitted under the following conditions.
   a) Faculty shall give an undertaking to the effect that they will be continuing with SNGCET after completion of their PhD for a minimum period one year.
   b) Faculty should have completed a minimum period of 1 year of service at SNGCET before applying for PhD under part-time.
   c) The number of faculty availing the above facility shall not exceed 25% of the total faculty strength of any department at given point of time.
   d) Permission to avail this facility will be given by the Management based on the recommendation of the HOD/Principal and considering the overall performance and seniority of the faculty.
   e) Faculty will be permitted to make use of the library and lab facilities for the purpose without affecting the normal functioning of the college.
   f) It is imperative that the faculty doing PhD under part-time scheme to pursue their research work without affecting their duties and responsibilities at SNGCET.

MATERNITY LEAVE (ML)

1) Maternity leave of 6 months may be granted to a permanent female employee with half pay upto a maximum of two children.
2) The leave pay of two months will be granted after rejoining.
3) All the holidays occurring during the leave shall be counted for the purpose of computation of 180 days.

VACATION LEAVE (VL)

The total number of VL days for members of permanent staff (vacation staff) is limited to30 (Thirty) days, for a continuous service of 12 months in the institution.

If any staff member is prevented from availing VL in the interest of the college by theorders of the Principal/Designated Authority, compensation duty leave shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority. Such compensation can be availed within the academic year.

1) A staff member becomes eligible for full VL only after rendering a continuous service of one full academic year as on 31st May. ie. From 1st June of a calendar year to 31st May of the following academic year. If he/she join on service on later date, the can avail proportionate VL.
2) All regular office staff who are not entitled vacations are entitled to 22 days Casual Leave in a Calendar Year. Leave can be availed in blocks of not more than 3 days, except in emergencies.
3) In case a staff member, after availing VL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of Pay (LOP) at the rate of 3 days per month and proportionate salary will be deducted from any payment due to him /her or will be recovered from the said staff member.
4) However, in special / deserving cases, VL can be sanctioned for permanent staffs proportional to number of completed months of continuous service, solely at the

discretion of the Designated Authority. In such cases, staff members are required to serve the institution for a further period of six months or one semester.

5) Any unused part of VL cannot be carried over to the next academic year.
6) While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.
7) The vacation period amongst the faculty members shall generally be staggered to ensure thatthe Institutes functioning are not hampered.

VACATION LEAVE FOR NON-TEACHING STAFF

1) The number of days of VL for Non-vacation Staff is restricted to 30 days per year which shall be availed within the vacation period declared for teaching staff.
2) Those who have working during the vacation declared for teaching staff in the interest of the college by the orders of the Principal/Designated Authority, thecompensation at the rate of 1:1, ie, one day's pay for every one day of eligible vacation leave shall be considered and credited to their account at the end of academic year (May)/ compensation duty leave shall be considered.
3) Such consideration rests solely at the discretion of the Principal/Designated Authority.
4) Other rules and conditions of availing VL are similar to that for Teaching Staff.

MEDICAL LEAVE (MED)

1) The entitlement of Medical leave is 15 days for every calendar year. Medical leave can be availed only on Medical ground. The application for medical leave is to be submitted within seven days of commencement of leave.
2) The authority has the right to refer the application to a Doctor/Hospital of the choice in caseof doubt on the genuineness of the application
   Medical leave application shall always be accompanied by a medical certificate
3) Sundays & Holidays can be prefixed/suffixed to medical leave, however interveningholidays are counted as medical leave.
4) Medical leave is sanctioned with half salary benefits and can be commuted for full salarybasis.
5) Medical leave will be granted only on completion of all other types of leave in the Calendaryear.
6) Medical leave will be approved/ granted by the Management based on the recommendation of the HOD and Principal.

From

Shilpa Valsakumar
Asst. Professor
Dept of Civil Engineering
SNGCET, Payyanur

To

The Secretary
Sree Bhakthi Samvardhini Yogam
Talap, Kannur

(Through ~~The Principal~~) Forwarded to Secretary.

Sub : Request to avail maternity leave

Respected sir,

This is to bring to your kind notice that I would like to avail maternity leave for the period from 01/06/2017 to 31/10/2017. I have completed all the works regarding the subjects in the current semester.

Kindly consider my request and do the needful to sanction the same.

Thanking you,

Yours faithfully,

17/04/2017

Shilpa Valsakumar

Place : Payyannur
Date: 17/04/17

Forwarded to Principal
17/4/2017.

→ AO.

Miss Shilpa Valsakumar is a regular and confirmed faculty in C.E. Department. She is eligible to avail 2 months leave with pay as maternity benefit as per rules.

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

From

Shilpa Valsakumar
Asst. Professor
Dept of Civil Engineering
SNGCET, Payyanur

To

The Secretary
Sree Bhakthi Samvardhini Yogam
Talap, Kannur
(Through The Principal)

Sub : Request to avail maternity leave

Respected sir,

This is to bring to your kind notice that I would like to avail maternity leave for the period from 01/08/2023 to 31/01/2024. I have completed all the works regarding the courses handled and other responsibilities I held in the current semester.
Kindly consider my request and do the needful to sanction the same.

Thanking you,

Yours faithfully,

Shilpa Valsakumar

Place : Payyannur
Date:

Have completed the responsibilities of the current semester. Kindly grant her the maternity leave.

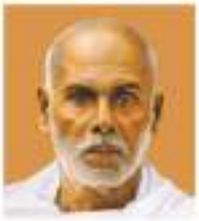
Forwarded to the Secretary for kind action

31/7/2023 [HOD CE]

8/8/23. Sd/- Is recommended

9/8/

DR. LEE... V.
PRINCIPAL
SREE NARAYANAGURU COLLEGE OF ENGINEERING & TECHNOLOGY
KANNUR



DUTY LEAVE

Sree Narayana Guru College of Engineeering & Technology,

Approved by AICTE and affiliated to APJ ABDUL KALAM Technological University.

Website: www.sngcet.org

Email: info@sngcet.ac.in

LEAVE POLICY

LEAVE

GENERAL

1) Leave is a privilege granted by the Management and not a right. If needed the leave may be refused or revoked by the authority. Leave will be calculated as per the calendar year and NOT academic year.
2) Leave Application: The leave application shall be submitted on EDNSPEX well in advance and sanction may be obtained before availing the leave. The faculty members shall make alternate arrangements/internal adjustments such that their classes and other official duties are not affected.
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TYPES OF LEAVE

The staff members can avail the following leave:

*Casual Leave	CL
*Leave without Pay	LWP
*Extra Ordinary Leave	EOL
*Duty Leave	DL
*Compensation Duty Leave	CDL
*Study Leave	ST
*Vacation Leave	VL
*Maternity Leave	ML
*Medical Leave	MED

CASUAL LEAVE (CL)

All regular staff is entitled to 15 days Casual Leave in a calendar year, apart from College vacations.

1) Half day CL will not be granted on half working days.
2) CL can be pre-fixed/suffixed with all types of holidays/leaves.
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1) If an employee avails leave in excess of casual leave he/she may be granted leave without pay at the discretion of the Management.
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All the staffs are expected to work on holidays in case of events of institutional importance/necessity without any special compensation. However under special circumstance compensation duty leave will be sanctioned to a teaching or non-teaching staff in lieu of having attended the office on a holiday whenever he / she is directed to do so by the authorities i.e. Management and Principal of the college. Such approval of CDL rests solely at the discretion of the Principal/Designated Authority.

Approved CDL

a) Can also be combined with C.L.
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c) C.D.L. can be availed as full day only

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1) The Management of SNGCET appreciates and encourages faculty development by acquiring higher qualifications such as PhD / Post PhD. Study leave of upto 4 years will be granted to faculty who wish to pursue full time PhD.
2) Faculty while rejoining SNGCET after the successful completion of PhD will be eligible for increments as per the decision of Management.

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   a) Faculty shall give an undertaking to the effect that they will be continuing with SNGCET after completion of their PhD for a minimum period one year.
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   c) The number of faculty availing the above facility shall not exceed 25% of the total faculty strength of any department at given point of time.
   d) Permission to avail this facility will be given by the Management based on the recommendation of the HOD/Principal and considering the overall performance and seniority of the faculty.
   e) Faculty will be permitted to make use of the library and lab facilities for the purpose without affecting the normal functioning of the college.
   f) It is imperative that the faculty doing PhD under part-time scheme to pursue their research work without affecting their duties and responsibilities at SNGCET.

MATERNITY LEAVE (ML)

1) Maternity leave of 6 months may be granted to a permanent female employee with half pay upto a maximum of two children.
2) The leave pay of two months will be granted after rejoining.
3) All the holidays occurring during the leave shall be counted for the purpose of computation of 180 days.

VACATION LEAVE (VL)

The total number of VL days for members of permanent staff (vacation staff) is limited to30 (Thirty) days, for a continuous service of 12 months in the institution.

If any staff member is prevented from availing VL in the interest of the college by theorders of the Principal/Designated Authority, compensation duty leave shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority. Such compensation can be availed within the academic year.

1) A staff member becomes eligible for full VL only after rendering a continuous service of one full academic year as on 31st May. ie. From 1st June of a calendar year to 31st May of the following academic year. If he/she join on service on later date, the can avail proportionate VL.
2) All regular office staff who are not entitled vacations are entitled to 22 days Casual Leave in a Calendar Year. Leave can be availed in blocks of not more than 3 days, except in emergencies.
3) In case a staff member, after availing VL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of Pay (LOP) at the rate of 3 days per month and proportionate salary will be deducted from any payment due to him /her or will be recovered from the said staff member.
4) However, in special / deserving cases, VL can be sanctioned for permanent staffs proportional to number of completed months of continuous service, solely at the

discretion of the Designated Authority. In such cases, staff members are required to serve the institution for a further period of six months or one semester.

5) Any unused part of VL cannot be carried over to the next academic year.
6) While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.
7) The vacation period amongst the faculty members shall generally be staggered to ensure thatthe Institutes functioning are not hampered.

VACATION LEAVE FOR NON-TEACHING STAFF

1) The number of days of VL for Non-vacation Staff is restricted to 30 days per year which shall be availed within the vacation period declared for teaching staff.
2) Those who have working during the vacation declared for teaching staff in the interest of the college by the orders of the Principal/Designated Authority, thecompensation at the rate of 1:1, ie, one day's pay for every one day of eligible vacation leave shall be considered and credited to their account at the end of academic year (May)/ compensation duty leave shall be considered.
3) Such consideration rests solely at the discretion of the Principal/Designated Authority.
4) Other rules and conditions of availing VL are similar to that for Teaching Staff.

MEDICAL LEAVE (MED)

1) The entitlement of Medical leave is 15 days for every calendar year. Medical leave can be availed only on Medical ground. The application for medical leave is to be submitted within seven days of commencement of leave.
2) The authority has the right to refer the application to a Doctor/Hospital of the choice in caseof doubt on the genuineness of the application
   Medical leave application shall always be accompanied by a medical certificate
3) Sundays & Holidays can be prefixed/suffixed to medical leave, however interveningholidays are counted as medical leave.
4) Medical leave is sanctioned with half salary benefits and can be commuted for full salarybasis.
5) Medical leave will be granted only on completion of all other types of leave in the Calendaryear.
6) Medical leave will be approved/ granted by the Management based on the recommendation of the HOD and Principal.

DUTY LEAVE- PHD

From,
Rajeesh P
Assistant professor
Department of mechanical engineering
SNGCET, Payyanur

To
The Secretary,
Sree Bhakthi Samvardhini yogam
Talap, Kannur.

Sub: Request for consider the leave during the period of phd course

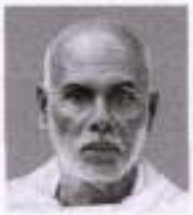
Sir,

I am relieving my duties as HOD (Department of mechanical engineering) from 12-09-22, for persuing Ph.D even though I am relieving from the duties, I request you to consider my case as on leave for the period of my Ph.D course Hoping for a favourable response from your end.

Sanctioned
10/9/2022

yours faithfully,
Rajeesh P
09-09-22

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



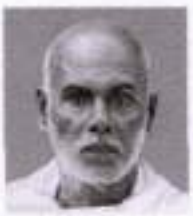
DUTY LEAVE -PART TIME PHD

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

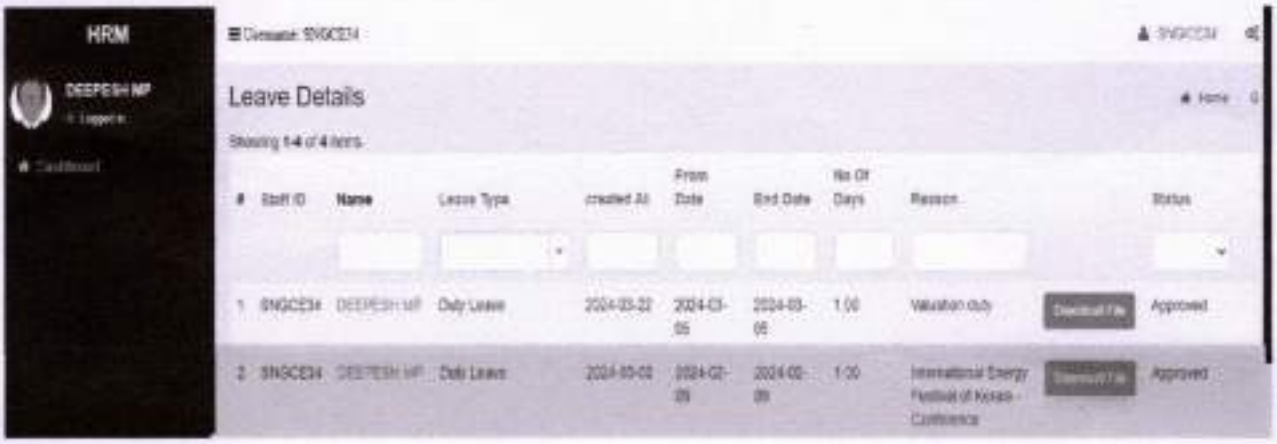
Sree Narayana Guru College of Engineering & Technology

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

Est. 2003



DUTY LEAVE– CONFERENCE



HRM

DEEPESH MP

Leave Details

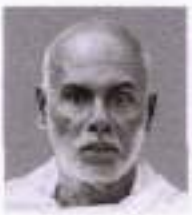
Showing 1-4 of 4 items

#	Staff ID	Name	Leave Type	created At	From Date	End Date	No Of Days	Reason		Status
1	SNGCE34	DEEPESH MP	Duty Leave	2024-03-22	2024-03-05	2024-03-06	1.00	Valuation duty	Download File	Approved
2	SNGCE34	DEEPESH MP	Duty Leave	2024-02-02	2024-02-09	2024-02-09	1.00	International Energy Festival of Kerala - Conference	Download File	Approved

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

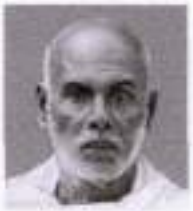
DUTY LEAVE –VALUATION

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

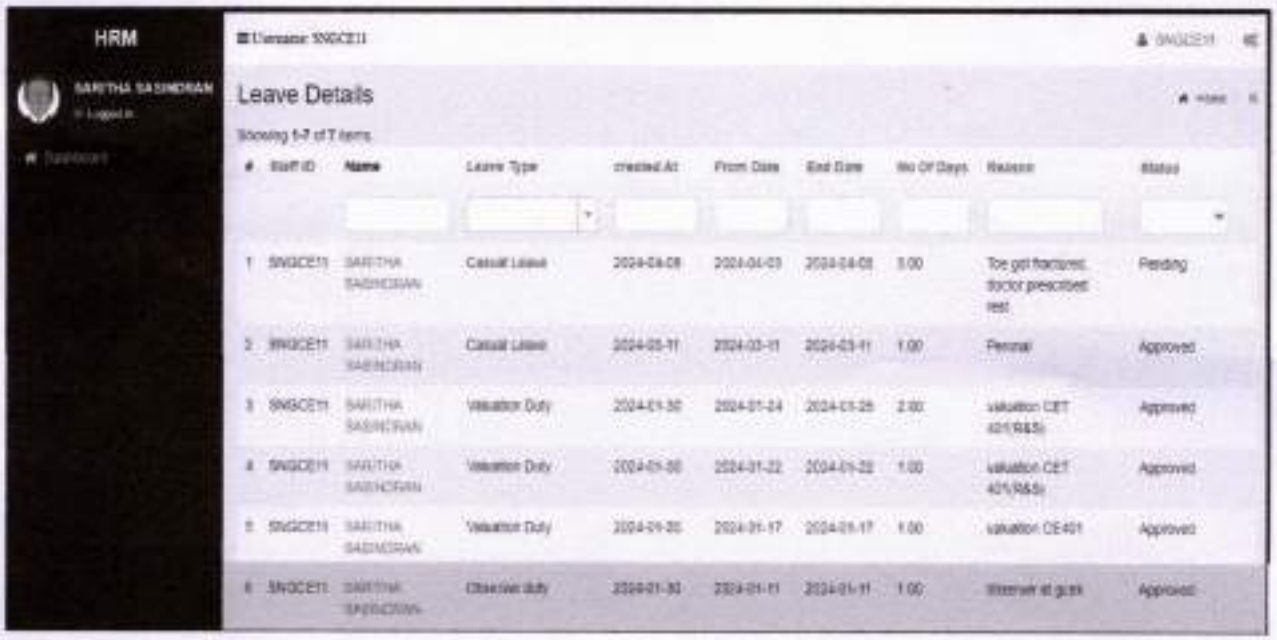


DUTY LEAVE-FDP

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



DUTY LEAVE –OBSERVER



HRM

SARITHA SASINDRAN

Leave Details

Showing 1-7 of 7 items

#	Staff ID	Name	Leave Type	Created At	From Date	End Date	No Of Days	Reason	Status
1	SNGCE11	SARITHA SASINDRAN	Casual Leave	2024-04-08	2024-04-03	2024-04-05	3.00	Toe got fractured, doctor prescribed rest	Pending
2	SNGCE11	SARITHA SASINDRAN	Casual Leave	2024-03-11	2024-03-11	2024-03-11	1.00	Personal	Approved
3	SNGCE11	SARITHA SASINDRAN	Valuation Duty	2024-01-30	2024-01-24	2024-01-26	2.00	valuation CET 401(R&S)	Approved
4	SNGCE11	SARITHA SASINDRAN	Valuation Duty	2024-01-30	2024-01-22	2024-01-22	1.00	valuation CET 401(R&S)	Approved
5	SNGCE11	SARITHA SASINDRAN	Valuation Duty	2024-01-30	2024-01-17	2024-01-17	1.00	valuation CE401	Approved
6	SNGCE11	SARITHA SASINDRAN	Observer duty	2024-01-30	2024-01-11	2024-01-11	1.00	Observer at gcek	Approved

Dr. LEENA A. V.
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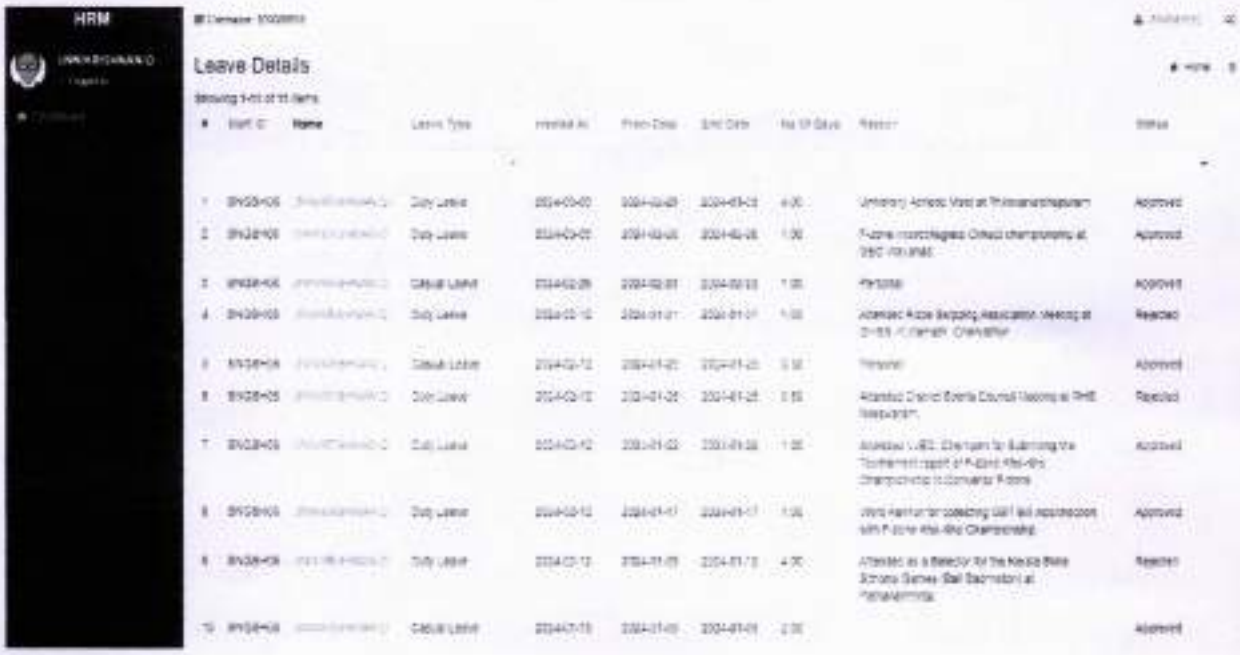
Est. 2003

DUTY LEAVE –SPORTS



HRM

Leave Details

Showing 1-11 of 11 items

#	Staff ID	Name	Leave Type	Applied At	From Date	End Date	No Of Days	Reason	Status
1	[illegible]	[illegible]	Duty Leave	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Approved
2	[illegible]	[illegible]	Duty Leave	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Approved
3	[illegible]	[illegible]	Casual Leave	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Approved
4	[illegible]	[illegible]	Duty Leave	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Rejected
5	[illegible]	[illegible]	Casual Leave	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Approved
6	[illegible]	[illegible]	Duty Leave	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Rejected
7	[illegible]	[illegible]	Duty Leave	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Approved
8	[illegible]	[illegible]	Duty Leave	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Approved
9	[illegible]	[illegible]	Duty Leave	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	Rejected
10	[illegible]	[illegible]	Casual Leave	[illegible]	[illegible]	[illegible]	[illegible]		Approved

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

Priyesh Padmanabhan,
ADME
SNGCET

19th December 2022

The Secretary,
Sree Bhakthi Samvardhini Yogam,
SNGCET

Sir,

Subject: Application for leave

Please accept this letter as my formal notice for leave, from the position assistant professor in mechanical engineering as I have got selection for Ph.D at IIT Palakad. My last day of work will be January 10th 2023.

It has been a great privilege, as well as an invaluable learning experience to be part of Sree Narayana Guru College of engineering and Technology. I would like to thank you for presenting me this opportunity to be part of your esteemed institution

Thanking you

Priyesh Padmanabhan

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
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From

Rajeesh P
Assistant professor
Department of mechanical engineering
SNGCEI, Payyanur

To

The Secretary,
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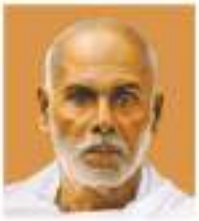

COMPENSATORY LEAVE

Sree Narayana Guru College of Engineeering & Technology,

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Website: www.sngcet.org

Email: info@sngcet.ac.in

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SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR

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Approved CDL

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

3) To pursue PhD under part-time/part-time external schemes, faculty will be permitted under the following conditions.
   a) Faculty shall give an undertaking to the effect that they will be continuing with SNGCET after completion of their PhD for a minimum period one year.
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   c) The number of faculty availing the above facility shall not exceed 25% of the total faculty strength of any department at given point of time.
   d) Permission to avail this facility will be given by the Management based on the recommendation of the HOD/Principal and considering the overall performance and seniority of the faculty.
   e) Faculty will be permitted to make use of the library and lab facilities for the purpose without affecting the normal functioning of the college.
   f) It is imperative that the faculty doing PhD under part-time scheme to pursue their research work without affecting their duties and responsibilities at SNGCET.

MATERNITY LEAVE (ML)

1) Maternity leave of 6 months may be granted to a permanent female employee with half pay upto a maximum of two children.
2) The leave pay of two months will be granted after rejoining.
3) All the holidays occurring during the leave shall be counted for the purpose of computation of 180 days.

VACATION LEAVE (VL)

The total number of VL days for members of permanent staff (vacation staff) is limited to30 (Thirty) days, for a continuous service of 12 months in the institution.

If any staff member is prevented from availing VL in the interest of the college by theorders of the Principal/Designated Authority, compensation duty leave shall be considered. Such consideration rests solely at the discretion of the Principal/Designated Authority. Such compensation can be availed within the academic year.

1) A staff member becomes eligible for full VL only after rendering a continuous service of one full academic year as on 31st May. ie. From 1st June of a calendar year to 31st May of the following academic year. If he/she join on service on later date, the can avail proportionate VL.
2) All regular office staff who are not entitled vacations are entitled to 22 days Casual Leave in a Calendar Year. Leave can be availed in blocks of not more than 3 days, except in emergencies.
3) In case a staff member, after availing VL does not complete the full term of 6 months or one semester, the leave availed will be treated as Leave on Loss Of Pay (LOP) at the rate of 3 days per month and proportionate salary will be deducted from any payment due to him /her or will be recovered from the said staff member.
4) However, in special / deserving cases, VL can be sanctioned for permanent staffs proportional to number of completed months of continuous service, solely at the

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discretion of the Designated Authority. In such cases, staff members are required to serve the institution for a further period of six months or one semester.

5) Any unused part of VL cannot be carried over to the next academic year.
6) While calculating the number of days of vacation leave, all intervening declared holidays and Sundays will be included.
7) The vacation period amongst the faculty members shall generally be staggered to ensure thatthe Institutes functioning are not hampered.

VACATION LEAVE FOR NON-TEACHING STAFF

1) The number of days of VL for Non-vacation Staff is restricted to 30 days per year which shall be availed within the vacation period declared for teaching staff.
2) Those who have working during the vacation declared for teaching staff in the interest of the college by the orders of the Principal/Designated Authority, thecompensation at the rate of 1:1, ie, one day's pay for every one day of eligible vacation leave shall be considered and credited to their account at the end of academic year (May)/ compensation duty leave shall be considered.
3) Such consideration rests solely at the discretion of the Principal/Designated Authority.
4) Other rules and conditions of availing VL are similar to that for Teaching Staff.

MEDICAL LEAVE (MED)

1) The entitlement of Medical leave is 15 days for every calendar year. Medical leave can be availed only on Medical ground. The application for medical leave is to be submitted within seven days of commencement of leave.
2) The authority has the right to refer the application to a Doctor/Hospital of the choice in caseof doubt on the genuineness of the application
   Medical leave application shall always be accompanied by a medical certificate
3) Sundays & Holidays can be prefixed/suffixed to medical leave, however interveningholidays are counted as medical leave.
4) Medical leave is sanctioned with half salary benefits and can be commuted for full salarybasis.
5) Medical leave will be granted only on completion of all other types of leave in the Calendaryear.
6) Medical leave will be approved/ granted by the Management based on the recommendation of the HOD and Principal.

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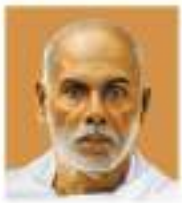

INTERNSHIP POLICY

Sree Narayana Guru College of Engineering & Technology has formulated the Internship policy to establish guidelines to monitor various aspects of Undergraduate and Postgraduate Internship

SCOPE

Industry internships serve as a crucial component of academic curricula, providing students with invaluable real-world experience and exposure to the professional environment. The college's internship policy encompasses defining eligibility criteria, facilitating industry partnerships, coordinating student placements, ensuring learning objectives alignment, monitoring intern performance, fostering professional development, and assessing program effectiveness, thereby enhancing students' practical skills and career readiness within the engineering field."

Objective of the Internship Policy

The Internship Policy enables the students to selest internship programs which will enable the student to

1. **Apply knowledge and DevelopSkill:**
   Internships offer students the opportunity to apply theoretical knowledge gained in classrooms to real-life situations. This hands-on experience helps in deepening understanding and skill development.
2. **Learn Industry Etiquettes**
   By working alongside professionals in the industry, interns get to observe and learn from experienced individuals. This exposure allows them to understand the expectations, norms, and standards of the industry.

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3. **Enhance communication and presentation skills**

   Through interactions with colleagues, supervisors, and clients, interns enhance their communication and presentation skills. They learn to articulate ideas, collaborate effectively, and present their work professionally.

4. **Gain insights into various career paths:**

   Internships provide students with insights into various career paths within their field of study. It helps them make informed decisions about their future career trajectories by experiencing different roles and responsibilities.

5. **Secure job offers or references**

   Internships serve as a pathway to securing final placements. A successful internship often leads to job offers from the host organization or provides valuable references for future employment opportunities.

6. **Absorb industry dynamics and emerging Technologies**.

   Being part of day-to-day operations exposes interns to the challenges and dynamics of the industry. This firsthand experience helps in understanding industry trends, practices, and emerging technologies.

7. **Enhance resumes/CVs with Practical Experience:** Internship experiences add value to students' resumes/CVs. Employers value candidates with practical experience, and internships provide students with tangible examples to showcase their skills and accomplishments.

Guidelines for Internship

Guidelines are laid by the University for UG and PG programs from time to time, students can ensure a fruitful and enriching internship experience that complements their academic learning and prepares them for future professional endeavors.

i. **Minimum Duration**: All students are required to complete minimum internship duration of as stipulated by University. The students are encouraged to undergo Internship/industrial training during the summer and winter vacation period.

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ii. **Project Selection**: Students are encouraged to apply for internship in industries/research establishments as specified in the University guidelines. These projects should align with their academic curriculum and professional interests.

iii. **Adherence to University/Industry Regulations**: It is mandatory for students to comply with all the rules and regulations set forth by the University and the hosting industry/research establishments. This includes adhering to safety protocols, confidentiality agreements, and professional codes of conduct.

iv. **Permission for Content Usage:** If students intend to utilize any intellectual content such as drawings, photographs, or documents from the industry, they must seek prior permission from the concerned authority.

v. **Regular Communication with Academic Guide**: Each student is required to maintain regular communication with their academic guide/mentor in the college. Weekly updates regarding the progress of the internship should be provided to the academic guide.

vi. **Internship Report Preparation**: Students must collaborate with their academic guide to prepare an internship report. This report should comprehensively document the activities undertaken during the internship, the skills acquired, challenges faced, and the overall learning experience.

vii. **Attendance Certificate**: Attendance Certificate from the industry is mandatory mentioning the period of Internship signed by an authorized signatory, as per the format provided by the college and shall be submitted to the Head of the Institution.

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Sree Narayana Guru College of Engineering & Technology, under the ownership of Sree Bhakthi Samvardhini Yogam in Talap, Kannur, provides separate hostel facilities for boys and girls, with a capacity of accompodating 250 students each. These hostels prioritize creating a harmonious and supportive environment conducive to concentrated academic pursuits, offering students a home-like atmosphere.

SCOPE

The hostel policy outlines rules and guidelines governing resident behaviour, safety, and community standards within the hostel premises. It typically covers aspects such as entry and exit procedures, cleanliness expectations, and penalties for rule violations. Compliance ensures a harmonious living environment for all residents.

GUIDELINES FOR THE SNGCET HOSTEL STUDENTS

The Residents of Hostels of **Sree Narayana Guru College of Engineering & Technology Payyanur, owned by Sree Bhakthi Samvardhini Yogam,** Talap Kannur, will abide by the following instructions which are in accordance with the requirements of social and corporate life and to assure a most effective atmosphere for their studies and growth.

I. OCCUPYING/ VACATING THE HOSTEL

The accommodation in the Hostel, provided for the student from the date of admission till the last day of the academic session. Disciplinary action will be taken against those who are failing to vacate on the due date or fine as may be prescribed from time to time by the Institute, or both. However, the students can be permitted by the Hostel Authorities to stay in Hostel on the recommendations of the Department Heads for the specified reasons for the period of study camp or completion of any other academic activity against payment of additional hostel fees and charges. Hostellers are not permitted share the rooms for day scholars or outsiders at any instance. The students are not permitted to change their rooms without specific written approval of the Warden.

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II. FURNITURE AND FITTINGS

At the time of occupying the room, the students shall be required to sign the stocks of the fittings, furniture and other items provided to him. Demand for any additional furniture or other items will not be entertained. The persons who are residing in the room are personally responsible for the safe custody and maintenance of the stocks of the fittings, furniture and other items provided in the rooms. Any damage to the hostel property, furniture or disfiguration of the walls, doors, windows etc., will be viewed seriously as a punishable offence. In addition, expenses if any, for repair/replacement, will be collected from the inmates concerned. In case the defaulter is not traced, collective penalty w would be imposed, if necessary. Strict disciplinary action will be imposed against the wilful damage to Hostel properties.

III. SAFE CUSTODY OF VALUABLES

The inmates are personally responsible for the security of their room / cupboards and their belongings. They shall lock their room/cupboards properly before leaving. The Institute will not be responsible for any loss of their private or other properties. No external agency investigation or FIR by police is permitted.

IV. RAGGING

Ragging in any form is illegal and strictly prohibited within the premises of the Institute, Hostels and departments or any part of the institution as well as on public transport system. Any individual or collective act or practice of ragging constitutes gross indiscipline and attracts disciplinary action .

RULES TO BE OBSERVED IN THE HOSTEL

The inmates are directed to adhere to the following rules. Violation of rules/regulations by the inmates will invite disciplinary action. This may range from simple warning to expulsion from the hostel and the college. Disciplinary action will be decided by the Competent Authority.

1. Administration and supervision of the hostel rests with the Principal and the wardens. Separate wardens are appointed for ladies and gents hostels.

2. The Principal reserves the right to ask any inmate to vacate the hostel at any time without assigning any reason whatsoever.

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3. The inmates shall maintain strict discipline all throughout their stay in the hostel.

4. Residents are expected to maintain a peaceful atmosphere and not causing any inconvenience to others.

5. The rooms will be allotted to the inmates by the warden of the hostel and the warden may make changes in the allotment at any time, if found necessary. The decision of the warden will be final in this case.

6. The inmates shall obey the instructions of the warden without any question; however they may register their complaints after obeying and may forward the same to Principal .The warden in consultation with the Principal will regulate the time for study, recreation, meals etc.

7. The study times are 6 AM to 8 AM and 8:30 PM to 11:30 PM.

8. Strict silence should be observed by each inmate during study time and during the night.

9. During this period, the inmates are not permitted to enter other rooms. However, at times of need, they may do so with the permission of the warden.

10. The inmates shall behave properly in the hostel including mess hall. Ragging in any manner will not be tolerated; immediate action will be taken against those who involve in such antisocial activities.

11. The inmates are strictly prohibited from smoking, keeping and consuming of alcoholic drinks and drugs of abuse in hostel room/premises- Being under influence of alcohol will be considered as a serious offence.

12. Inmates are personally responsible for the furniture and other fittings of the rooms allotted to them. In case of any loss or damages to the furniture, either by negligence or by willful breakages, the inmates shall be liable to pay for repair/the cost of items, as may be decided by authorities. They are also responsible for cleanliness of rooms, bathrooms and toilets.

13. The hostelites shall behave properly to the employees of the hostel and mess.

14. The hostel mess will be run by the mess committee in consultation with the warden. Mess committee may frame separate mess rules.

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15. The hostel including mess activities will be regulated by the Hostel Committee consisting of the Principal, warden and the representatives from the hostel.

16. During working hours of the college, the inmates of the hostels are not allowed to stay in the hostel without the prior permission of the warden. They shall go to the college and back to the hostel directly in time without wandering over other places.

17. However they may go for shopping or to other places necessary, with prior permission of the warden. The details such as the place to visit, purpose of the visit, time of leaving the hostel, time of return to the hostel etc, to return to the hostel positively before 6.30 p.m The warden may relax this time limit if found genuine and necessary.

18. Normally the hostelites are not permitted to go home during the college working days. However the warden may permit them, on specific request from their guardians.

19. Inmates going home shall write the leave register before they go and get permission from the warden. The date and time of leaving the hostel and the expected date and time of return to the hostel are to be recorded in the movement register, before leaving the hostel.

20. The inmates are not permitted to accommodate any other person, from outside, in their rooms. However they may entertain their guests in the visiting room during day time, with prior permission of the warden.

21. Hostel facilities are offered to staff at a subsidised rate.

STUDENT ROOM NORMS

1. Residents shall maintain proper cleanliness of their respective rooms themselves. They shall not displace/throw garbage/waste materials outside through the windows. Instead, dustbins are to be used for the above purpose.

2. Consuming or possessing alchohol or other banned substances will invite strict disciplinary action.

3. Pasting of any kind of materials on the walls, inside the room, corridors or the notice boards are strictly prohibited.

4. Carrying cool drinks bottles, tea glasses; plates from the mess and the like to hostel rooms are strictly prohibited.

5. Cooking inside the hostel rooms is strictly prohibited.

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INSTITUTIONAL POLICY

ON

ENVIRONMENT AND GREEN INITIATIVES

Sree Narayana Guru College of Engineering & Technology, which was established in 2003, is located at Korom, a rural village 6 km from Payyanur, a town in North Kerala. It is approximately 40 km from Kannur and 58 km from Kasaragod. Residents of Kannur and Kasaragod, are the two areas where the majority of the college's stakeholders live, rely mostly on agriculture for their livelihood. This emphasizes the requirement for environmental protection and the maintenance of the harmony between humans and the environment. The College, which is the first door for academic aspirations to the youth of this region who desire higher learning, has the fundamental responsibility of protecting and preserving the environment.

Scope of the Policy

The Green Campus, Energy, and Environment Policies will create innovative new co-curricular and extracurricular activities that inspire students to take the initiative in bringing about change. These initiatives demand a comprehensive evaluation of all administrative, co-curricular, and infrastructural activities from the perspectives of energy efficiency, sustainability, and the environment. This policy's key areas of focus are:

- Clean Campus Initiatives
- Landscaping Initiatives
- Clean Air Initiatives
- Alternative Energy sources and installation of Energy Efficiency Equipment
- Water Conservation measures

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- Waste Management measures
- Awareness programmes on environmental protection
- Environmental Audits

Objectives of the Policy

The key objective of the policies includes

- Integrating environmental issues into policies, strategies and programmes for social development and outreach initiatives.
- Protection and preservation of ecological systems and resources on campus.
- Making sure that environmental resources are used wisely in order to satisfy the needs and ambitions of both the present and future generations.
- Joining hands with all stakeholders and the local community to increase acceptance of environmentally sound practices, improve awareness about them, and mitigate any negative effects they may have on the environment.
- To consistently increase the effective use of all resources, including water and energy, and to cut back on consumption and waste production while recovering and recycling waste materials whenever practical.
- To occasionally undertake audits of the environment and energy use.
- To reduce the usage of paper in administration by implementing an e- governance policy and minimizing use of plastics within campus.

Policy on Environment and Green Initiatives

As part of the initiatives under Institutional Policy on Environment and Green Initiatives, we had made the following method and operating procedures to be followed in the college under different criteria as stated below

a. **Clean Campus Initiatives**

   Sree Narayana Guru College of Engineering & Technology views cleanliness as a fundamental practice of educated people, this includes both environmental and personal cleanliness. We are dedicated to providing appropriate instruction and fostering a culture of understanding among our student body regarding these issues.

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- The college administration will take the lead on the clean campus initiative by ensuring that resources, personnel, and waste handling methods are properly distributed throughout the year.
- Every undergraduate student must take "Introduction to Sustainable and Engineering" course as part of their Third semester in order to graduate. This includes the need for environmental protection a part of the curriculum.
- Educating students and staff members about cleanliness and hygiene through awareness campaigns and cleaning initiatives. The goal is to inspire them to make a proactive contribution. Staff members will set an example for pupil by taking part in the college campus cleaning campaign.
- The community service projects carried out by volunteers of the college's NSS and Nature Club.
- To spark enthusiasm among the student body, activities including contests for posters and slogans, essays, speeches, and skits will be organized.
- Remove all waste materials in a proper manner, including e-waste, broken furniture, obsolete equipment, etc.
- Students undergo training in waste removal and keeping the campus clean, particularly during college events.
- Waste Disposal is an important part of the activities undertaken by the institution.

b. Landscaping Initiatives

It is an essential component of campus life since it offers areas for study, recreation, outdoor activities, relaxation, and aesthetic enjoyment. Green campus landscaping controls runoff, aids in groundwater recharging, purifies and cools campus air. The college community's dedication to sustainability is exemplified by the landscape. Campus landscaping projects are an excellent approach to raise environmental awareness because they are so visible and accessible.

- The tranquil landscape of trees and plants offers students and staff a refreshing atmosphere. Sree Narayana Guru College of Engineering & Technology has a wide variety of vegetation, which is home to different kinds of animals and birds, making the campus highly diversified.
- Yearly tree-planting campaigns are organized and student organizations are

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encouraged to host tree-planting activities. The college demonstrates its commitment to enhancing this healthy ecosystem and maintaining the symbiotic relationship between the institution and nature.

c. Clean Air Initiatives

As part of the initiatives under Institutional Policy on Environment and Green Initiatives,

- We promote the usage of public transit among our students and staff.
- We promote carpooling for college, which reduces air pollution and improves social contact.
- To deter the use of personal vehicles, the campus restricts the admission of vehicles.
- The rich natural environment serves as an extension of the area's green lung in addition to purifying the air on campus.
- In accordance with the guidelines established by the National Tobacco Control Programme (NTCP), the college forbids the use of all forms of tobacco products, including smoking.
- We avoid burning waste and instead use environmentally friendly recycling techniques.

d. Alternative Energy sources and installation of Energy Efficiency Equipment

- We are dedicated to minimize and sustainably manage the consumption of electricity produced by non-renewable resources by switching to clean energy sources like solar energy.
- An LED manufacturing unit is functioning in the campus in order to promote the importance of energy conservation among our students, staff and local community. We commit to install environment-friendly electrical appliances that save energy and reduce wasteful inefficiencies.

e. Water Conservation and Management

We are devoted to this effort to refill the groundwater table by practicing rainwater harvesting through pits and channels. The replenishment and recharging of the groundwater are aided by this approach. We also adopt the following measure to

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manage the use of water.

- Maintain leak proof water fixtures.
- Minimize the unwanted use and wastage of water.
- Immediate measures to stop any water leakage through taps, pipes, tanks, to flush etc.
- Study on possibility of reuse of wastewater.

f. Waste Management Processes

We are committed to reducing and managing the waste produced by the college campus in order to reduce its adverse impact on the environment. With its aim to p rovide holistic education that also has a positive impact on the environment, the college adopts practices that will mitigate the waste generation, and manage solid and liquid waste through the following methods:

- Consistently practice the three R's of environmental friendliness (Reduce, Reuse and Recycle).
- Collect paper waste generated on campus and work with recyclers to find newuses for it.
- Minimize solid waste through the implementation of a teaching and management strategy that prioritizes technological solutions.
- Support the digitization of attendance and internal assessment records to reduce the usage of paper. By updating the college library's collection of e-books and e- journals, the need for printed books can be reduced.
- Encourage faculty and students to submit assignments via online
- Take steps to educate students about food waste and strategies for reducing it.
- Reducing the amount of packaged food consumed
- Recycling and reusing non-biodegradables as much as possible
- Conducting solid waste management workshops for students.
- Study on possibility of reuse of wastewater

Sree Narayana Guru College of Engineering & Technology ensures that its usage of technology and generation of e-waste does not impact the environment. For this purpose, the college plans to strive towards provisions for the disposal of the institutional e-waste by Collaborating with e-waste recycling companies to get the electronic waste recycled. We also create awareness amongst students regarding the reduction of e-waste and environment friendly disposal practices for e-waste and encourage department and society level activities

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pertaining to e-waste management.

g. Awareness programmes on environmental protection

- Outreach and education are of utmost importance so that all members of the campus community may value the objectives of the policy and aid in its implementation. We support and encourage awareness campaigns, seminars, workshops, conferences and other interactive sessions to facilitate effective implementation of the Green Campus along with implementation of Energy and Environment policies.
- We encourage all the departments and specific student organizations like NSS, Nature Club and others to organize events, competitions and training sessions that will bring about positive environmental changes at the grassroot level. The college supports departments and student associations in moulding the students into active agents of environment protection and conservation.

h. Environmental Audits

- The college aims to conduct a Green and Environment Audit of the college campus to assess the strengths and weaknesses in order to further our goals of long-term sustainability. A green audit is an useful tool to determine how and where most of the energy or water or resources are being used. It will create health consciousness and promote environmental values and ethics. It provides a better understanding of the impact of eco-friendly practices on campus. Green auditing will promote financial savings through reduction of resource use.
- The energy audit, with its specialized tools will identify wastage of energy. Such an inspection often reveals several different flaws which cause a loss of significant amounts of energy which the college will not be able to detect. These flaws often have easy and affordable solutions and provide significant savings.

Conclusion

The concept of a "green campus" is becoming more and more popular among students as a result of the institutional improvements toward sustainability and eco-friendly practices being passed down to the students. This provides a larger platform to spread the institution's environmental principles and increase awareness as the message steadily spreads to their homes and the broader community. This policy's implementation will aid in the protection

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and preservation of ecological systems and resources on campus by ensuring that they are used wisely to meet the needs and aspirations of both the present and future generations. The policy will also aid in collaborating with all stakeholders and the local community to create a sustainable environment.

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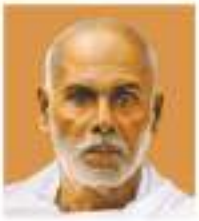


PROMOTION

SERVICE RULES AND REGULATIONS

The following is the policy that will be focused for staff at SNGCET. The rules that will be followed are as follows:

I. Recruitment Process for Teaching Staff

1. Recruitment is conducted based on the institution's requirements.
2. Principal/HOD/Designated Authority determine vacancy numbers considering factors such as student strength and staff resignations.
3. Applications are screened by the respective Head of the Department.
4. Shortlisted candidates are informed through call letters or phone calls.
5. Walk-in interviews may be conducted for immediate postings.
6. Minimum qualifications are in accordance with Management Policy.
7. Teaching staff are paid according to management policy scale of pay.
8. Additional allowances for specific positions are provided as per management policy.
9. The Interview Committee includes members of the college management, the Principal/Designated Authority, Administrative Officer, and Heads of Departments.
10. Faculty interviews may require a written test or teaching demonstration, followed by a personal interview for shortlisted candidates.
11. Candidates for senior positions may be subjected to direct interviews.
12. The selection committee submits final recommendations for management approval and issuance of appointment orders.

This process appears comprehensive and aims to ensure that recruitment is conducted efficiently and fairly within the institution.

II. APPROVAL OF QUALIFICATION

1. Every appointee shall be subject to the conditions that his/her desired qualification is approved by the affiliating University.
2. At the time of joining all appointees shall produce original certificates, as demanded by APJ Abdul Kalam Technological University with sufficient number of copies from S.S.L.C onwards. The original certificates should be submitted for any official purpose.
3. Any discrepency in qualification noticed by the authorities the candidate/employee will be terminated with immediate effect.

III. Service Conditions for the Staff

1. All new appointments will be on contract/probation basis for a period of 2 years and will be appointed on a consolidated payscale.
2. Confirmation/ Termination will be based on the performance evaluation at the end of the contract/probation period.
3. In rare cases, probation could be prolonged based on performance improvement prospects of staff member. If however, after this period, the performance of the staff member is still not found satisfactory, his/her employment will stand terminated.
4. A notice given to the employee shall outline reason for non-confirmation, and/or extension of probation period.
5. Despite the above conditions, the Management reserves the right to terminate an employee at any time with due discretion.
6. The service of any candidate appointed on contract / ad-hoc basis, can be terminated without any notice and without giving any reason.
7. The faculty information sheet duly signed is to be submitted along with joining report at the time of joining.

IV. PROMOTION POLICIES

These points outline the promotion policies within the institution:

1. Promotions are granted based on a merit-cum-seniority basis or as decided by the management.

2. A promotion committee is appointed by the management, chaired by the President, and

comprising the Secretary, Vice President, Directors and Principal.

3. The committee evaluates promotions of teaching staff to higher positions based on guidelines provided and in accordance with AICTE norms. Candidates must not have any disciplinary actions against them for misconduct.

4. Candidates with a minimum of 10 years of teaching/research/industrial experience, including at least 5 years at the Assistant Professor level, are eligible to be appointed and designated as Associate Professors, subject to AICTE regulations and management approval.

5. Only teachers with a PhD are eligible for promotion, appointment, or designation as Professor. However, retired government teachers with at least 15 years of teaching experience at the undergraduate level may be appointed as Professors based on the discretion of the management.

6. Promoted individuals are placed in the appropriate pay scale determined by the management.

7. Consistent good performance is essential for internal promotions and increments.

These policies ensure that promotions within the institution are based on merit, qualifications, and performance, in accordance with regulatory standards and the discretion of the management.

V. RETIREMENT FROM SERVICE

Here are the outlined points regarding retirement policies within the institution:

1. Both teaching and non-teaching staff are required to retire upon reaching the age of superannuation, which is set at 60 years for teaching staff and 56 years for non-teaching staff.

2. If a faculty member reaches the age of superannuation during the academic year, their retirement date will be on the 31st of May of the following year.

3. The age of superannuation specified above does not apply to Professors holding Emeritus and Special Category appointments.

These policies outline the retirement procedures for staff members and exceptions for certain appointments.

VI. TERMINATION OF SERVICES OF AN EMPLOYEE

1. The Principal/Designated Authority can suspend staff for misconduct charges.
2. An employee detained for over 48 hours or sentenced to imprisonment shall

be suspended pending further action.

3. If staff commit misconduct, management can give warnings, withhold increments, or dismiss after a committee inquiry.
4. The management reserves the power to terminate the services of any member of the college, for any of the following reasons:
   a. Serious misconduct and willful negligence of duty;
   b. Gross insubordination;
   c. Physical or mental unfitness; and
   d. Participation in any criminal offense involving morally corrupt behavior.

a. CODE OF CONDUCT

General

All staff are expected to

- Observe absolute punctuality and ontime service in everything relating to the College.
- The staff shall keep the College premises absolutely clean and litter free. Great care should be taken to keep their work place neat and orderly.
- The staff shall dress properly befitting to the standard and culture of the College
- The staff shall not engage in discussions or conversations that are not related to the duties assigned to them.
- They shall be present on their seats /places / rooms and attend to the duties assigned to them. Crowding around office tables and gossiping is highly objectionable.
- The staff shall communicate in English on the campus to the extent possible.

Special Instructions to Teaching Staff

- Faculty has to come to the college at least 15 minutes before the commencement of classes
- Follow the rules and regulations of the Institution as prevalent from time to time.
- Update their knowledge by attending seminars/workshops/conference, after obtaining necessary permission from the Principal/Management.

- Take every attempt to publish text books, research papers in reputed International / Indian Journals / Conferences.
- Strive to prepare him/ herself academically to meet all the challenges and requirements in the methodology of teaching so that the input may be useful for the student community at large.
- Groupism of any kind should be absolutely avoided. Faculty members found indulging in such activities will be subject to disciplinary proceedings.

In Department

- Faculty/staff should communicate with the Head of Department (HOD) and maintain confidentiality regarding their professional and personal activities.
- The work load will be allotted by the HOD after taking into account the interests and area of specialization of the faculty member.
- Faculty must fulfill additional responsibilities assigned by HOD/Principal/Management in academic, co-curricular, or extracurricular activities.
- Every Faculty Member should maintain student's attendance records and the absentees roll number should be noted everyday in the software as soon as the classes/laboratory hours are over.
- Faculty/staff must seek advance sanction for leave, ensuring alternate arrangements for classes/labs. In emergencies, inform HOD with alternate arrangements.
- Faculty must avoid all forms of groupism. Those found engaging in such behavior will face disciplinary action.

b. DISCIPLINARY PROCEDURE

These points delineate the disciplinary process for teachers who violate the code of conduct within the institution:

1. Faculty/staff found violating the code of conduct specified in this manual will face appropriate disciplinary action by the Principal/Management.

2. Anyone can report instances of misconduct or misdemeanor by a faculty/staff violating the code of conduct by submitting a written report to the Principal.

3. The Principal may conduct a preliminary inquiry into the matter personally or appoint a committee for the same. The complaint may also be forwarded to specific committees like the Grievance cell or Women's cell based on the nature of the complaint.

4. If the Principal finds the complaint to be substantiated upon preliminary inquiry, they shall proceed with the disciplinary process based on the severity of the violation.

5. The Principal, if deemed necessary, will issue a show cause notice to the accused teacher, detailing the offense and proposed actions, allowing sufficient time for the teacher to provide their explanation.

6. Upon receiving the explanation or after the submission deadline, the Principal will review and decide on appropriate action, potentially disciplinary.

5. Disciplinary actions may include the following categories:
   i. Memo
   ii. Written warning, with monetary recovery if financial loss is involved
   iii. Suspension from work without remuneration
   iv. Dismissal or discharge from service

These procedures ensure transparency and fairness in handling disciplinary matters concerning teachers within the institution.

c. GRIEVANCE PROCEDURE

1. The Principal is responsible for establishing a Grievance Committee to address employee grievances, aligning with the norms of AICTE and the University.

2. The Grievance Committee consists of a Chairperson and members determined by the Principal during Academic Council.

3. The Principal announces the composition of the Grievance Committee, including the names of its members, whenever it is formed or reconstituted.

4. The Chairperson of the Grievance Committee oversees its proceedings and convenes meetings at least once every semester or as required.

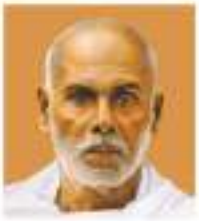
5. Any employee with a grievance should submit a written representation to the Grievance Committee.

6. The Grievance Committee, under the guidance of the Chairperson/Convener, promptly addresses and redresses grievances raised by employees.

7. The Convener or a member designated by the Chairperson is responsible for

recording and maintaining minutes of the Grievance Committee meetings.

This process ensures a structured approach to addressing and resolving employee grievances within the institution, fostering a supportive and fair work environment.



APPRAISAL SYSTEM

Est. 2003

Sree Narayana Guru College of Engineering & Technology

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

Faculty Appraisal Report

(Copies of relevant supporting material / documents to be enclosed)

Name :
Designation : Qualification:
Department :
Date of joining SNGCET & designation :
Date of joining the present post :
Temporary / Probation / Permanent :

I. Administrative work

II Academic Activities

(a) Details of qualification up-gradation

Degree	FT / PT / Distance	College / University	Date of Joining	Current status

(b) Instructional work (odd & even semesters data)

Semester & programme	Suject code and title	Hours / week			Class / batch strength	Internal Test result		Exam pass percentage
		L	T	P		Overall average	Number got < 50%	

(c) Participation in STTP, workshop, seminar, symposium, conference training etc

Nature of activity	Organized by	Duration	
		From	To

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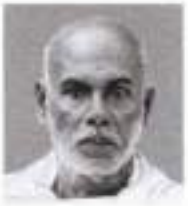
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR



Faculty Appraisal Report

(d) Activities organized (workshop / symposium / seminar / FDP / STTP /conference etc)

Activity	Title of activity	Duration		Local / national / international	No. of participants	Major sponsors, if any
		From	To			

(e) Industrial training programme/visits organized

Activity	Title of activity	Duration		Local / national	No. of participants	sponsors, if any
		From	To			

(f) Curricular & co-curricular (Tutor, lab / centre in-charge, college / dept. time table, ISO etc)

Details of position held	Period	Specific achievements, if any

(g) Extra curricular (NCC / NSS / Staff advisors / Staff advisor of clubs/ Hostel /Personal tutor/ Industrial visits / sports / games etc)

Details of position held	Period	Specific achievements, if any

(h) Academic supervisory work (UG project guidance)

Degree	Name(s) of student(s)	Co-guide if any	Title of the project	Current status

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PAYYANUR, KANNUR

Faculty Appraisal Report

(i) Details of Professional society activities -

Any other relevant information (regarding service to college, academic work, professional development & service to community)

Date

Signature

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PRINCIPAL
SREE NARAYANA GURU COLLEGE OF

Sree Narayana Guru College of Engineering & Technology

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

Est. 2003

Faculty Appraisal Report

(To be filled by HoD)

Faculty name :

Department :

Employee No.:

I. Teaching effectiveness (max points 50)

Sl. No	Subjects handled	Target pass % (A)	Actual pass % achieved (B)	Effectiveness Index (EI)
			Average EI	

When B>A, EI = 50

When B<A, EI = (50 – (A-B))

II. Administrative activities (max. points 5)

		List 5 major activities	Points allotted	Points earned
	1		1	
	2		1	
	3		1	
	4		1	
	5		1	

III. Academic activities (max. points 20)

A	Teaching Effectiveness additional parameters		Points allotted	Points earned
	i	**Student Feedback (10 max)**		
		a) Punctual	2	
		b)Well prepared	2	
		c)Encourages students to ask questions	2	
		d) Impartial to students	2	
		e) Maintains discipline	2	

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Faculty Appraisal Report

	ii	**HoD Feedback(10 Max)**		
		a) Course plan, model question paper, evaluation pattern etc	1	
		b) Course material, teaching aids for class handling, Assessment plan	1	
		c) Test question papers quality	1	
		d) Assignments / tutorials / seminar	1	

B	Service to college (10 max)		Points allotted	Points earned
	i	**Curricular (6max)**		
		a) Tutorship	2	
		b)lab / Center in-charge	2	
		c)STTP / EDP/Industrial visits organized	1	
		d) Workshop / symposium / seminar / winter / summer school / non-formal programmes organized/Accompanying students for activities outside the college	1	
	ii	**Co-curricular (2 max)**		
		a) Association staff advisor/Professional body activity	1	
		b) Administrative work assigned by Principal / Management	1	
	iii	**Extra curricular (2 max**		
		a) NSS / NCC / – Advisor / coordinator	1	
		b)Placement / competitive exam preparation support	1	

IV. Research activities (max. points 5)

Paper Publications				
		Papers published in national Journal	1 marks for each publication	
		Papers published in international Journal	1 marks for each publication	

Total Points _____

HOD

Principal

Dr. LEENA A V
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PAYYANUR, KANNUR

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

Technical Staff Appraisal Report

(Copies of relevant supporting material / documents to be enclosed)

Name :
Designation : Qualification:
Department :
Date of joining SNGCET & designation :
Date of joining the present post :
Temporary / Probation / Permanent :

I. Administrative work

II Academic Activities

(a) Details of qualification up-gradation

Degree	FT / PT / Distance	College / University	Date of Joining	Current status

(b) Instructional work (odd & even semesters data)

Semester & Programme	Subject code and title	Hours / week - Practical	Class / batch strength

(c) Participation in STTP, workshop, seminar, symposium, conference training etc

Nature of activity	Organized by	Duration	
		From	To

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PAYYANUR, KANNUR

Technical Staff Appraisal Report

(d) Activities organized/Part of organizing committee (workshop / symposium / seminar / FDP / STTP /conference etc)

Activity	Title of activity	Duration		Local / national / international	No. of participants	Major sponsors, if any
		From	To			

(e) Industrial training programme/visits organized/ Part of organizing committee

Activity	Title of activity	Duration		Local / national	No. of participants	sponsors, if any
		From	To			

(f) Curricular & co-curricular (Tutor, lab / centre in-charge, college / dept. time table, ISO etc)

Details of position held	Period	Specific achievements, if any

(g) Details of Professional society activities

(h) Details of special achievements & awards

Any other relevant information (regarding service to college, academic work, professional development & service to community)

Date

Signature

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

Technical Staff Appraisal Report

(To be filled by HoD)

Faculty name: Employee No.:
Department:

I. Administrative activities (max. points 5)

		List 5 major activities	Points allotted	Points earned
	1		1	
	2		1	
	3		1	

II. Academic activities (max. points 20)

A	Teaching Effectiveness additional parameters		Points allotted	Points earned
	i	**Student Feedback (10 max)**		
		a) Punctual	2	
		b)Well prepared	2	
		c) Accessibility and Availability	2	
		d) Clarity of Communication	2	
		e) Responsiveness and Timeliness	2	
		f) Supportiveness and Encouragement	2	
		g) Technical Knowledge and Expertise	2	
	ii	**HoD Feedback(10 Max)**		
		a) Leadership and Management Skills	1	
		b) Quality of Teaching and Instruction	1	
		c) Professional Development and Training	1	
		d) Collaboration and Teamwork	1	
		e) Student Feedback and Engagement	1	
		f) Adherence to Policies and Procedures	1	
		g) Communication and Transparency	1	
		h) Innovation and Contribution to Departmental Goals	1	
		i) Problem-Solving and Decision-Making	1	

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Technical Staff Appraisal Report

B	Service to college (10 max)		Points allotted	Points earned
	i	**Curricular (6max)**		
		a)lab / Center in-charge	2	
		b)STTP / EDP/Industrial visits organized	1	
		c) Workshop / symposium / seminar / winter / summer school / non-formal programmes organized/Accompanying students for activities outside the college	1	
	ii	**Co-curricular (2 max)**		
		a) Association staff advisor/Professional body activity	1	
		b) Administrative work assigned by Principal / Management	1	
	iii	**Extra-curricular (2 max**		
		a) NSS / NCC / – Advisor / coordinator	1	
		b)Placement / competitive exam preparation support	1	

Total Points _____

HOD

Principal

Dr. LEENA A V
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PAYYANUR, KANNUR

Sree Narayana Guru College of Engineering & Technology

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Est. 2003

Staff :

Subject :

Session Name:

Batch :

Session Id :

Survey Id :

Users Completed :

Overall Score :

Section	Question	Option	Mark	Users Opted	Opted %	Total Mark
1	1. Punctuality in attending class and issuing of assignments / tutorials in time	EXCELLENT	5.00			
		VERY GOOD	4.00			
		GOOD	3.00			
		SATISFACTORY	2.00			
		POOR	1.00			
	2. Efficient usage of board and other teaching aids	EXCELLENT	5.00			
		VERY GOOD	4.00			
		GOOD	3.00			
		SATISFACTORY	2.00			
		POOR	1.00			
	3. Providing study materials either hard or soft copies	EXCELLENT	5.00			
		VERY GOOD	4.00			
		GOOD	3.00			
		SATISFACTORY	2.00			
		POOR	1.00			
	4. Subject Knowledge of the Teacher	EXCELLENT	5.00			
		VERY GOOD	4.00			
		GOOD	3.00			
		SATISFACTORY	2.00			
		POOR	1.00			
	5. Completion of syllabus in time	EXCELLENT	5.00			
		VERY GOOD	4.00			
		GOOD	3.00			
		SATISFACTORY	2.00			
		POOR	1.00			
	6. Maintaining an environment that facilitates learning	EXCELLENT	5.00			
		VERY GOOD	4.00			
		GOOD	3.00			
		SATISFACTORY	2.00			
		POOR	1.00			
	7. Method of organizing topics and delivering it with clarity and audibility	EXCELLENT	5.00			
		VERY GOOD	4.00			
		GOOD	3.00			
		SATISFACTORY	2.00			
		POOR	1.00			
	8. Communication in English during lecture	EXCELLENT	5.00			
		VERY GOOD	4.00			
		GOOD	3.00			
		SATISFACTORY	2.00			
		POOR	1.00			
	9. Teacher's approach towards students making them comfortable to deal with	EXCELLENT	5.00			
		VERY GOOD	4.00			
		GOOD	3.00			
		SATISFACTORY	2.00			

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		POOR	1.00			
	10. Maintaining discipline in class	EXCELLENT	5.00			
		VERY GOOD	4.00			
		GOOD	3.00			
		SATISFACTORY	2.00			
		POOR	1.00			
	11. Impartiality in dealing with students	EXCELLENT	5.00			
		VERY GOOD	4.00			
		GOOD	3.00			
		SATISFACTORY	2.00			
		POOR	1.00			
	12. Encouraging students to give feedback and taking corrective measures	EXCELLENT	5.00			
		VERY GOOD	4.00			
		GOOD	3.00			
		SATISFACTORY	2.00			
		POOR	1.00			
	13. Motivating students to ask questions and encouraging critical thinking	EXCELLENT	5.00			
		VERY GOOD	4.00			
		GOOD	3.00			
		SATISFACTORY	2.00			
		POOR	1.00			
	14. Teacher's attitude in dealing with student's need and progress	EXCELLENT	5.00			
		VERY GOOD	4.00			
		GOOD	3.00			
		SATISFACTORY	2.00			
		POOR	1.00			

HEAD OF THE DEPARTMENT

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

Technical Staff Lab Session Feedback Survey

On a scale of 1 to 5, how would you rate the overall effectiveness of the lab session for this semester handled by your technical staff?
Please do the rating of the following attributes of your technical instructor in the lab

(1 = Poor, 2 = Satisfactory, 3 = Good, 4 = Very good, 5 = Excellent)

* Indicates required question

1. **Clarity of Instructions:** How clear and understandable were the instructions provided by the technical staff during the lab session? *

Mark only one oval.

- Excellent
- Very Good
- Good
- Satisfactory
- Poor

2. **Knowledge Depth:** Did the technical staff demonstrate a deep understanding of the subject matter during the lab session? *

Mark only one oval.

- Excellent
- Very Good
- Good
- Satisfactory
- Poor

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PAYYANUR, KANNUR

3. **Engagement:** How well did the technical staff engage with the students during the lab session? Were they responsive to questions and concerns? *

Mark only one oval.

- Excellent
- Very Good
- Good
- Satisfactory
- Poor

4. **Demonstration Skills:** How effective were the technical staff's demonstration skills in explaining concepts and procedures during the lab session? *

Mark only one oval.

- Excellent
- Very Good
- Good
- Satisfactory
- Poor

5. **Assistance Provided:** Did the technical staff provide sufficient assistance and support to students during the lab session? *

Mark only one oval.

- Excellent
- Very Good
- Good
- Satisfactory
- Poor

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PAYYANUR, KANNUR

6. **Time Management:** How well did the technical staff manage time during the lab session? Were tasks completed within the allotted time frame? *

Mark only one oval.

- Excellent
- Very Good
- Good
- Satisfactory
- Poor

7. **Equipment Handling:** Did the technical staff demonstrate competence in handling lab equipment and tools? *

Mark only one oval.

- Excellent
- Very Good
- Good
- Satisfactory
- Poor

8. **Problem-Solving Ability:** How well did the technical staff help students solve problems or overcome challenges encountered during the lab session? *

Mark only one oval.

- Excellent
- Very Good
- Good
- Satisfactory
- Poor

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9. **Communication Skills:** How clear and effective were the communication skills of the technical staff in conveying information and instructions? *

Mark only one oval.

- Excellent
- Very Good
- Good
- Satisfactory
- Poor

10. **Overall Satisfaction:** Based on your experience in the lab session, how satisfied are you with the performance of the technical staff? *

Mark only one oval.

- Excellent
- Very Good
- Good
- Satisfactory
- Poor

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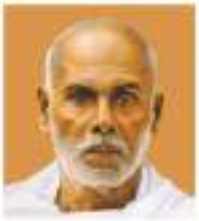
PAYYANUR, KANNUR



FACULTY DEVELOPMENT PROGRAMME- SAMPLE BROCHURE

Faculty Development Program on Research Writing

Institution code:
SNC

RESOURCE PERSONS

Dr Raji Sukumar A

ASSOCIATE PROFESSOR
Department of CSE
SNGCET

Mrs Rahina Moidu

ASSISTANT PROFESSOR IN PSYCHOLOGY,
RAYAN'S WOMEN'S COLLEGE

Co-ordinator
- Mrs Sharija P

Convenor
- Ms Varsha M

30/09/23

9:30 AM

REGISTRATION FORM

FIVE DAYS FACULTY DEVELOPMENT PROGRAMME ON

IoT HANDS-ON SESSION

NAME:.....

Name of college/institution/organization:.....

.....

Department: .....

Designation: .....

Contact No: .....

E-mail: .....

Declaration

I, hereby declare that the details furnished above are true to the best of my knowledge and agree to abide the rules and regulations governing body conducting this FDP

Place:

Date: **Signature of participant**

NO OBJECTION CERTIFICATE

Certified that Mr/Mrs/Prof./Dr.....,, is the Faculty / PG Scholar/ PhD Scholar of this institution and will be permited to attend the Five-Days Faculty Development Programme on "IoT- HANDS-ON SESSION" at Sree Narayana Guru College of Engineering and Technology , Payyanur from 27th February 2023 to 3rd March 2023, if selected.

Signature

Head of the Institution / Department

A. V.
PAL
U COLLEGE OF
OLOGY, PAYYANUR

HOD, ECE

ORGANIZING COMMITTEE

CHIEF PATRON
Sri. K P BALAKRISHNAN
[Hon'ble President, SBSY]

PATRONS
Sri. K P PAVITHRAN
[Hon'ble Secretary, SBSY]
Sri. T K RAJENDRAN
[Hon'ble Vice President, SBSY]

PRINCIPAL
Dr. LEENA A V

CONVENOR
Dr. SUSAN ABRAHAM
[DEAN UG/PG STUDIES, SNGCET]

COORDINATORS
Mrs. LEENA NARAYANAN, HOD – ECE
Mr. SUNDER V, HOD - CSE

CO-COORDINATORS
Ms. VIJINA VIJAYAN, AP CSE
Mrs. MEERA M, AP ECE

SUB COORDINATORS
Mrs. VARSHA M
Ms. NIMISHA M K
Mrs. THULASIBAI A
Mrs. VEENA K K
Mrs. HARITHA M V
Mrs. SRUTHI P
Mrs. THRISHNA S
Mrs. VANI R
Ms. ABHAYA D K
Ms. CHAITHANYA

TECHNICAL SUPPORT
Mr. SHAHITH P
Mr. RAVEESH KUMAR C P
Mr. SREEJITH K
Mr. NISHANTH K P
Mr. PRADEEP T V
Mrs. ANUSHA M
Mr. ROHITH M

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY, PAYYANUR

FIVE DAYS FDP ON IoT WITH HANDS-ON SESSION

[BASED ON THE EIGHTH SEMESTER

KTU SYLLABUS OF CSE, ECE & EEE]

27/02/23 – 03/03/23

APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

Jointly organized by

Department of Computer Science & Engineering

AND

Department of Electronics & Communication Engineering

ABOUT SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

Sree Narayana Guru College of Engineering & Technology, one of the prestigious technical institutions in North Malabar, was established in 2003. The Engineering college is fully equipped to meet the rising demands for greater facilities in the scenario of higher education. Since its inception, it has been true to the mission and the prophetic vision of the great Saint Sree Narayana Guru.

ABOUT THE DEPARTMENT

The Computer Science & Engineering (CSE) and the Electronics & Communication Engineering (ECE) Departments were established in the year 2003. The programs are approved by AICTE, New Delhi and affiliated to A.P.J. Abdul Kalam Technological University, Thiruvananthapuram.

INSTITUTION VISION:

A knowledge society promoting human excellence and enlightenment through effective technical education

INSTITUTION MISSION:

To provide technical education of the highest quality and standard of excellence for socio-economic progress embedded in clearly articulated values and supported by commitments

About the FDP

Objectives of the event:

- Aims to develop skills in IoT system development and to apply the same in real life applications.
- To design smart IoT application for real world problems using Raspberry Pi.

Expected Outcomes:

- **CO1**- Understand the IoT fundamentals and architecture modelling.
- **CO2**- Familiarize the tools such as Arduino, MIT App Inventor, PYTHON IDE, Sublime Text editor, Google Colab etc.

FDP Topic Includes:

- Embedded System development
- Circuit Lab
- ATmega328 Microcontroller with Sensor interfacing
- Node MCU with IoT cloud communication
- Android App development using MIT App Inventor
- Machine learning techniques using Google Colab
- Raspberry Pi PYTHON programming
- Web App Development using PYTHON Flask

WHO CAN APPLY?

The FDP is open to Faculty members of Engineering colleges, Research Scholars, PG students and Professionals from research organizations and industries.

GENERAL INSTRUCTIONS

- The number of participants is limited to 25,and hence the participants will be selected on first come first serve basis.
- Duly filled registration forms signed by the respective Head of the Institution/Department is mandatory for participation.
- The form should be submitted through the Google form registration link given in the brochure.
- The selected participants will be intimated through e-mail.
- **Accommodation facility will be provided on prior request subject to availability and on a payment basis.**

Resource Person

Mr. KATHIRU SANTHIKUMAR

M.Tech in Signal Processing

Chief Executive Officer

ALGTHINKFOTECH Innovations

Contact Details

Website: www.sngcet.org

E-mail: fdp_sng@sngcet.org

FDP Coordinators:

- ✓ Vijina Vijayan: 9400355619
- ✓ Meera M: 8075930653
- ✓ Abhaya DK: 6282245052
- ✓ Nimisha MK: 9496831774

REGISTRATION LINK:

https://forms.gle/PxYuU97GdwwTTNfr9

Registration Fee : NIL

Last date of Registration:21/02/23

Intimation of selection

(through e-mail): 23/02/23

(Limited to 25 participants only)

SREE NARAYANA GURU COLLEGE OF ENGINEERING AND TECHNOLOGY, PAYYANUR

Korom, Chalakkode P.O., Payyanur, Kannur - 670307
Managed by Sree Bhakthi Samvardhini Yogam, Talap, Kannur
Affiliated to APJ Abdul Kalam Technological University and Approved by AICTE

FIVE DAYS FDP ON IoT HANDS-ON TRAINING SESSION

Jointly organized by the Department of Computer Science and Engineering & Department of Electronics and Communication Engineering

General Coordinators

Sunder V, HoD CSE
Leena Narayanan, HoD ECE

Event Coordinators

Vijina Vijayan, AP CSE
Meera M, AP ECE

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

Institution code

SNC

27 February 2023 to 03 March 2023

: www.sngcet.org
: fdp_sng@sngcet.org

Est. 2003

Sree Narayana Guru College of Engineering & Technology

KOROM, PAYYANUR, KANNUR-670 307

INSTITUTION COD

SNC

TRAINING PROGRAM BY: CRAFT SUCCESS

17/9/2022 , 9:15 AM

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

SREE NARAYANA GURU
COLLEGE OF ENGINEERING AND TECHNOLOGY

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

Faculty Development program
on
Technical Writing

RESOURCE PERSON

Mrs.Aswathi Sreejith

(Asst.Professor H&S Departement)

01-09-2022,11 AM

Meeting Hall,Admin block

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

SREE NARAYANA GURU COLLEGE OF ENGINEERING AND TECHNOLOGY, PAYYANUR

Korom, Chalakode P.O., Payyanur, Kannur - 670307

Managed by Sree Bhakthi Samvardhini Yogam, Talap, Kannur

Affiliated to APJ Abdul Kalam Technological University and Approved by AICTE

FACULTY DEVELOPMENT PROGRAM BY CRAFT SUCCESS

JAN

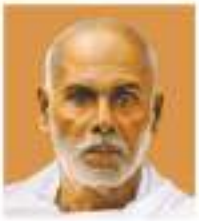
FRIDAY& SATURDAY 11&12 09:30AM

2019

VENUE MEETING HALL

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

INSTITUTION CODE SNC



FESTIVAL ALLOWANCES

DEBIT VOUCHER

Sree Narayana Guru College of Engineering & Technology
P.O. Chalakode, Payyanur, Kannur-670 307

Voucher No. 991 Date 02.09.2022

Please pay to Sri. Yours Selves for transferring to SBI A/c.s of Staff Members *an amount of Rs.* 1,22,000/- *(Rupees* One Lakh Twenty Two Thousand ..... *only) as below:*

Head of Account & details	Amount
Payment of Onam Festival Allowance to Staff Members.	1,22,000.00
Total	1,22,000.00

Mode of Payment
Cash / Cheque / DD. 801314
IOB, Payyanur.

Passed for Payment

Asst. Accountant, Administrative Officer, Principal, Secretary

Received Payment Signature

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

Sree Narayana Guru College of Engineering & Technology, Payyanur
Statement showing Onam Festival Allowance 2022

Sl NO	Name	Designation	SB A/c Number	Amount
1	Dr.Leena.A.V	Principal	143901000006641	2000
2	Mr.Rajeesh.P	Asst. Prof.	143901000016392	2000
3	Mr.Sarang.P	Asst. Prof.	143901000016433	2000
4	Mr.Jacob Thomas	Asst. Prof.	143901000016585	2000
5	Mr.Divyathej.M.V	Asst. Prof.	152601000005873	2000
6	Mr.Abhilash Krishnan.T.K	Asst. Prof.	143901000006673	2000
7	Mr.Vaishakh M Nayanar	Asst. Prof.	357401000003983	2000
8	Mr.Manu.C	Asst. Prof.	143901000015624	2000
9	Ms.Archana.C.P	Asst. Prof.	357401000004143	2000
10	Mrs.Prabha Chandran	Asst. Prof.	143901000014765	2000
11	Prof.Raveendran.K	Professor	143901000011388	2000
12	Mrs.Leena Narayanan	Asst. Prof.	143901000006644	2000
13	Mrs.Meera.M	Asst. Prof.	143901000015291	2000
14	Mrs.Vani.R	Asst. Prof.	143901000016919	2000
15	Mrs.Thrishna.S	Asst. Prof.	152601000005908	2000
16	Mr.Sunder Venkitachalam	Asst. Prof.	152601000005628	2000
17	Mrs.Varsha.M	Asst. Prof.	143901000013965	2000
18	Ms.Neha.M.V	Asst. Prof.	152601000005793	2000
19	Ms.Vijina Vijayan	Asst. Prof.	143901000016382	2000
20	Mrs.Thulasi Bai.A	Asst. Prof.	143901000016845	2000
21	Mrs.Veena.K.K	Asst. Prof.	143901000016907	2000
22	Ms.Nimisha.M.K	Asst. Prof.	143901000016402	2000
23	Dr.Susan Abraham	Associate Prof. (PG/UG Dean)	143901000007144	2000
24	Mrs.B.Mary Sonia George	Asst. Prof. Sr.	143901000007143	2000
25	Mrs.Shilpa Valsakumar	Asst. Prof.	143901000013095	2000
26	Mr.Prem Anand	Asst. Prof.	143901000011511	2000
27	Mrs.Saritha Sasindran	Asst. Prof.	001601000022548	2000
28	Mr.Shibin.B	Asst. Prof.	278001000003484	2000
29	Mr.Nikhil.M	Asst. Prof.	278001000000907	2000
30	Ms.Aswathi.K	Asst. Prof.	001601000025835	2000
31	Mrs.Bindiya.M.C	Asst. Prof.	152601000004430	2000
32	Ms.Nimmitha Murali	Asst. Prof.	001601000025813	2000
33	Mr.Abhirosh.K	Asst. Prof.	143901000016443	2000
34	Mrs.Aswathi Sreejith	Asst. Prof.	001601000025814	2000
35	Mr.Unnikrishnan.O	Asst. Prof.	143901000006650	2000
36	Mr.Prakash Kumar.K.K	Librarian	143901000006647	2000
37	Mr.M.Easwaran Namboodiri	Pr.M.ch/Inst.	143901000006610	2000
38	Mr.Dhanaraj.K	Suptd. Junior	143901000006676	2000
39	Mr.Gangadharan.A	Instructor Jr	143901000006882	2000
40	Mr.Vilas.P	Tr.Instru Sr	143901000006651	2000
41	Mr.Sreejith.K	Instructor Jr	143901000006636	2000
42	Mr.Shahith.P	Tr.Instru. Jr	143901000006658	2000
43	Mr.Raveesh Kumar.C.P	Tr.Instru. Jr	143901000006657	2000
44	Mr.Rohith.M	System Administrator / Lab Instructor	152601000005927	2000
45	Mrs.Anusha.M	Lab Instructor	001601000025923	2000

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

Sree Narayana Guru College of Engineering & Technology, Payyanur
Statement showing Onam Festival Allowance 2022

Sl NO	Name	Designation	SB A/c Number	Amount
46	Mr.Nishanth.K.P	Tech.Asst.Com	143901000006645	2000
47	Mr.Akhil.K.C	Spl. Grade Instructor	143901000016670	2000
48	Mr.Akshay.P	Lab Instructor	102401000022596	2000
49	Mr.Ashok Hegde.L	AO	143901000016545	2000
50	Mr.Divakaran.N.P	Cashier	152601000000492	2000
51	Mr.Vyjith.A.N	Asst. Accounts Officer	152601000001396	2000
52	Mr.Sharath Chandra.V	Administration Associate / PRO	143901000006631	2000
53	Mr.Rakesh.A.K	Office Asst.	152601000002436	2000
54	Mr.Sunesh.P	Office Asst.	143901000006652	2000
55	Mr.Hareesh Kumar.C	Attender cum Messenger	143901000006659	2000
56	Mr.Pradeep.T.V	Attender cum Messenger	143901000006656	2000
57	Mrs.Gana.N	Asst.Librarian	143901000011168	2000
58	Mr.Dhanyesh.P	Library Asst.	143901000011164	2000
59	Mrs.Anitha.P	Sweeper	143901000006665	2000
60	Mrs.Shyamla.P.K	Sweeper	143901000006663	2000
61	Mrs.Radha.K.P	Sweeper	143901000006662	2000
Total Amount				**122000**

We herein enclose Ch. No. 8013[illegible] Dated 02-09-2022 for Rs. 1,22,000/- for transfering the above SB Accounts of our staff members as per this list.

SECRETARY

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

Sree Narayana Guru College of Engineering & Technology, Payyanur

ONAM FESTIVAL ALLOWANCE- 2022

Dept.	Sl NO	Name	Designation	Amount	Signature
	1	Dr.Leena.A.V	Principal	2000	
ME	2	Mr.Rajeesh.P	Asst. Prof.	2000	
	3	Mr.Sarang.P	Asst. Prof.	2000	
	4	Mr.Jacob Thomas	Asst. Prof.	2000	
	5	Mr.Divyathej.M.V	Asst. Prof.	2000	
EEE	6	Mr.Abhilash Krishnan.T.K	Asst. Prof.	2000	
	7	Mr.Vaishakh M Nayanar	Asst. Prof.	2000	
	8	Mr.Manu.C	Asst. Prof.	2000	
	9	Ms.Archana.C.P	Asst. Prof.	2000	
	10	Mrs.Prabha Chandran	Asst. Prof.	2000	
ECE	11	Prof.Raveendran.K	Professor	2000	
	12	Mrs.Leena Narayanan	Asst. Prof.	2000	
	13	Mrs.Meera.M	Asst. Prof.	2000	
	14	Mrs.Vani.R	Asst. Prof.	2000	
	15	Mrs.Thrishna.S	Asst. Prof.	2000	
	16	Mr.Sunder Venkitachalam	Asst. Prof.	2000	
	17	Mrs.Varsha.M	Asst. Prof.	2000	
	18	Ms.Neha.M.V	Asst. Prof.	2000	
	19	Ms.Vijina Vijayan	Asst. Prof.	2000	

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

Sree Narayana Guru College of Engineering & Technology, Payyanur

ONAM FESTIVAL ALLOWANCE- 2022

Dept.	Sl NO	Name	Designation	Amount	Signature
CSE	20	Mrs.Thulasi Bai.A	Asst. Prof.	2000	
	21	Mrs.Veena.K.K	Asst. Prof.	2000	
	22	Ms.Nimisha.M.K	Asst. Prof.	2000	
CE	23	Dr.Susan Abraham	Associate Prof. (PG/UG Dean)	2000	
	24	Mrs.B.Mary Sonia George	Asst. Prof. Sr.	2000	
	25	Mrs.Shilpa Valsakumar	Asst. Prof.	2000	
	26	Mr.Prem Anand	Asst. Prof.	2000	
	27	Mrs.Saritha Sasindran	Asst. Prof.	2000	
	28	Mr.Shibin.B	Asst. Prof.	2000	
SCIENCE & HUMANITIES	29	Mr.Nikhil.M	Asst. Prof.	2000	
	30	Ms.Aswathi.K	Asst. Prof.	2000	
	31	Mrs.Bindiya.M.C	Asst. Prof.	2000	
	32	Ms.Nimmitha Murali	Asst. Prof.	2000	
	33	Mr.Abhirosh.K	Asst. Prof.	2000	
	34	Mrs.Aswathi Sreejith	Asst. Prof. / Placement Incharge	2000	
	35	Mr.Unnikrishnan.O	Asst. Prof.	2000	
	36	Mr.Prakash Kumar.K.K	Librarian	2000	
	37	Mr.M.Easwaran Namboodiri	Pr.M.ch/Inst.	2000	
	38	Mr.Dhanaraj.K	Suptd. Junior	2000	

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

Sree Narayana Guru College of Engineering & Technology, Payyanur
ONAM FESTIVAL ALLOWANCE- 2022

Dept.	Sl NO	Name	Designation	Amount	Signature
Work Shop / Lab Staff	39	Mr.Gangadharan.A	Instructor Jr	2000	
	40	Mr.Vilas.P	Tr.Instru Sr	2000	
	41	Mr.Sreejith.K	Instructor Jr	2000	
	42	Mr.Shahith.P	Tr.Instru. Sr	2000	shahith
	43	Mr.Raveesh Kumar.C.P	Tr.Instru. Jr	2000	
	44	Mr.Rohith.M	System Administrator / Lab Instructor	2000	
	45	Mrs.Anusha.M	Lab Instructor	2000	Anusha
	46	Mr.Nishanth.K.P	Tech.Asst.Com	2000	
	47	Mr.Akhil.K.C	Spl. Grade Instructor	2000	
	48	Mr.Akshay.P	Lab Instructor	2000	
	49	Mr.Ashok Hegde.L	AO	2000	
	50	Mr.Divakaran.N.P	Cashier	2000	
	51	Mr.Vyjith.A.N	Asst. Accounts Officer	2000	
	52	Mr.Sharath Chandra.V	Administration Associate / PRO	2000	
	53	Mr.Rakesh Bharathan.A.K	Office Asst.	2000	
	54	Mr.Sunesh.P	Office Asst.	2000	
	55	Mr.Hareesh Kumar.C	Attender cum Messenger	2000	
	56	Mr.Pradeep.T.V	Attender cum Messenger	2000	
	57	Mrs.Gana.N	Asst.Librarian	2000	

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

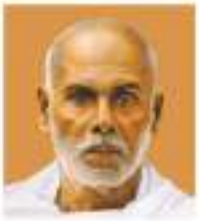
Sree Narayana Guru College of Engineering & Technology, Payyanur

ONAM FESTIVAL ALLOWANCE- 2022

Dept.	Sl NO	Name	Designation	Amount	Signature
OFFICE STAFF	58	Mr.Dhanyesh.P	Library Asst.	2000	
	59	Mrs.Anitha.P	Sweeper	2000	
	60	Mrs.Shyamala.P.K	Sweeper	2000	
	61	Mrs.Radha.K.P	Sweeper	2000	
TOTAL				122000	

AO PRINCIPAL SECRETARY

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



GRATUITY

DEBIT VOUCHER

Sree Narayana Guru College of Engineering & Technology
P.O. Chalakode, Payyanur, Kannur-670 307

Voucher No. ..... Date 11.05.2023

Please pay to Sri. Nikhil. M

an amount of Rs. 72,187/- *(Rupees* Seventy Two Thousand One Hundred Eighty Seven ..... *only) as below:*

Head of Account & details	Amount
payment of gratuity for 7 years of service.	72,187.00
Total	72,187.00

Mode of Payment
Cash / Cheque / DD. 961645
IOB, Talap.

Passed for Payment

Asst. Accountant Administrative Officer Principal Secretary

Received Payment Signature
Nikhil M

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

From
Nikhil M
Rajarajeswara
Keezhattur
Taliparamba (PO)
Kannur
670141

To
The Secretary
Sree Bhakthi Samvardhini Yogam
Thalap
Kannur

Respected Sir,

Sub: Application to claim Gratuity.

I am writing this to apply for payment of gratuity to which I am entitled under payment of Gratuity Act, 1972 on account of my resignation after completion of not less than five years of continuous service. Since I have recently resigned from your organization, I am yet to receive my gratuity. Having worked your organization for 7 years, 6 months and 19 days I am entitled to receive a gratuity. Necessary particulars relating to my service in the organization are given in the statement below.

STATEMENT

Name in full	: Nikhil M
Address in full	: Rajarajeswara, Keezhattur ,Taliparamba (PO), Kannur , 670141.
Organization	: Sree Narayana Guru College of Engineering and Technology, Payyanur
Post held	: Assistant Professor in Humanities and Science Department.
Date of appointment	: 10/09/2015.
Date of resignation	: 28/03/2023.
Total period of service	: 7 years, 6 months and 19 days

Amount of last pay drawn : Rs. 18875/- (Rupees eighteen thousand eight hundred and seventy five only).

Amount of gratuity claimed: Rs 87,115 /- (Rupees eighty seven thousand one hundred and fifteen only)

Yours Faithfully

Nikhil M

Taliparamba
11/04/23

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

Service Details

Mr.NIKHIL.M

Lecturer – From 10-09-2015 to 31-07-2019

Assistant Professor – From 01-08-2019 to 28-03-2023

Last Salary Drawn – 18875/-

Total Service from 10-09-2015– 7 Years 6 Month &19 days

Salary Details

Starting Salary from 10-09-2015 - Rs. 15500/- 6 20 4.2016 on contract

" 01-07-2016- Rs. 16500/-

" 01-07-2017 - Rs. 17500/-

" 01-04-2020 - Rs. 17500/- (Due to COVID 19 Payment given Rs. 12000/-)

" 01-05-2020 - Rs. 17500/- (Due to COVID 19 Payment given Rs. 13500/-)

" 01-11-2020 - Rs. 13603/-

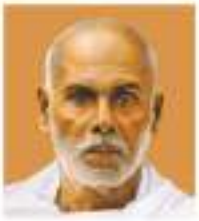
" 01-01-2021 – Rs. 16625/-

" 01-03-2021 – Rs. 17125/-(Salary Rs.16625/- + Ad-hoc Payment Rs.500/-)

" 01-10-2022 – Rs. 18875/- (Salary Rs.17875/- + HOD Charge allowance Rs.1000/-)

$17875 \times \frac{15}{26} \times 7 = 72,187/-$

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



EMPLOYEE PROVIDENT FUND (EPF)

Welcome : SREE NARAYANA GURU COLLEGE OF ENGINEERING AND TECH
(384777) Know More
SBSACCOUNT

You are here: /

Echeque Confirmation

e-PayOrder authorized successfully.

e-PayOrder Details

Return to View Inbox Page

e-PayOrder Number	CKW3612166
Debit Status	Success

09-Mar-2023

Employees Provident Fund Organization National Data Center

Fifty Nine Thousand Two Hundred and Twelve 59,212.00 only

00000030841003636

PAYYANNUR ADB	SNGACCOUNT Maker "CKW3612166"	SBSACCOUNT Authorizer 1 2722303000670

Counterfoil Description	--
Transaction Type	Real Time Payments

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

- If your corporate has opted for a separate commission transaction for Interbank Transactions,although the echeque displays the consolidated amount, the commission will be initiated as a separate transaction only (EOD or per Txn as per the mandate of your corporate)
- For NEFT multiple credit transactions, by default the echeque displays the consolidated amount. The commission will be initiated as a separate transaction for each NEFT debit by default or at EOD as per the mandate of your corporate.
- Please note that this transaction will be processed after the scheduled time you have selected.
- Kindly ensure to authorize the transaction ahead of the scheduled time and verify that the debit account is sufficiently funded on the scheduled date.

COMBINED CH. _LAN OF A/C NO. 01, 02, 10, 21 & 22 (With.

EMPLOYEES' PROVIDENT FUND ORGANISATION

TRRN 2722303000670
ECR Id 85860920
LIN : 1463605178

Establishment Code & Name KRKNR0018214000 SREE NARAYANAGURU COLLEGE OF ENGINEERING - Dues for the wage month of February 2023
Address : TECHNOLOGY., CHALAKODE, PAYYANNUR, KANNUR, KERALA

	EPF	EPS	EDLI
Total Subscribers :	18	18	18
Total Wages :	2,36,840	2,36,840	2,36,840

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	1,184	0	0	0	1,184
2	Employer's Share Of	8,688	0	19,733	1,186	0	29,607
3	Employee's Share Of	28,421	0	0	0	0	28,421
Grand Total : Fifty-Nine Thousand Two Hundred Twelve Rupees Only							59,212

(This is a system generated challan on 09-MAR-2023 12:22, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / ABRY.

	PMRPY	ABRY
A) A/C no 1 (Employer share) (Rs.) -	0	0
B) A/C no 10 (Pension fund) (Rs.) -	0	0
C) A/C no 1 (Employee share) (Rs.) -	0	0
D) Total (A + B + C) (Rs.) -	0	0
E) Total remittance by Employer (Rs.) -	59,212	
F) Total amount of uploaded ECR (D + E) (	59,212	

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANAGURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANNUR
KANNUR

कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization
भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 10/04/2023 12:27:

Payment Confirmation Receipt

TRRN No :	2722303000670
Challan Status :	Payment Confirmed
Challan Generated On :	09-MAR-2023 12:22:30
Establishment ID :	KRKNR0018214000
Establishment Name :	SREE NARAYANAGURU COLLEGE OF ENGINEERING -
Challan Type :	Monthly Contribution Challan
Total Members :	18
Wage Month :	FEB-2023
Total Amount (Rs) :	59,212
Account-1 Amount (Rs) :	37,109
Account-2 Amount (Rs) :	1,184
Account-10 Amount (Rs) :	19,733
Account-21 Amount (Rs) :	1,186
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002090323385936
Payment Date :	09-MAR-2023
Payment Confirmation Date :	09-MAR-2023
Total PMRPY Benefit :	0

DR. LEENA A. V.
PRINCIPAL
SREE NARAYANAGURU COLLEGE OF ENGINEERING & TECHNOLOGY, PAYYANNUR

Welcome : SREE NARAYANA GURU COLLEGE OF ENGINEERING AND TECH
(384727) Know More
SBSACCOUNT

You are here: /

Echeque Confirmation

e-PayOrder authorized successfully.

e-PayOrder Details

e-PayOrder Number	CKP7576237
Debit Status	Success

08-Mar-2021

Employees Provident Fund Organization National Data Center

Sixty One Thousand Nine Hundred and Twenty Two only 61,922.00

00000030841003636

PAYYANNUR ADB	SNGACCOUNT Maker *CKP7576237*	SBSACCOUNT Authorizer 1 2722103000344

Counterfoil Description	--
Transaction Type	Real Time Payments

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

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- Kindly ensure to authorize the transaction ahead of the scheduled time and verify that the debit account is sufficiently funded on the scheduled date.

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COMBINED CH. .LAN OF A/C NO. 01, 02, 10, 21 & 22 (With

EMPLOYEES' PROVIDENT FUND ORGANISATION

TRRN 2722103000344

Establishment Code & Name KRKNR0018214000 SREE NARAYANAGURU COLLEGE OF ENGINEERING - Dues for the wage month of February 2021

Address : TECHNOLOGY,, CHALAKODE, PAYYANNUR, KANNUR, KERALA

	EPF	EPS	EDLI
Total Subscribers :	19	19	19
Total Wages :	2,47,686	2,47,686	2,47,686

SL.	PARTICULARS	A/C.01 (Rs.)	A/C.02 (Rs.)	A/C.10 (Rs.)	A/C.21 (Rs.)	A/C.22 (Rs.)	TOTAL
1	Administration Charges	0	1,239	0	0	0	1,239
2	Employer's Share Of	9,086	0	20,635	1,241	0	30,962
3	Employee's Share Of	29,721	0	0	0	0	29,721
Grand Total : Sixty-One Thousand Nine Hundred Twenty-Two Rupees Only							61,922

(This is a system generated challan on 08-MAR-2021 09:07, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY / ABRY.

	PMRPY	ABRY
A) A/C no 1 (Employer share) (Rs.) -	0	0
B) A/C no 10 (Pension fund) (Rs.) -	0	0
C) A/C no 1 (Employee share) (Rs.) -	0	0
D) Total (A + B + C) (Rs.) -	0	0
E) Total remittance by Employer (Rs.) -	61,922	
F) Total amount of uploaded ECR (D + E) (	61,922	

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

कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization
भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On 22/03/2021 12:29:

Payment Confirmation Receipt

TRRN No :	2722103000344
Challan Status :	Payment Confirmed
Challan Generated On :	08-MAR-2021 09:07:02
Establishment ID :	KRKNR0018214000
Establishment Name :	SREE NARAYANAGURU COLLEGE OF ENGINEERING -
Challan Type :	Monthly Contribution Challan
Total Members :	19
Wage Month :	FEB-2021
Total Amount (Rs) :	61,922
Account-1 Amount (Rs) :	38,807
Account-2 Amount (Rs) :	1,239
Account-10 Amount (Rs) :	20,635
Account-21 Amount (Rs) :	1,241
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002080321213397
Payment Date :	08-MAR-2021
Payment Confirmation Date :	08-MAR-2021
Total PMRPY Benefit :	0

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

Welcome : SREE NARAYANA GURU COLLEGE OF ENGINEERING AND TECH
(384777) Know More
SBSACCOUNT

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Echeque Confirmation

e-PayOrder authorized successfully.

e-PayOrder Details

e-PayOrder Number	CKM4558526
Debit Status	Success

09-Mar-2020

Employees Provident Fund Organization National Data Center

Sixty Thousand Six Hundred and Eighty Three 60,683.00

only

00000030641003636

PAYYANNUR ADB	SNGACCOUNT Maker "CKM4558526"	SBSACCOUNT Authorizer 1 2722003000613

Counterfoil Description	--
Transaction Type	Real Time Payments

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

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COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With

EMPLOYEES' PROVIDENT FUND ORGANISATION

TRRN 2722003000613

Establishment Code & Name KRKNR0018214000 SREE NARAYANAGURU COLLEGE OF ENGINEERING - Dues for the wage month of February 2020

Address TECHNOLOGY., CHALAKODE, PAYYANNUR, KANNUR, KERALA

	EPF	EPS	EDLI
Total Subscribers	18	18	18
Total Wages	2,42,722	2,42,722	2,42,722

SL	PARTICULARS	A/C 01 (Rs.)	A/C 02 (Rs.)	A/C 10 (Rs.)	A/C 21 (Rs.)	A/C 22 (Rs.)	TOTAL
1	Administration Charges	0	1,214	0	0	0	1,214
2	Employer's Share Of	8,906	0	20,221	1,215	0	30,342
3	Employee's Share Of	29,127	0	0	0	0	29,127
Grand Total : Sixty Thousand Six Hundred Eighty-Three Rupees Only							60,683

(Only for offline payment in case permitted by EPFO)

FOR BANKS USE ONLY

Amount Received ----------

Date of presentation of ----------

Date of Realisation of ----------

SBI Branch Name ----------

SBI Branch Code ----------

FOR ESTABLISHMENT USE (To be manually filled by

Cheque/DD No ---------- Date ----------

Cheque/DD drawn bank &

Name of the Depositor----------

Date of Deposit---------- Mobile No ----------

Signature of the

(This is a system generated challan on 09-MAR-2020 09:35, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY and PMPRPY-

A) A/C no 1 (Employer share) (Rs.) -	0
B) A/C no 10 (Pension fund) (Rs.) -	0
C) Total (A + B) (Rs.) -	0
D) Total remittance by Employer (Rs.) -	60,683
E) Total amount of uploaded ECR (C + D) (	60,683

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

कर्मचारी भविष्य निधि संगठन
Employees' Provident Fund Organization
भविष्य निधि भवन, १४, भीकाजी कामा प्लेस, नई दिल्ली - ११००६६
Bhavishya Nidhi Bhawan, 14, Bhikaji Cama Place, New Delhi - 110066

Generated On : 12/06/2020 15:29:

Payment Confirmation Receipt

TRRN No :	2722003000613
Challan Status :	Payment Confirmed
Challan Generated On :	09-MAR-2020 09:35:50
Establishment ID :	KRKNR0018214000
Establishment Name :	SREE NARAYANAGURU COLLEGE OF ENGINEERING -
Challan Type :	Monthly Contribution Challan
Total Members :	19
Wage Month :	FEB-2020
Total Amount (Rs) :	60,683
Account-1 Amount (Rs) :	38,033
Account-2 Amount (Rs) :	1,214
Account-10 Amount (Rs) :	20,221
Account-21 Amount (Rs) :	1,215
Account-22 Amount (Rs) :	0
Payment Confirmation Bank :	State Bank of India
CRN :	002090320203875
Payment Date :	09-MAR-2020
Payment Confirmation Date :	09-MAR-2020
Total PMRPY Benefit :	0

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

COMBINED CHALLAN OF A/C NO. 01, 02, 10, 21 & 22 (With ECR)

EMPLOYEES' PROVIDENT FUND ORGANISATION

TRRN: 2721903000662

Establishment Code & Name : KRKNR0018214000 SREE NARAYANAGURU COLLEGE OF

Address : TECHNOLOGY, CHALAKODE, PAYYANNUR, KANNUR, KERALA

Dues for the wage month of February 2019

	EPF	EPS	EDLI
Total Subscribers :	20	20	20
Total Wages :	2,64,557	2,64,557	2,64,557

SL	PARTICULARS	A/C 01 (Rs.)	A/C 02 (Rs.)	A/C 10 (Rs.)	A/C 21 (Rs.)	A/C 22 (Rs.)	TOTAL
1	Administration Charges	0	1,323	0	0	0	1,323
2	Employer's Share Of Contribution	9,707	0	22,040	1,325	0	33,072
3	Employee's Share Of Contribution	31,747	0	0	0	0	31,747
Grand Total : Sixty-Six Thousand One Hundred Forty-Two Rupees Only							66,142

(Only for offline payment in case permitted by EPFO)

FOR BANKS USE ONLY

Amount Received Rs. ----------

Date of presentation of Cheque/DD ----------

Date of Realisation of Cheque/DD ----------

SBI Branch Name ----------

SBI Branch Code ----------

FOR ESTABLISHMENT USE ONLY (To be manually filled by Employer)

Cheque/DD No. * ---------- Date: ----------

Cheque/DD drawn bank &

Name of the Depositer----------

Date of Deposit---------- Mobile No. ----------

Signature of the

(This is a system generated challan on 11-MAR-2019 13:31, the particulars shown in this challan are populated from the Electronic Challan Cum Return (ECR) uploaded by the establishment for the specified month and year.

Note :- The following amounts are being remitted directly by Government of India on account of PMRPY and PMPRPY-

A) A/C no 1 (Employer share) (Rs.) -	0
B) A/C no 10 (Pension fund) (Rs.) -	0
C) Total (A + B) (Rs.) -	0
D) Total remittance by Employer (Rs.) -	66,142
E) Total amount of uploaded ECR (C + D) (Rs.) -	66,142

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

Echeque Confirmation

e-PayOrder authorized successfully.

e-PayOrder Details

e-PayOrder Number	CKI8001995
Debit Status	Success

11-Mar-2019

Employees Provident Fund Organization National Data Center

Sixty Six Thousand One Hundred and Forty Two only **66,142.00**

00000030841003636

PAYYANNUR ADB	**SNGACCOUNT**	**SBSACCOUNT**
	Maker	**Authorizer 1**
	"CKI8001995"	**2721903000662**

Counterfoil Description	–
Transaction Type	Real Time Payments

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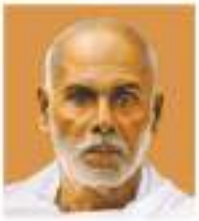
Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY, PAYYANNUR KANNUR



EMPLOYEE STATE INSURANCE (ESI)

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Echeque Confirmation

e-PayOrder authorized successfully.

e-PayOrder Details

Return to View Inbox Page

e-PayOrder Number	CHL9644688
Debit Status	Success

09-Mar-2023

Employees' State Insurance Corporation

Thirty Three Thousand Seven Hundred and Eighteen only 33,718.00

00000030841003636

PAYYANNUR ADB	SNGACCOUNT Maker "CHL9644688"	SBSACCOUNT Authorizer 1 07223108752348

Counterfoil Description	--
Transaction Type	Real Time Payments

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

- If your corporate has opted for a separate commission transaction for Interbank Transactions,although the echeque displays the consolidated amount, the commission will be initiated as a separate transaction only (EOD or per Txn as per the mandate of your corporate)
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View Contribution History.

1 / 3 Main Report 100%

Employees' State Insurance Corporation

Contribution History Of 72000175120001304 for Feb2023

Total IP Contribution	Total Employer Contribution	Total Contribution	Total Government Contribution	Total Montl
6,331.00	27,387.00	33,718.00	0.00	842,652.00

SNo.	Is Disable	IP Number	IP Name	No. Of Days	Total Wages	IP Contribution	Reason
1	-	7204000958	GANGADHARAN A	28	15200.00	114.00	-
2	-	5403451159	SREEJITH.K	28	14780.00	111.00	-
3	-	5402431092	SHAHITH P	28	14780.00	111.00	-
4	-	5403416372	RAVEESH KUMAR.C.P	28	13380.00	101.00	-
5	-	5402431157	NISHANTH K P	28	13380.00	101.00	-
6	-	5402431095	SUNESH P	28	13870.00	105.00	-
7	-	5402431097	HARISH KUMAR CHOORAKKAT	28	12736.00	96.00	-
8	-	5402431100	PRADEEP T V	28	12736.00	96.00	-
9	-	7204062662	DHANYESH.P	19	8208.00	62.00	-
10	-	5401793653	ANITHA P	28	10500.00	79.00	-
11	-	5401793654	SHYAMALA P K	28	10500.00	79.00	-
12	-	5403479388	RADHA.K.P	17	6970.00	53.00	-
13	-	7204204902	NIKHIL M	28	18875.00	142.00	-
14	-	5403492577	BINDIYA .M.C.	28	17875.00	135.00	-
15	-	5402431314	Unnikrishnan.O	28	17114.00	129.00	-
16	-	5402431091	VILAS P	28	17720.00	133.00	-
17	-	5402431094	RAKESH bharathan A K	28	15830.00	119.00	-
18	-	7204396111	VAISHAKH M NAYANAR	28	21000.00	158.00	-

3:07

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2 / 3 Main Report 100%

SNo.	Is Disable	IP Number	IP Name	No. Of Days	Total Wages	IP Contribution	Reason
19	-	7204378118	MANU.C	28	21000.00	158.00	-
20	-	7204405533	ARCHANA.C.P	28	21000.00	158.00	-
21	-	7204434954	VARSHA.M	28	20500.00	154.00	-
22	-	7204436344	VIJINA VIJAYAN	28	20500.00	154.00	-
23	-	7204439591	ABHIROSH.K	28	16500.00	124.00	-
24	-	7204366075	MEERA M	26	17766.00	134.00	-
25	-	4708598146	DIVYATHEJ M V	27	19333.00	145.00	-
26	-	7204463442	ASWATHI SREEJITH	27	17400.00	131.00	-
27	-	7204463446	NIMMITHA MURALI	28	16000.00	120.00	-
28	-	7204463453	AKHIL.K.C	28	12000.00	90.00	-
29	-	7204464656	THULASIBAI.A	28	20000.00	150.00	-
30	-	7204467057	ASWATHI.K	28	16000.00	120.00	-
31	-	7204470847	VEENA K K	28	20000.00	150.00	-
32	-	7204474653	VANI.R	27	19333.00	145.00	-
33	-	7204474660	THRISHNA.S	28	20000.00	150.00	-
34	-	7204474667	NIMISHA.M.K	27	19333.00	145.00	-
35	-	7204401803	SHIBIN.B	27	19333.00	145.00	-
36	-	7204480925	ANUSHA.M	28	12000.00	90.00	-
37	-	7204480917	AKSHAY.P	27	11600.00	87.00	-
38	-	7204487136	RAHUL.A.M	28	20000.00	150.00	-
39	-	7204487134	JISHNU NAMBOODIRI.V.N	28	20000.00	150.00	-
40	-	7204487135	PRIYESH PADMANABHAN	0	0.00	0.00	On Leave
41	-	7204487137	SHAMYA SUKUMARAN.M	28	20000.00	150.00	-
42	-	7204487138	REVATHI.P	28	20000.00	150.00	-
43	-	7204488380	ATHUL.RAJ P P	28	20000.00	150.00	-
44	-	7204490628	ABHAYA.D.K	28	20000.00	150.00	-
45	-	7204496667	DHANUSHA.V.V	25	14400.00	108.00	-
46	-	7204496784	ANUSREE.T.K	28	16000.00	120.00	-
47	-	4707303402	SREERAJ T K	18	7200.00	54.00	-

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0

View Contribution History.

3 / 3 Main Report 100% Objects

SNo.	Is Disable	IP Number	IP Name	No. Of Days	Total Wages	IP Contribution	Reason
48	-	7204500820	POOJA K P	27	19333.00	145.00	-
49	-	7204500901	HARITHA M V	23	15333.00	115.00	-
50	-	7204509943	CHAITHANYA.K.P	25	16667.00	125.00	-
51	-	7204509947	RAHUL.C.G	22	14667.00	110.00	-
52	-	7204510485	RINSHA.T.V	18	12000.00	90.00	-
53	-	7204510504	SHIRUTHI.P	18	12000.00	90.00	-

3:0E

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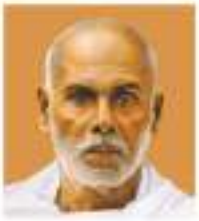
KANNUR



GROUP MEDICAL INSURANCE

UNITED INDIA INSURANCE COMPANY LIMITED

BRANCH OFFICE: CHANGANACHERRY, TH/TTUPARAMBIL BUILDING, 2ND FLOOR, HEAD POST OFFICE JN., HO
ROAD, PHBX: 1005064000, [illegible]
KOTTAYAM - 686101 KERALA
PH: (0481) 2422363,(0481) 2426545 FAX: EMAIL:

GROUP PERSONAL ACCIDENT TAILOR MADE POLICY
POLICY NO.: 1005064223P100994342

(DUPLICATE)

PERIOD OF INSURANCE
From 00:00 Hrs of 20/04/2023
To Midnight of 19/04/2024

Insured

PRINCIPAL - SNGCET PAYYANUR

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY, CHALAKODE P.O., PAYYANUR, KANNUR

670307
KANNUR
KERALA

Agent Name : [illegible]
Agent Code : [illegible]
Mobile/Landline Number/Email : [illegible]

The genuineness of the policy can be verified through "Verify Your Policy" link at www.uiic.co.in.

For any Information, Service Requests, Claim intimation and Grievances please write to [illegible]

Downloaded Customer App(www.uiic.co.in) HEAD & HEAD OFFICE 24, WHITES ROAD, CHENNAI - 600014
WEBSITE: http://www.uiic.co.in
Printed By : PRA30093 @ 20/04/2023 10:30:15 AM

http://gccore.uiic.co.in/configurator/HTMLReportSource/c4xuc0xuovezlkk52luzGroupPo... 20/04/2023

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

GROUP PERSONAL ACCIDENT TAILOR MADE POLICY

SCHEDULE

Policy No.:	[illegible]	Proposal No.:	[illegible]
Name of Customer / PC:	PRINCIPAL, SREE NARAYANA GURU COLLEGE OF [illegible]		
Tel (O):	Fax:	Tel (R):	Mobile: [illegible]
Business Occupation:	Nature:	Email:	
Period of Insurance:	From 00:00 Hours of [illegible] 2022 To MIDNIGHT of [illegible] 2023		

Coinsurance	[illegible]

Endorsement: [illegible]

INSURED DETAILS

As Per Annexure Attached

Risk Category	No. of Person/Category	Covers	Premium	Loading/Discount	Calculated Amount
Risk Category 1	77	Lump Sum PTD	10,010.00		
		Medical Expenses	2,000.00		

Total No Of Person	77	Total Sum Insured for the Group	₹ 15400000

Special Conditions:-	ACCIDENTAL DEATH PTD COVER FOR EMPLOYEES - 95.2 LAKHS, MEDICAL TREATMENT BENEFIT FOR THE EMPLOYEE IN THE HOSPITAL DUE TO AN ACCIDENT - 25,000/- PER YEAR NO OF EMPLOYEES COVERED 77

Net Premium:	₹ 12,000.00
CGST(9%):	1,175.00
SGST(9%):	1,175.00
Stamp Duty:	10.00
Total :	₹ 15,400.00
Receipt Number	[illegible]
Receipt Date:	27/04/2023
Agency Broker Code :	400011091
Dev. Office Code :	
Direct Business	

Customer GST/UIN No.:		Office GST No.:	32AAACU5552C1ZS
SAC Code:	997133	Invoice No. & Date:	42231100004342 & 27/04/2023
Amount Subject to Reverse Charges-NIL			

We hereby declare that though our aggregate turnover in any preceding financial year from 2017-18 onwards is more than the aggregate turnover notified under sub-rule (4) of rule 48, we are not required to prepare an invoice in terms of the provisions of the said sub-rule.

Anti Money Laundering Clause :- In the event of a claim under the policy exceeding ₹ 1 lakh or a claim for refund of premium exceeding ₹ 1 lakh, the insured will comply with the provisions of AML policy of the company. The AML policy is available in all our operating offices as well as Company's web site

LET US JOIN THE FIGHT AGAINST CORRUPTION. PLEASE TAKE THE PLEDGE AT https://pledge.cvc.nic.in

Date of Proposal and Declaration : 28/04/2023

IN WITNESS WHEREOF, the undersigned being duly authorised hereunto set his hand at [illegible] on

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

For and On behalf of
United India Insurance Co. Ltd.

As per GO(P) No. 15/2018/TD dt 14/02/2018 and GOs issued subsequent on remittance of requisite stamp duty.

Duly Constituted Attorney(s)
Underwritten By - PRA30063 (BO UW CUM CASHIER) , Approved By - BHA29495(BO UNDERWRITER)

UNITED INDIA INSURANCE CO. LTD. BRANCH OFFICE CHANGANACHERRY

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Dr. LEENA A. V.
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KANNUR

Sl.No.	Name of the Member in Employer	Designation/Age	Donation Category	Risk Category	Employee Name	Relationship
1	DR LEENA A V	Others	41	[illegible]	[illegible]	[illegible]
2	[illegible]	Others	32	[illegible]	[illegible]	[illegible]
3	DR SREEJITH CHANDRAN	Others	32	[illegible]	[illegible]	[illegible]
4	DIVYA PRABHA K V	Others	29	[illegible]	[illegible]	[illegible]
5	[illegible]	Others	32	[illegible]	[illegible]	Mother
6	SHAMI NAMBOOTHIRI C N	Others	32	[illegible]	[illegible]	Mother
7	SONAL [illegible]	Others	26	[illegible]	[illegible]	Mother
8	[illegible]	Others	27	[illegible]	[illegible]	Father
9	ABHILASH KRISHNAN T K	Others	30	[illegible]	[illegible]	Spouse
10	VAISHAKH M NARAYANAN	Others	23	[illegible]	[illegible]	Mother
11	[illegible]	Others	34	[illegible]	[illegible]	Spouse
12	[illegible]	Others	29	[illegible]	[illegible]	Mother
13	PRABHA CHANDRAN	Others	30	[illegible]	[illegible]	Mother
14	RINSHA T V	Others	28	[illegible]	[illegible]	Spouse
15	LEENA NARAYANAN	Others	47	[illegible]	[illegible]	Daughter
16	MEERA M	Others	30	[illegible]	[illegible]	Spouse
17	VANI R	Others	31	[illegible]	[illegible]	Spouse
18	[illegible]	Others	23	[illegible]	[illegible]	Spouse
19	ABHAYA D K	Others	25	[illegible]	[illegible]	Father
20	CHAITHANYA K P	Others	26	[illegible]	[illegible]	Father
21	SUNDER VENKITACHALAM	Others	37	[illegible]	[illegible]	Mother
22	SAKSHA M	Others	27	[illegible]	[illegible]	Spouse
23	VEENA VIJAYAN	Others	27	[illegible]	[illegible]	Father
24	THULASI BALA	Others	30	[illegible]	[illegible]	Spouse
25	VEENA K K	Others	31	[illegible]	[illegible]	Spouse
26	NIMISHA M K	Others	31	[illegible]	[illegible]	Mother
27	HARITHA N V	Others	26	[illegible]	[illegible]	Spouse
28	SHRUTHI P	Others	33	[illegible]	[illegible]	Father
29	ASWATHI C	Others	27	[illegible]	[illegible]	Spouse
30	DR SUSAN ABRAHAM	Others	43	[illegible]	[illegible]	Spouse
31	B MARY SONIA GEORGE	Others	41	[illegible]	[illegible]	Spouse
32	SHILPA VALSARAJ	Others	32	[illegible]	[illegible]	Daughter
33	SARITHA SASINDRAN	Others	33	[illegible]	[illegible]	Spouse
34	SHIBIN B	Others	37	[illegible]	[illegible]	Father

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[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
38	NEETHA V	Others	24	[illegible]	RiskCategory	[illegible]	Father
39	[illegible]	Others	25	[illegible]	RiskCategory	[illegible]	Father
40	[illegible]	Others	25	[illegible]	RiskCategory	[illegible]	Father
41	[illegible]	Others	25	[illegible]	RiskCategory	[illegible]	Mother
42	CHANDITHA V P	Others	25	[illegible]	RiskCategory	[illegible]	Spouse
43	NEERU T V	Others	25	[illegible]	RiskCategory	NITHIN N E	Spouse
44	BINCITA M C	Others	40	200000	RiskCategory	ALBY CHACKO	Spouse
45	NEMRITHA MURALI	Others	23	200000	RiskCategory	PRADEEPA	Mother
46	ABHIJITH K	Others	27	200000	RiskCategory	AJAYAKUMAR PP	Father
47	AISWATHI SREEJITH	Others	24	200000	RiskCategory	SHAJNI SREEJITH	Others
48	ANUSREE T K	Others	28	200000	RiskCategory	RAJESH T K	Father
49	UNNIKRISHNAN O	Others	47	200000	RiskCategory	UMA DEVI M	Spouse
50	PRAKASH KUMAR K K	Others	45	200000	RiskCategory	JAYAKUMARI	Mother
51	DHANARAJ K	Others	49	200000	RiskCategory	MANJUNA P	Spouse
52	GANGADHARAN A	Others	54	200000	RiskCategory	JYOTHI P M	Spouse
53	VILAS P	Others	44	200000	RiskCategory	MAHESHA K V	Spouse
54	SREERAJ T K	Others	51	200000	RiskCategory	SREELATHA T	Mother
55	SREEJITH K	Others	36	200000	RiskCategory	VASANTHA K	Mother
56	SHAMITH P	Others	40	200000	RiskCategory	SILAJA P P	Mother
57	RAVEEN KUMAR C P	Others	47	200000	RiskCategory	P C VILASINI	Mother
58	ROHITH M	Others	29	200000	RiskCategory	KRISHNAN V P	Father
59	ANUSHA M	Others	38	200000	RiskCategory	ADEEP M	Son
60	NISHANTH K P	Others	31	200000	RiskCategory	NISHA	Others
61	PRADEEP T V	Others	30	200000	RiskCategory	SUMITHA K	Spouse
62	AKHIL K C	Others	29	200000	RiskCategory	YESODA K P	Mother
63	REEBA MARIYA	Others	25	200000	RiskCategory	TESSY AMBROSE	Mother
64	ARCHANA S	Others	30	200000	RiskCategory	RATESH C V	Spouse
65	VIJITH A N	Others	43	200000	RiskCategory	NIMISHA RAJAN P	Spouse
66	SHARATH CHANDRA V	Others	42	200000	RiskCategory	OSVINA SATHEENDRAN	Spouse
67	RAKESH BHARATHAN A K	Others	51	200000	RiskCategory	VEDIA RAKESH	Spouse
68	SUMESH P	Others	46	200000	RiskCategory	PURUSHOTHAMAN P	Father
69	HAREESHKUMAR C	Others	44	200000	RiskCategory	SHAMNA T P	Spouse
70	GANA N	Others	41	200000	RiskCategory	CHANDRADEV K	Son
71	AKHIL P	Others	24	200000	RiskCategory	P P GEEREESAN	Father
72	ANITHA P	Others	52	200000	RiskCategory	K P GANGADHARAN	Spouse

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[illegible]	[illegible]	Others	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	Others	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	Others	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	Others	[illegible]	[illegible]	[illegible]	[illegible]	Spouse
[illegible]	[illegible]	Others	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
[illegible]	[illegible]	Others	[illegible]	[illegible]	[illegible]	[illegible]	Spouse
77	[illegible]	Others	[illegible]	[illegible]	[illegible]	[illegible]	Spouse

Name of the Member or Employee	SI(Tbl-I)	SI(Tbl-II)	SI(Tbl-III)	SI(Tbl-IV)	SI(Tbl-Va)	SI(Tbl-Vb)	SI(Tbl-Vc)
DR LEENA A V	0	200000	0	0	0	0	0
JACOB T	0	200000	0	0	0	0	0
DR SUCHIN CHANDRAN	0	200000	0	0	0	0	0
SOUYATHRI M S	0	200000	0	0	0	0	0
RAHUL A M	0	200000	0	0	0	0	0
UNNI NAMBOOTHIRI C V N	0	200000	0	0	0	0	0
ATHUL RAJ P P	0	200000	0	0	0	0	0
RAHUL C G	0	200000	0	0	0	0	0
ABHILASH KRISHNAN T K	0	200000	0	0	0	0	0
VAISHAKH M NARAYANAN	0	200000	0	0	0	0	0
MANU C	0	200000	0	0	0	0	0
ARCHANA C P	0	200000	0	0	0	0	0
PRABHA CHANDRAN	0	200000	0	0	0	0	0
RINSHA T V	0	200000	0	0	0	0	0
LEENA NARAYANAN	0	200000	0	0	0	0	0
MEERA M	0	200000	0	0	0	0	0
VANI R	0	200000	0	0	0	0	0
THRISHNA S	0	200000	0	0	0	0	0
ABHAYA D K	0	200000	0	0	0	0	0
CHAITHRA K P	0	200000	0	0	0	0	0
SUNDER VENKITACHALAM	0	200000	0	0	0	0	0
VARSHA M	0	200000	0	0	0	0	0
SILNA VIJAYAN	0	200000	0	0	0	0	0
THULASI BAI A	0	200000	0	0	0	0	0
SEENA K K	0	200000	0	0	0	0	0
NIMISHA M K	0	200000	0	0	0	0	0
HARITHA M V	0	200000	0	0	0	0	0
SHRUTHI P	0	200000	0	0	0	0	0
ASWATHI C	0	200000	0	0	0	0	0
DR SUSAN ABRAHAM	0	200000	0	0	0	0	0
E MARY SONIA GEORGE	0	200000	0	0	0	0	0
SHILPA VALSAKUMAR	0	200000	0	0	0	0	0
HARITHA NARENDRAN	0	200000	0	0	0	0	0
SHIBIN R	0	200000	0	0	0	0	0
SHAMYA SUKUMARAN	0	200000	0	0	0	0	0
REVATHI P	0	200000	0	0	0	0	0
POOJA K P	0	200000	0	0	0	0	0
RINSHA K RAMAN	0	200000	0	0	0	0	0
ASWATHI K	0	200000	0	0	0	0	0
DHANUSHA V V	0	200000	0	0	0	0	0
MEENU T V	0	200000	0	0	0	0	0
BINDIYA M C	0	200000	0	0	0	0	0
NAMITHA MURALI	0	200000	0	0	0	0	0
ANIRUDH K	0	200000	0	0	0	0	0
ASWATHI SREEJITH	0	200000	0	0	0	0	0
ANUSREE T K	0	200000	0	0	0	0	0
UNNIKRISHNAN O	0	200000	0	0	0	0	0
PRAKASH KUMAR K K	0	200000	0	0	0	0	0
DHANARAJ K	0	200000	0	0	0	0	0
GANGADHARAN A	0	200000	0	0	0	0	0
VILAS P	0	200000	0	0	0	0	0
SREERAJ T K	0	200000	0	0	0	0	0

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[illegible]	01	[illegible]	0	0	0	0	0	0
[illegible]	01	[illegible]	0	0	0	0	0	0
[illegible]	01	[illegible]	0	0	0	0	0	0
[illegible]	01	[illegible]	0	0	0	0	0	0
[illegible]	01	[illegible]	0	0	0	0	0	0
NITHIN JITH K P	01	[illegible]	0	0	0	0	0	0
PRADEEP T V	01	201060	0	0	0	0	0	0
RAHUL P C	01	201060	0	0	0	0	0	0
REEMA HIDAYA	01	201060	0	0	0	0	0	0
SREENIDHI S	01	201060	0	0	0	0	0	0
VYSHNAVI N	01	201060	0	0	0	0	0	0
SHAKATH CHANDRA V	01	201060	0	0	0	0	0	0
RAKESH KRISHNATHAN A K	01	201060	0	0	0	0	0	0
RAMESH P	01	201060	0	0	0	0	0	0
NAREENDRAKUMAR C	01	201060	0	0	0	0	0	0
KANA N	01	201060	0	0	0	0	0	0
MONIL P	01	201060	0	0	0	0	0	0
ANETHA P	01	201060	0	0	0	0	0	0
SHYAMALA P K	01	201060	0	0	0	0	0	0
SUBRAMANI C P	01	201060	0	0	0	0	0	0
RAGHAVAN K	01	201060	0	0	0	0	0	0
REENA K P	01	201060	0	0	0	0	0	0
NARAYANI K P	01	201060	0	0	0	0	0	0
PAPPAN K	01	201060	0	0	0	0	0	0
MUSOCHANA K K	01	201060	0	0	0	0	0	0

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Policy No. [illegible]

PERSONAL ACCIDENT POLICY - GROUP FAMILY PLAN

WHEREAS the insured named in the Schedule hereto has/have paid/agreed to pay to the Insurance Company the premium specified in the Schedule hereto in consideration of the Company agreeing to pay to the insured, or in the event of his/her death to his/her legal representatives, the sum or sums specified in the Schedule hereto in the event of his/her sustaining bodily injury caused by accidental means within the meaning of this policy and subject to the exceptions, limitations and conditions hereinafter mentioned, the Company hereby undertakes to pay the insured the sum or sums specified in the Schedule hereto.

NOW, THIS POLICY WITNESSETH that subject to the terms, provisions, exceptions and conditions contained herein or endorsed or otherwise expressed hereon, the Company undertakes to pay the insured as hereinafter mentioned.

1. If an injury during the currency of this policy the insured sustains results solely and directly from accident caused by external, visible and violent means, shall be the sole cause of his death or of his personal injuries/disabilities, in the case that he/she shall be alive at the expiration of one month from the date of such injury:

   (a) If such injury shall within twelve calendar months of its occurrence be the sole and direct cause of the death of the insured person, the Capital Sum insured stated in the Schedule hereto.

   (b) If such injury shall within twelve calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of:

   i. Sight of both eyes, or the actual and physical separation of both entire hands or both entire feet, or one entire hand and one entire foot or of such loss of sight of one eye and such loss of one entire foot, the capital sum insured stated in the Schedule hereto.

   ii. Use of hands or two feet, or of one hand and one foot or such loss of sight of one eye and such loss of use of one hand or one foot, the capital sum insured stated in the Schedule hereto.

   (c) If such injury shall within twelve calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of:

   i. The sight of one eye or of the actual and physical separation of one entire hand or one entire foot, fifty percent (50%) of the capital sum insured stated in the Schedule hereto.

   ii. Total and irrecoverable loss of use of a hand or a foot without physical separation, fifty percent (50%) of the capital sum insured stated in the Schedule hereto.

Note: For the purpose of clause (b) and (c) above, physical separation of a hand or foot means separation of hands at or above the wrist and or of the foot at or above the ankle respectively.

(d) If such injury shall as a direct consequence thereof immediately, permanently, totally and absolutely, disable the insured person from engaging in any employment or occupation of any description whatsoever, then a lump sum equal to hundred percent (100%) of the Capital Sum insured.

(e) If such injury shall within twelve calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of use or the actual and physical separation of the following then the percentage of the Capital Sum insured as indicated below shall be payable:

Sl No.	Item	% of Capital Sum Insured
i	a. Loss of both ears b. Deaf - both phalanges c. Deaf - one phalanx d. Other than deaf - of more than one ear and each	20 5 2 3
ii	Loss of tongue/Mouth - [illegible]	50
iii	Loss of hearing - one ear	15
iv	Loss of 4 fingers and thumb of one hand	40
v	Loss of 3 fingers	35
vi	a. Loss of thumb - both phalanges b. Loss of thumb - one phalanx	25 10
vii	a. Loss of index finger - three phalanges b. Loss of index finger - two phalanges c. Deaf - one phalanx	10 4 4
viii	a. Loss of middle finger - 3 phalanges b. Loss of middle finger - 2 phalanges c. Loss of middle finger - 1 phalanx	5 4 2
ix	a. Loss of ring finger - 3 phalanges b. Loss of ring finger - 2 phalanges c. Loss of ring finger - 1 phalanx	5 4 2
x	a. Loss of little finger - 3 phalanges b. Loss of little finger - 2 phalanges c. Loss of little finger - 1 phalanx	4 3 2
xi	a. Loss of metacarpals - first or second (additional) b. Loss of metacarpals - third, fourth or fifth (additional)	3 2

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[illegible]	[illegible]	[illegible]

(i) [illegible] shall be the only and sole [illegible] of compensation under Accidental Disablement [illegible] shall be totally [illegible] from engaging in any employment or occupation of any description whatsoever and in the case of one percent (1%) of the capital sum insured stated in the schedule hereunto annexed, but in no case not exceeding Rs. 5000/- per week or 26 weeks or pro-rata per week in any case not exceeding 20% of the weekly rates.

Provided that the compensation payable under the foregoing sub-clause (i) shall not be payable for more than two weeks in respect of any one injury calculated from the date of commencement of the disablement and in no case shall exceed the capital sum insured.

(ii) In the event of Death of the insured person due to accident as defined in the policy outside the residence the company shall reimburse expenses incurred for transportation of insured person mortal body to the place of residence subject to a maximum of 2% of capital sum insured or Rs.2,500/- whichever is less.

(iii) In the event of death or permanent total disablement of the insured due to accident as defined in the tariff, the policy shall also provide compensation towards Education Fund for the dependent children as below :

a. If the insured person has one dependent child below the age of 22 years, an amount equal to 20% of the CSI subject to a maximum of Rs.5,000/-

b. If the insured person has more than one dependent child below the age of 22 years, an amount equal to 20% of the CSI subject to a maximum of Rs.10,000/-

The payment as above will be made along with the CSI of the same persons who are entitled to receive the CSI.

Note: 1. The benefit under this extension will be available on the basis of the original CSI only and not on the cumulative Bonus.

2. The age limit of 22 years shall apply on the date of accident and not at the beginning of the policy year.

Provided that there be an any other subsisting PA Insurance in the name of the insured and benefit under this Regulation becoming payable under all such policies, the total amount so payable shall be limited to a maximum of Rs.5000/- in case there is one dependent child and Rs.10,000/- in case there is more than one dependent child. The amount so payable shall be borne by all the policies in proportion to the original sum insured.

EXCEPTION

PROVIDED ALWAYS THAT
The company shall not be liable under this policy for:

1. Compensation under more than one of the foregoing sub-clauses in respect of the same period of disablement.
2. Any other payment to the same person after a claim under one of the sub-clauses (i), (ii), (iii) or (iv) has been admitted and become payable.
3. Any payment in case of more than one claim under this Policy during any one period of insurance by which the maximum liability of the company in that period would exceed the sum payable under sub-clause (a) of the Policy.
4. Payment of weekly compensation until the total amount shall have been ascertained and agreed.
5. Payment of compensation in respect of death, injury or disablement of insured (a) from intentional self injury, suicide or attempted suicide (b) whilst under the influence of intoxicating liquor or drugs (c) whilst engaging in aviation or Ballooning whilst mounting / dismounting from or travelling in any Balloon or aircraft other than as a passenger (fare paying or otherwise) in any duly Licensed Standard type of aircraft anywhere in the world (d) directly or indirectly caused by venereal disease or insanity (e) arising or resulting from the insured committing any breach of the law with criminal intent.

   Standard type of aircraft means any aircraft duly licensed to carry passengers (for hire or otherwise) by appropriate authority irrespective of whether such an aircraft is privately owned or chartered or operated by a regular airline or whether such an aircraft has a single engine or multiengine.
6. Payment of compensation in respect of Death, Injury or disablement of the insured due to arising out of or directly or indirectly connected with or traceable to war invasion, act of foreign enemy, Hostilities (whether war be declared or not) War, Rebellion, Revolution, Insurrection, Mutiny, Riotous or usurped Power, Seizure, Capture Arrests, Restraints and Detainment of all Kings, Princes and people of whatever nation, condition or quality so ever.
7. Payment of compensation in respect of Death of, or bodily injury to any disease or illness of the insured person:

   a) directly or indirectly caused by or contributed to by or arising from ionising radiation or contamination by radio activity emanating from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel. For the purpose of this

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[illegible]

8. [illegible]

Provided also that the due observance and fulfilment of the terms and conditions of the Policy (in so far as they relate to anything to be done or complied with by the insured) shall be a condition precedent to any liability of the Company under this Policy.

9. **Pregnancy Exclusion Clause :** The insurance under this Policy shall not extend to cover death, disablement resulting directly or indirectly from pregnancy or in consequence thereof.

CUMULATIVE BONUS

Compensation payable under clause (a) (b) (c) and (d) of the policy viz. death, loss of limb(s), sight and permanent total disablement arising out of accidental injuries shall be increased by 5% thereof in respect of each completed year, during which, the policy shall have been in force, prior to the occurrence of an accident for which capital sum becomes payable but amount of such increase shall not exceed 50% of the capital sum insured stated in the schedule hereto.

This clause shall not in any way affect the annual character of the insurance nor the right of the company to decline to renew or to cancel this policy as hereinafter provided. The earned cumulative bonus will not be lost if the policy is renewed within 90 days after its expiry.

CONDITION

1. Upon the happening of any event, which may give rise to claim under this Policy, written notice with full particulars must be given to the company immediately. In case of death, written notice also of the death must, unless reasonable cause is shown, be so given before interment, cremation and in any case, within one calendar month after the death, and in the event of loss of sight, or amputation of limbs, written notice thereof must also be given within one calendar month after such loss of a sight or amputation.

2. Satisfactory Proof to the Company shall be furnished of all matter upon which a claim is based. Any medical or other agent of the Company shall be allowed to examine the Persons of the insured on the occasion of any alleged injury or disablement when and so often as the same may reasonably be required on behalf of the company and in the event of death to make a post-mortem examination of the body of the insured persons. Such evidence as the company may from time to time require shall be furnished and a post-mortem examination report if necessary be furnished within the space of fourteen days after demand in writing and in the event of a claim in respect of loss of sight of the insured person(s) shall undergo at the insured's expense such operation or treatment as the company may reasonably deem desirable provided that in case of claim by death or permanent total disablement, all sums payable hereunder shall be payable only on the delivery of this policy for cancellation and discharge and in the case of a temporary total disablement only upon the termination of such disablement.

   In the case of permanent partial disablement all sums payable hereunder shall be payable on the delivery of this policy for reduction of the sum insured by the amount admissible under that claim.

3. The Company shall not be liable to make any payment under this policy in respect of any claim if such claim be in any manner fraudulent or supported by any fraudulent statement or device, whether by the insured or by any person on behalf of the insured persons.

4. a) The Insured shall give immediate notice to the Company on any change in his business or occupation.

   b) The insured shall on tendering any premium for the renewal of this policy give notice in writing to the Company of any disease physical defect or infirmity with which any of the insured person(s) have become affected since the Payment of the last preceding premium.

5. This policy may be renewed by mutual consent every year and in such event, the renewal premium shall be paid to the Company on or before the date of expiry of the policy or of the subsequent renewal thereof. The Company shall not, however be bound to give notice that such Renewal Premium is due.

6. The Company may at any time cancel the Policy on grounds of misrepresentation, fraud, non-disclosure of material fact or non-cooperation by the insured by sending fifteen days notice in writing by Registered A/D to the insured at his last known address in which case the Company shall return to the insured a proportion of the last premium corresponding to the unexpired period of insurance if no claim has been paid under the policy. The insured may at any time cancel this policy and in such event the Company shall allow refund of premium at Company's short period rates provided no claim has occurred upto the date of cancellation.

7. The Company shall not be bound to take notice or be affected by any notice of any trust, charge, lien, assignment or other dealing with or relating to this policy but the receipt of the insured shall in all cases be an effective discharge to the Company.

8. If any dispute or difference shall arise as to the quantum to be paid under this policy (liability being otherwise admitted) such difference shall independently of all other questions be referred to the decision of a sole arbitrator to be appointed in

http://gcore.uiic.in/configurator/HTMLReportSource/[illegible]/GroupPe... 28/04/202

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

DEFINITIONS:

1 **ACCIDENT**

Accident : An accident is a sudden, unforeseen and involuntary event caused by external and visible and violent means.

"Acute condition" - Acute condition is a disease, illness or injury that is likely to respond quickly to treatment which aims to return the person to his or her state of health immediately before suffering the condition/illness/injury which was to fall recovery.

B. "Chronic condition" - A chronic condition is defined as a disease, illness, or injury that has one or more of the following characteristics:

i. It needs ongoing or long-term monitoring through consultations, examinations, check-ups and/or tests

ii. It needs ongoing or long-term control or relief of symptoms

iii. It requires your rehabilitation or for you to be specially trained to cope with it

iv. It continues indefinitely

v. It comes back or is likely to come back.

2 **CONGENITAL ANOMALY**

Congenital Anomaly refers to a condition(s) which is present since birth, and which is abnormal with reference to form, structure or position.

a. Internal Congenital Anomaly
   Which is not in the visible and accessible parts of the body.

b. External Congenital Anomaly
   Which is in the visible and accessible parts of the body.

3 **CONDITION PRECEDENT**

Condition Precedent shall mean a policy term or condition upon which the Insurer's liability under the policy is conditional upon.

4 **CONTRIBUTION**

Contribution is essentially the right of an insurer to call upon other insurers liable to the same insured to share the cost of an indemnity claim on a rateable proportion.

5 **DAY CARE CENTRE**

Day Care centre means any institution established for day care treatment of illness and/or injuries or a medical set-up within a hospital and which has been registered with the local authorities, wherever applicable, and is under the supervision of a registered and qualified medical practitioner (MD) must comply with all minimum criteria(s) under:

a. Has qualified nursing staff under its employment
b. Has qualified Medical Practitioner(s) in charge
c. Has a fully equipped operation theatre of its own where surgical procedures are carried out
d. Maintains daily records of patients and will make these accessible to the Insurance Company's authorized personnel

6 **DAY CARE TREATMENT** - Day Care treatment means the medical treatment and/or surgical procedure which is not Undertaken under General or Local Anesthesia in a hospital/day care centre in less than 24 hrs because of technological and/ or which would have otherwise required a hospitalization of more than 24 hours. Treatment normally taken on an out patient basis is not included in the scope of this definition.

7 **DEDUCTIBLE**

Deductible is a cost sharing requirement under a Personal Accident Insurance Policy that provides that the Insurer will not be liable for a specified rupee amount in case of Indemnity policies and for a specified number of days/hours in case of hospital cash policies which will apply before any benefit are payable to the insured. A deductible does not reduce the sum insured.

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8 **HOSPITAL/NURSING HOME**

A Hospital means any institution established for in-patient care and day care treatment of illness and is registered as a Hospital with the local authorities under the Clinical Establishments (Registration and Regulation) Act, 2010 or under the enactments specified under the Schedule of Section 56(1) of the said Act OR complies with all minimum criteria as under:

- Has qualified nursing staff under its employment round the clock;
- Has at least 10 in-patient beds in towns having a population of less than 10 lacs and at least 15 in other places;
- Has qualified medical practitioner(s) in charge round the clock;
- Has a fully equipped Operative Theatre of its own where surgical procedures are carried out;
- Maintains daily records of patients and makes these available to the insurance company's authorized personnel.

The term 'Hospital / Nursing Home' shall not include an establishment which is a place of rest, a place for the aged, a place for drug addicts or place for alcoholics, a hotel or a similar place.

9 **HOSPITALISATION**
Means admission in a Hospital/Nursing Home for a minimum period of 24 in-patient care consecutive hours except for specified procedures/treatments, where such admission could be for a period of less than 24 consecutive hours.

10 **INJURY**
Injury means accidental physical bodily harm excluding illness or disease solely and directly caused by external, violent and visible and evident means which is certified and certified by a Medical Practitioner.

11 **IN-PATIENT CARE**
In-patient care means treatment for which the insured person has to stay in a hospital for more than 24 hours for a covered event.

12 **INTENSIVE CARE UNIT**
The term "Intensive Care" unit means an identified section, ward or wing of a hospital which is under the constant supervision of a dedicated Medical Practitioner(s), and which is specially equipped for the continuous monitoring and treatment of patients who are in a critical condition, or require life support facilities and where the level of care and supervision is considerably more sophisticated and intensive than in the ordinary and other wards.

13 **MEDICAL ADVISE**
Medical Advise - Any consultation or advice from a Medical Practitioner including the issue of a any prescription or repeat prescription.

14 **MEDICAL EXPENSES**
Medical expenses - Medical Expenses means those expenses that an Insured person has necessarily and actually incurred for medical treatment on account of illness or Accident on the advice of a Medical Practitioner, as long as these are no more than would have been payable if the Insured Person had not been insured and no more than other hospitals or doctors in the same locality would have charged for the same medical treatment.

15 **MEDICALLY NECESSARY**
Medically Necessary treatment is defined as any treatment, tests, medication, or stay in hospital or part of a stay in hospital which:

a. Is required for the medical management of the illness or injury suffered by the insured;
b. Must not exceed the level of care necessary to provide safe, adequate and appropriate medical care in scope, duration or intensity;
c. Must have been prescribed by a Medical Practitioner;
d. Must conform to the professional standards widely accepted in international medical practice or by the medical community in India.

16 **MEDICAL PRACTITIONER**
A Medical Practitioner is a person who holds a valid registration from the Medical Council of any State of India or Medical Council of India or Council for Indian Medicine or for Homeopathy set up by the Government of India or a State Government and is thereby entitled to practice medicine within its jurisdiction; and is acting within the scope and jurisdiction of license.

The term Medical Practitioner would include Physician, Specialist and Surgeon. (The Registered Practitioner should not be the insured or close family members such as parents, in-law, spouse and children)

17 **NOTIFICATION OF CLAIM**
Notification of claim is the process of notifying a claim to the insurer or TPA i.e. specifying the timelines as well as the address/telephone number to which it should be posted.

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KANNUR

18 [illegible]

19 SUBROGATION

[illegible]

20 SURGERY OR SURGICAL PROCEDURE

[illegible]

Communicable Disease Exclusion Clause

1. Notwithstanding any provision, clause or term of this Contract, this Insurance Contract includes any loss, cost, damage, liability, claim, fines, penalty or expense or any other amount of whatsoever nature, whether directly or indirectly and/or in whole or in part, related to, caused by, contributed to by, including from, as a result of, as a consequence of, attributable to, arising out of, arising under, in connection with, in any way involving (this includes all other terms, conditions and/or expressed to reflect or describe nexus and/or connection from one thing to another whether direct or indirect):
1.1 a Communicable Disease and/or the fear or threat (whether actual or perceived) of a Communicable Disease and/or the actual or alleged transmission of a Communicable Disease regardless of any other cause or event contributing (and/or concurring) concurrently or in any sequence thereto; and
1.2 a pandemic or epidemic, as declared by the World Health Organisation or any governmental authority.
2. As used herein, Communicable Disease means: any infectious, contagious or communicable substance or agent and/or any infectious, contagious or communicable disease which can be caused and/or transmitted by means of any substance or agent where:
2.1 the disease includes, but is not limited to, illness, sickness, condition or an interruption or disorder of body functions, systems or organs; and
2.2 the substance or agent includes, but is not limited to, a virus, bacteria, parasite, other organism or other microorganism (whether asymptomatic or not), including any variation or mutation thereof, whether deemed living or not; and
2.3 the method of transmission, whether direct or indirect, includes but not limited to, airborne transmission, bodily fluid transmission, transmission through contact with human fluids, waste or the like, transmission from or to any surface or object, solid, liquid or gas or between organisms including between humans, animals, or from any animal to any human or from any human to any animal; and
2.4 the disease, substance or agent is such:
2.4.1 that causes or threatens damage or can cause or threaten damage to human health or human welfare; or
2.4.2 that causes or threatens damage to or can cause or threaten damage to, deterioration of, contamination of, loss or value of, loss of marketability of or loss of use or usefulness of, tangible or intangible property. For avoidance of doubt, Communicable Disease includes but is not limited to Coronavirus Disease 2019 (Covid-19) and any variation or mutation thereof.
3. For further avoidance of doubt, any contingent or other business interruption loss, cost, damage, loss of income, loss of use, increased cost of working and/or extra expense arising out of or attributable to:
3.1 any partial or complete closure of and/or slowdown as, including but not limited to, any closure by or under the advisories of public, military, government or civil authorities, or any denial of access to insured premises, or customer and or supplier premises (including service / utility providers); or
3.2 change in consumer behaviour; or
3.3 an absence of infected employees or employees suspected of being infected shall not be covered by this Insurance Contract.
4. For still further avoidance of doubt, loss, cost, damage, liability, claim, fines, penalty or expense or any other amount excluded hereby, includes but is not limited to any cost to identify, clean up, detoxify, disinfect, decontaminate, mitigate, remove, evacuate, repair, replace, monitor, operate or test: (1) for a Communicable Disease or (2) any tangible or intangible property covered by this [Insurance Contract] that is affected by such Communicable Disease.
5. It is clarified that (1) no other prior, concurrent or subsequent provision, clause, term or exception of this Insurance Contract (including (but not limited to) any prior, concurrent or subsequent endorsement and/or any provision, clause, term, bar, bar or exception that operates, or is intended to operate, to extend the coverage of, or protection provided by, this Insurance Contract) to whatever name called (eg any coverage extension, additional coverage, global extension, exception to any exclusion); (2) any change in the law, clause or similar provision; (3) any follow the fortunes clause or similar provision; and/or (4) no change in the law or any regulation (to the extent permitted by applicable law), shall operate to provide any insurance, coverage or protection under this Insurance Contract that would otherwise be excluded through the exclusion set forth in this [Endorsement][Clause].
6. If the insurer alleges that by reason of this [Endorsement][Clause] any amount is not covered by this Insurance Contract the burden of proving the contrary shall rest in the insurer.

Pandemic /Epidemic Specific Exclusion Clause

Notwithstanding any provision, clause or term of this Contract, this Insurance Contract excludes any first party and/or third party actual or alleged loss, injury, sickness, disease, death, medical payment, defence cost, cost, damage, liability, claim, fines, penalty, compensation, expenses or any amount of whatsoever nature, whether directly or indirectly and/or in whole or in part, arising out of (this includes all other terms conditions used and/or intended to reflect or describe, direct or indirect nexus and/or connection between one thing and another), intentional or unintentional violation of
a. The provisions of Disaster Management Act, 2005 as amended from time to time
b. The provisions of The Epidemic Diseases Act 1897 as amended from time to time
c. The provisions of any act dealing with public health and/or public safety
d. The rules, regulations, orders, guidelines, policies, notifications etc. issued from time to time under any of the above acts

Disclosure to Information Norm

The policy shall be void and all premium paid hereon shall be forfeited to the Company, in the event of mis-representation, mis-description, or non-disclosure of any material fact.

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

UNITED INDIA INSURANCE COMPANY LIMITED

RECEIPT

Issuing Office Code/Address :	100506 / BO CHANGANACHERRY BRANCH OFFICE, CHANGANACHERRY, + THOTTUPARAMBIL BUILDINGS,2ND FLOOR, HEAD POST OFFICE JN., MC ROAD,686101	Receipt Number :	101100506231011730 53
		Collection Date :	27/04/2023

Received with thanks from PRINCIPAL - SNGCET PAYYANUR (Customer ID : 23064373346, Customer GST/UIN No: Not Available) a sum of Rs. 15400.00(Fifteen thousand four hundred rupees only) as per detail given hereunder:

Sl No	Policy Number	Policy Type	Endt/Ren/Clm/Decln No	Particulars	Total Amount
1	10050064223P100994342	GroupPersonalAccidentTailormade	0	Final Premium	13,050.00
2	10050064223P100994342	GroupPersonalAccidentTailormade	0	CGST	1,175.00
3	10050064223P100994342	GroupPersonalAccidentTailormade	0	SGST	1,175.00

Total (Rounded Off) :	**15,400.00**
Stamp Duty :	**0.00**
Bank Charges :	**0.00**
Total Amount :	**15,400.00**

Instrument Details

Sl No	Payment ID	Mode of Payment	Instrument Number	Instrument Date	Bank Name	Branch Name	Tagged Amount
1	123100506100612542	CENTRALISED COLLECTION	310919461145	19/04/2023	INDUSIND BANK LTD.	INDUSIND BANK LTD.	15,400.00

Particulars :

GSTIN (UIIC) : 32AAACU5552C1ZS

for UNITED INDIA INSURANCE COMPANY LIMITED

Cashier Initial

AUTHORISED SIGNATORY

Note:

1. Receipt valid subject to realisation of cheque
2. Please quote policy no., collection no., and date in all correspondences.

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

UNITED INDIA INSURANCE COMPANY LIMITED

BRANCH OFFICE, CHANGANACHERRY, THOTTUPARAMBIL BUILDINGS, 2ND FLOOR, HEAD POST OFFICE JN., MC ROAD,
EMAIL: 100506@uiic.co.in
KOTTAYAM - 686101 KERALA
PH: (0481) 2422363,(0481) 2424545 FAX: EMAIL:

GROUP PERSONAL ACCIDENT TAILOR MADE POLICY
POLICY NO.: 1005064223P116349769

PERIOD OF INSURANCE
From 00:00 Hrs of 06/03/2024
To Midnight of 05/03/2025

Insured
PRINCIPAL - SNGCET PAYYANUR
SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY, CHALAKODE P.O., PAYYANUR, KANNUR
670307
KANNUR
KERALA

Agent Name : [illegible]
Agent Code : [illegible]
Mobile/Landline Number/Email : [illegible]

The genuineness of the policy can be verified through "Verify Your Policy" link at www.uiic.co.in.

For our Information, Service Requests, Claim Intimation and Grievances please write to [illegible]

Download Customer Apps [illegible]
Website http://www.uiic.co.in
Printed By : DHA[illegible] @ 09/03/2024 5:09:58 PM

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SREE NARAYANA GURU COLLEGE OF
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GROUP PERSONAL ACCIDENT TAILOR MADE POLICY
SCHEDULE

Policy No.	100506422P113401745	Prev.Pol.No.	100506422P113401663
Name of Customer /ID	PRINCIPAL - SREE NARAYANA GURU COLLEGE		
Tel (O):	Fax:	Tel (R):	Mobile: 9495001900
Business/Occupation	None	Email	
Period of Insurance	From 00:00 Hours of 08/03/2024	To MIDNIGHT of	08/03/2025

Coinsurance	UIIC 100506 : 100%

Premium : Twenty-one thousand fifty rupees only

INSURED DETAILS:

Risk Category	No. of Person/Category	Covers	Premium	Loading/Discount	Calculated Amount
RiskCategory 1	414	Death PTD	16,910.00		
		Medical Expenses	5,242.00		

Total No Of Person	414	Total Sum Insured for the Group	₹41400000

Special Conditions:-	ACCIDENTAL DEATH/PTD COVER FOR STUDENT RS.1 LAKH. MEDICAL TREATMENT EXPENSES FOR THE STUDENT IN THE HOSPITAL DUE TO AN ACCIDENT: RS.25000/- PER YEAR. NO. OF STUDENTS COVERED 414 NOS. (AS PER STUDENTS LIST ATTACHED ALONG WITH THE PROPOSAL)

Net Premium	21,080.00
CGST(9%):	1,895.00
SGST(9%):	1,895.00
Stamp Duty:	5.00
Total :	**24,840.00**
Receipt Number :	101100506231103589172
Receipt Date :	07/03/2024
Agency/Broker Code :	4020139933
Dev. Officer Code :	
Direct Business :	

Customer GST/UIN No.:		Office GST No.:	32AAACU0550C1Z6
SAC Code:	997133	Invoice No. & Date:	422311634974S & 07/03/2024
Amount Subject to Reverse Charges-NIL			

We hereby declare that though our aggregate turnover in any preceding financial year from 2017-18 onwards is more than the aggregate turnover notified undersub-rule (4) of rule 48, we are not required to prepare an invoice in terms of the provisions of the said sub-rule.

Anti Money Laundering Clause:-In the event of a claim under the policy exceeding ₹ 1 lakh or a claim for refund of premium exceeding ₹ 1 lakh, the insured will comply with the provisions of AML policy of the company. The AML policy is available in all our operating offices as well as Company's web site.

LET US JOIN THE FIGHT AGAINST CORRUPTION. PLEASE TAKE THE PLEDGE AT https://cleanpledge.cvc.nic.in

Date of Proposal and Declaration : 06/03/2024
IN WITNESS WHEREOF,the undersigned being duly authorised has hereunto set his/her hand at BO CHANGANACHERRY 100506 on the 07th day of March 2024

For and On behalf of
United India Insurance Co.Ltd.

UNITED INDIA INSURANCE CO. LTD. BRANCH OFFICE

As per GO(P) No. 15/2018/TD dt 14/02/2018 and G.O.(P) No. 1/2020/TD subsequent on remittance of stamp duty

Stamp here

Duly Constituted Attorney(s)

Underwritten by - 0HA28915 (BO UW CUM CASHIER) - 0HA29695(BO UNDERWRITER NEW).

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
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POLICY NO.: 1005064223P116349749

PERSONAL ACCIDENT POLICY (GROUP TAILOR MADE)

WHEREAS the Insured named in the Schedule herein has made or caused to be made to the United India Insurance Co. Ltd., (herein after called 'the Company') written proposal dated as stated in Schedule herein (Warranting the truth of the statements contained therein) which is the basis of this contract and is deemed to be incorporated herein and has paid to the Company the Premium herein stated for the insurance hereinafter for the period stated in the Schedule.

NOW THIS POLICY WITNESSETH that subject to the terms, provisions, exclusions, definitions and conditions contained herein or endorsed or otherwise expressed herein the Company will pay the insured as hereinafter mentioned :

1. If at anytime during the currency of this policy the insured shall sustain any bodily injury resulting solely and directly from accident caused by external violent and visible means, then the company shall pay to the insured or his legal personal representative(s) as the case may be the sum or sums hereinafter set forth that is to say :-

   a) If such injury shall within twelve calendar month of its occurrence be the sole and direct cause to the death of the insured persons the Capital Sum insured stated in the Schedule herein.

   b) If such injury shall within twelve calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of :

      i. Sight of both eyes, or the actual loss by physical separation of two entire hands or two entire feet, or one entire hand and one entire foot or of such loss of sight of one eye and such loss of one entire foot, the capital sum insured stated in the Schedule herein.

      ii. Use of hands or two feet, or of one hand one foot or such loss of sight of one eye and such loss of use of one hand or one foot, the capital sum insured stated in the Schedule herein.

   c) If such injury shall within twelve calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of :

      i. The sight of one eye or of the actual loss by physical separation of one entire hand or one entire foot, fifty percent (50%) of the capital sum insured stated in the Schedule herein.

      ii. Total and irrecoverable loss of use of a hand or a foot without physical separation, fifty percent (50%) of the capital sum insured stated in the Schedule herein.

Note : For the purpose of clause (b) and (c) above, physical separation of a hand or feet means separation of hands at or above the wrist and or of the foot at or above the ankle respectively.

   d) If such injury shall as a direct consequence thereof immediately permanently totally and absolutely, disable the insured person from engaging in any employment or occupation of any description whatsoever, then a lump sum equal to hundred percent (100%) of the Capital Sum insured.

   e) If such injury shall within twelve calendar months of its occurrence be the sole and direct cause of the total and irrecoverable loss of use or the actual loss by physical separation of the following then the percentage of the Capital Sum insured as indicated below shall be payable.

Sl No.	Item	% of Capital Sum Insured
i	a. Loss of both -all b. Great -both phalanges c. Great -one phalanx d. Other than great, of more than one the lost each	20 5 2 1
ii	Loss of hearing -both ears	50
iii	Loss of hearing -one ear	15
iv	Loss of 4 fingers and thumb of one hand	50
v	Loss of 4 fingers	30
vi	a. Loss of thumb -both phalanges b. Loss of thumb -one phalanx	25 10
vii	a. Loss of index finger -three phalanges b. Loss of index finger -two phalanges c. Great -one phalanx	10 8 4
viii	a. Loss of middle finger - 3 phalanges b. Loss of middle finger - 2 phalanges c. Loss of middle finger - 1 phalanx	6 4 2
ix	a. Loss of ring finger - 3 phalanges b. Loss of ring finger - 2 phalanges c. Loss of ring finger - 1 phalanx	5 4 2
x	a. Loss of little finger - 3 phalanges b. Loss of little finger - 2 phalanges c. Loss of little finger - 1 phalanx	4 3 2
xi	a. Loss of metacarpals - first or second (additional) b. Loss of metacarpals - third, fourth or fifth (additional)	3 2
xii	any other permanent partial disablement	% as assessed by the Doctor

   f) If such injury shall be the sole and direct cause of temporary total disablement, then so long as the insured person shall be totally disabled from engaging in any employment or occupation of any description whatsoever a sum at the rate of one percent (1%) of the capital sum insured stated in the schedule herein per week, but in any case not exceeding Rs.5000/- per week in all under all policies per week in any case not exceeding 25% of the monthly salary.

   Provided that the compensation payable under the foregoing sub-clauses (f) shall not be payable for more than 100 weeks in

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respect of any one injury calculated from the date of commencement of the disablement and in no case shall exceed the Capital sum insured.

g) In the event of Death of the insured person due to accident as defined in the policy outside he/she residence the company shall reimburse expenses incurred for transportation of insured persons dead body to the place of residence subject to a maximum of 2% of capital sum insured or Rs.2,000/- which ever is less.

h) In the event of death or permanent totaldisablement of the insured due to accident as defined in the insured due to accident as defined in the tariff, the policy shall also provide compensation towards Education Fund for the dependent children as below:

i. If the insured person has one dependent child below the age of 23 years, an amount equal to 10% of the CSI subject to a maximum of Rs.5,000/-

ii. If the insured person has more than one dependent child below the age of 23 years, an amount equal to 10% of the CSI subject to a maximum of Rs.10,000/-.

The payment as above will be made along with the CSI of the same persons who is/are entitled to receive the CSI.

Note: 1. The benefit under this extension will be available on the basis of the original CSI only and not on the cumulative bonus.

2. The age limit of 23 years shall apply on the date of accident and not at the beginning of the policy year.

Provided that there be an any other subsisting PA Insurance/s in the name of the insured and benefit under this Regulation becoming payable under all such policies, the total amount so payable shall be limited to a maximum of Rs.5000/- in case there is one dependent child and Rs.10,000/- in case there is more than one dependent child. The amount so payable shall be borne by all the policies in proportion to the original sum insured.

EXCEPTION

PROVIDED ALWAYS THAT
The company shall not be liable under this policy for:

1. Compensation under more than one of the foregoing sub-clauses in respect of the same period of disablement.
2. Any other payment to the same person after a claim under one of the sub-clauses (a), (b), (c) or (d) has been admitted and became payable.
3. Any payment in case of more than one claim under this Policy during any one period of insurance by which the maximum liability of the company in that period would exceed the sum payable under sub-clause (a) of the Policy.
4. Payment of weekly compensation until the total amount shall have been ascertained and agreed.
5. Payment of compensation in respect of death, injury or disablement of insured (a) from intentional self-injury, suicide or attempted suicide (b) whilst under the influence of intoxicating liquor or drugs (c) whilst engaging in aviation or Ballooning, whilst mounting/ dismounting from or traveling in any Balloon or aircraft other than as a passenger (fare-paying or otherwise) in any duly licensed Standard type of aircraft anywhere in the world (d) directly or indirectly caused by venereal disease or insanity (e) arising or resulting from the insured committing any breach of the law with criminal intent.

   Standard type of aircraft means any aircraft duly licensed to carry passengers (for hire or otherwise) by appropriate authority irrespective of whether such an aircraft is privately owned or chartered or operated by a regular airline or whether such an aircraft has a single engine or multiengine.
6. Payment of compensation in respect of Death, Injury or disablement of the insured due to arising out of or directly or indirectly connected with or traceable to war invasion, act of foreign enemy, Hostilities (whether war be declared or not) War, Rebellion, Revolution, Insurrection, Mutiny, Military or usurped Power, Seizure, Capture Arrests, Restraints and Detainment of all kings, Princes and people of whatever nation, condition or quality so ever.
7. Payment of compensation in respect of Death of, or bodily injury or any disease or illness of the insured persons

   a) directly or indirectly caused by or contributed to by or arising from ionising radiation or contamination by radio activity subsisting from any nuclear fuel or from any nuclear waste from the combustion of nuclear fuel. For the purpose of this exception combustion shall include any self sustaining process of nuclear fission.

   b) directly or indirectly caused by or contributed to by or arising from nuclear weapon materials.

   Provided also that the due observance and fulfillment of the terms and conditions of this Policy (which conditions and all endorsements hereon are to be read as part of this policy) shall so far as they relate to anything to be done or not to be done by the insured be a condition precedent to any liability of the company under this Policy.
8. **Pregnancy Exclusion Clause** : The insurance under this Policy shall not extend to cover death disablement resulting directly or indirectly from pregnancy or in consequence thereof.

CUMULATIVE BONUS

Compensation payable under clause (a) (b) (c) and (d) of the policy viz. death, loss of limb(s) sight and permanent total disablement arising out of accidental injuries shall be increased by 5% thereof in respect of each completed year, during which, the policy shall have been in force, prior to the occurrence of an accident for which capital sum becomes payable but amount of such increase shall not exceed 50% of the capital sum insured stated in the schedule hereon.

This clause shall not in any way affect the annual character of the insurance for the right of the company to decline to renew or to cancel this policy as hereinafter provided. The earned cumulative bonus will not be lost if the policies renewed within 90 days after its expiry.

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CONDITION

1. Upon the happening of any event, which may give rise to claim under this Policy, written notice with full particulars must be given to the company immediately. In case of death, written notice also of the death must, unless reasonable cause is shown, be so given before interment, cremation and in any case, within one calendar month after the death, and in the event of loss of sight or amputation of limbs, written notice thereof must also be given within one calendar month after such loss of a sight or amputation.

2. Satisfactory Proof to the Company shall be furnished of all matter upon which a claim is based. Any medical or other agent of the Company shall be allowed to examine the Persons of the insured on the occasion of any alleged injury or disablement when and so often as the same may reasonably be required on behalf of the company and in the event of death to make a post-mortem examination of the body of the insured persons. Such evidence as the company may from time to time require shall be furnished and a post-mortem examination report if necessary be furnished within the space of fourteen days after demand in writing and in the event of a claim in respect of loss of sight of the insured person(s) shall undergo at the insured's expense such operation or treatment as the company may reasonably deem desirable provided that in case of claim for death or permanent total disablement, all sums payable hereunder shall be payable only on the delivery of this policy for cancellation and discharge and in the case of a temporary total disablement only upon the termination of such disablement.

   In the case of permanent partial disablement all sums payable hereunder shall be payable on the delivery of this policy for reduction of the sum insured by the insured admission under the claim.

3. The Company shall not be liable to make any payment under this policy in respect of any claim if such claim be in any manner fraudulent or supported by any fraudulent statement or device, whether by the insured or by any person on behalf of the insured persons.

4. a) The Insured shall give immediate notice to the Company on any change in his business or occupation.

   b) The insured shall on tendering any premium for the renewal of the policy give notice in writing to the Company of any disease physical defect or infirmity with which any of the insured person(s) have become affected since the Payment of the last preceding premium.

5. This policy may be renewed by mutual consent every year and in such event, the renewal premium shall be paid to the Company on or before the date of expiry of the policy or of the subsequent renewal thereof. The Company shall not, however be bound to give notice that such Renewal Premium is due.

6. The Company may at any time cancel the Policy on grounds of misrepresentation, fraud, non-disclosure of material fact or non-cooperation by the insured by sending fifteen days notice in writing by Registered A/D to the insured at his last known address in which case the Company shall return to the insured a proportion of the last premium corresponding to the unexpired period of insurance if no claim has been paid under the policy. The insured may at any time cancel this policy and in such event the Company shall allow refund of premium at Company's short period rates provided no claim has occurred upto the date of cancellation.

7. The Company shall not be bound to take notice or be affected by any notice of any trust, charge, lien, assignment or other dealing with or relating to this policy but the receipt of the insured shall in all cases be an effective discharge to the Company.

8. If any dispute or difference shall arise as to the quantum to be paid under this policy (liability being otherwise admitted) such difference shall independently of all other questions be referred to the decision of a sole arbitrator to be appointed in writing by the parties to-or if they cannot agree upon a single arbitrator within 30 days of any party invoking arbitration, comprising of two arbitrators, one to be appointed by each of the parties to the dispute/difference and the third arbitrator to be appointed be such two arbitrators and arbitration shall be conducted under and in accordance with the provisions of the Arbitration and Conciliation Act, 1996.

   It is clearly agreed and understood that no difference or dispute shall be referable to arbitration as hereinbefore provided, if the Company has disputed or not accepted liability under or in respect of this policy.

   It is hereby expressly stipulated and declared that it shall be a condition precedent to any right of action or suit upon this policy that the award by such arbitrator/arbitrators of the amount of the loss or damage shall be first obtained.

   It is also hereby expressly agreed and declared that if the Company shall disclaim liability to the insured for any claim hereon under, and such claim shall not, within 12 calendar months from the date of such disclaimed have been made the subject matter of a suit in a court of law, then the claim shall for all purposes be deemed to have been abandoned and shall not thereafter be recoverable hereunder.

DEFINITIONS:

1. **ACCIDENT**

   Accident - An accident is a sudden, unforeseen and involuntary event caused by external and visible and violent means.

   "Acute condition" - Acute condition is a disease, illness or injury that is likely to respond quickly to treatment which aims to return the person to his or her state of health immediately before suffering the disease/illness/injury which leads to full recovery.

   B. "Chronic condition" - A chronic condition is defined as a disease, illness, or injury that has one or more of the following characteristics :

   i. It needs ongoing or long-term monitoring through consultations, examinations, check-ups and/or tests.

   ii. It needs ongoing or long-term control or relief of symptoms.

   iii. It requires your rehabilitation or for you to be specially trained to cope with it.

   iv. It continues indefinitely.

   v. It comes back or is likely to come back.

2. **CONGENITAL ANOMALY**

   Congenital Anomaly refers to a condition(s) which is present since birth, and which is abnormal with reference to form, structure or position.

   a. Internal Congenital Anomaly

      Which is not in the visible and accessible parts of the body.

   b. External Congenital Anomaly

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which is in the visible and accessible parts of the body.

3 **CONDITION PRECEDENT**
Condition Precedent shall mean a policy term or condition upon which the Insurer's liability under the policy is conditional upon.

4 **CONTRIBUTION**
Contribution is essentially the right of an insurer to call upon other insurers liable to the same insured to share the cost of an indemnity claim on a rateable proportion.

5 **DAY CARE CENTRE**
Day Care centre means any institution established for day care treatment of illness and/or injuries or a medical set-up within a hospital and which has been registered with the local authorities, wherever applicable, and is under the supervision of a registered and qualified medical practitioner AND must comply with all minimum criteria as under :
a. Has qualified nursing staff under its employment
b. Has qualified Medical Practitioner(s) in charge
c. Has a fully equipped operation theatre of its own where surgical procedures are carried out
d. Maintains daily records of patients and will make these accessible to the Insurance Company's authorized personnel.

6 **DAY CARE TREATMENT** - Day Care treatment means the medical treatment and/or surgical procedure which is -(i). Undertaken under General or Local Anesthesia in a hospital/day care centre in less than 24 hrs because of technological and (ii) which would have otherwise required a hospitalisation of more than 24 hours. Treatment normally taken on an out-patient basis is not included in the scope of this definition.

7 **DEDUCTIBLE**
Deductible is a cost sharing requirement under a Personal Accident Insurance Policy that provides that the Insurer will not be liable for a specified rupee amount in case of Indemnity policies and for a specified number of days/hours in case of hospital cash policies which will apply before any benefits are payable by the insurer. A deductible does not reduce the sum insured.

8 **HOSPITAL/NURSING HOME**
A Hospital means any institution established for in-patient care and day care treatment of illness and/or injuries and which has been registered as a Hospital with the local authorities under the Clinical establishments (Registration and Regulation) Act, 2010 or under the enactments specified under the Schedule of Section 56(1) of the said Act OR complies with all minimum criteria as under

- Has qualified nursing staff under its employment round the clock
- Has at least 10 in-patient beds in towns having a population of less than 10 lacs and at least 15 in-patient beds in all other places;
- Has qualified medical practitioner(s) in charge round the clock;
- Has a fully equipped Operation Theatre of its own where surgical procedures are carried out;
- Maintains daily records of patients and makes these accessible to the insurance company's authorized personnel.

The term 'Hospital / Nursing Home' shall not include an establishment which is a place of rest, a place for the aged, a place for drug addicts or place for alcoholics, a hotel or a similar place.

9 **HOSPITALISATION**
Means admission in a Hospital/Nursing Home for a minimum period of 24 in-patient care consecutive hours except for specified procedures/treatments, where such admission could be for a period of less than 24 consecutive hours.

10 **INJURY**
Injury means accidental physical bodily harm excluding illness or disease solely and directly caused by external, violent and visible and evident means which is verified and certified by a Medical Practitioner.

11 **IN-PATIENT CARE**
In-patient care means treatment for which the insured person has to stay in a hospital for more than 24 hours for a covered event.

12 **INTENSIVE CARE UNIT**
The term "Intensive Care" unit means an identified section, ward or wing of a hospital which is under the constant supervision of a dedicated Medical Practitioner(s), and which is specially equipped for the continuous monitoring and treatment of patients who are in a critical condition, or require life support facilities and where the level of care and supervision is considerably more sophisticated and intensive than in the ordinary and other wards.

13 **MEDICAL ADVISE**
Medical Advise - Any consultation or advice from a Medical Practitioner including the issue of a any prescription or repeat prescription.

14 **MEDICAL EXPENSES**
Medical expenses - Medical Expenses means those expenses that an Insured person has necessarily and actually incurred for medical treatment on account of illness or Accident on the advice of a Medical Practitioner, as long as these are no more than would have been payable if the Insured Person had not been insured and no more than other hospitals or doctors in the same locality would have charged for the same medical treatment.

15 **MEDICALLY NECESSARY**
Medically Necessary treatment is defined as any treatment, tests, medication, or stay in hospital or part of a stay in hospital which
a. Is required for the medical management of the illness or injury suffered by the insured;
b. Must not exceed the level of care necessary to provide safe, adequate and appropriate medical care in scope, duration or intensity;
c. Must have been prescribed by a Medical Practitioner;
d. Must conform to the professional standards widely accepted in international medical practice or by the medical community in India.

16 **MEDICAL PRACTITIONER**
A Medical Practitioner is a person who holds a valid registration from the Medical Council of any State of India or Medical Council of

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India or Council for Indian Medicine or for Homeopathy set up by the Government of India or a State Government and is thereby entitled to practice medicine within its jurisdiction, and is acting within the scope and jurisdiction of licence.

The term Medical Practitioner would include Physician, Specialist and Surgeon. (The Registered Practitioner should not be the insured or close family members such as parents, in-laws, spouse and children)

17 **NOTIFICATION OF CLAIM**
Notification of claim is the process of notifying a claim to the insurer or TPA by specifying the timelines as well as the address/telephone number to which it should be notified.

18 **ROOM RENT**
Room rent shall mean the amount charged by a hospital for the Occupancy of a bed on per day (24 hours) basis and shall include associated medical expenses.

19 **SUBROGATION**
Subrogation shall mean the right of the insurer to assume the rights of the insured person to recover expenses paid out under the policy that may be recovered from any other source.

20 **SURGERY OR SURGICAL PROCEDURE**
Surgery or Surgical Procedure means manual and/or operative procedure(s) required for treatment of an illness or injury, correction of deformities and defects, diagnosis and cure of diseases, relief of suffering or prolongation of life, performed in a hospital or day care centre by a Medical Practitioner.

Communicable Disease Exclusion Clause.
1. Notwithstanding any provision, clause or term of this insurance contract to the contrary, this insurance Contract excludes any loss, cost, damage, liability, claim, fines, penalty or expense or any other amount of whatsoever nature, whether directly or indirectly and/or in whole or in part, related to, caused by, contributed to by, resulting from, as a result of, as a consequence of, attributable to, arising out of, arising under or connection with, or in any way involving (this includes all other terms commonly used and/or understood to reflect or describe nexus and/or connection from one thing to another whether direct or indirect):
1.1 a Communicable Disease and/or the fear or threat (whether actual or perceived) of a Communicable Disease and/or the actual or alleged transmission of a Communicable Disease regardless of any other cause or event contributing (jointly or occurring concurrently or in any sequence thereto; and
1.2 a pandemic or epidemic, as declared by the World Health Organisation or any governmental authority.
2. As used herein, Communicable Disease means: any infectious, contagious or communicable substance or agent and/or any infectious, contagious or communicable disease which can be caused and/or transmitted by means of substance or agent where:
2.1 the disease includes, but is not limited an illness, sickness, condition or an interruption or disorder of bodily functions, systems or organs; and
2.2 the substance or agent includes, but is not limited to, a virus, bacteria, parasite, other organism or other micro-organism (whether asymptomatic or not), including any variation or mutation thereof, whether deemed living or not, and
2.3 the method of transmission, whether direct or indirect, includes but not limited to, airborne transmission, bodily fluid transmission, transmission through contact with human fluids, waste or the like, transmission from or to any surface or object, solid, liquid or gas or between organisms including between humans, animals, or from any animal to any human or from any human to any animal, and
2.4 the disease, substance or agent is such:
2.4.1 that causes or threatens damage or can cause or threaten damage to human health or human welfare, or
2.4.2 that causes or threatens damage to or can cause or threaten damage to, deterioration to, contamination of, loss of value of, loss of marketability of or loss of use or usefulness of, tangible or intangible property. For avoidance of doubt, Communicable Disease includes but is not limited to Coronavirus Disease 2019 (Covid -19) and any variation or mutation thereof.
3. For further avoidance of doubt, any contingent or other business interruption loss, cost, damage, loss of income, loss of use, increase cost of working and/or extra expense arising out of or attributable to:
3.1 any partial or complete closure of and/or slowdown to, including but not limited to any claim by or under the provisions of public, military, government or civil authorities, or any denial of access to insured premises, or customer and or supplier premises (including service / utility providers), or
3.2 change in consumer behaviour, or
3.3 an absence of infected employees or employees suspected of being infected shall not be covered by this insurance Contract.
4. For still further avoidance of doubt, loss, cost, damage, liability, claim, fines, penalty or expense or any other amount excluded hereby, includes but is not limited to any cost to identify, clean-up, detoxify, disinfect, decontaminate, mitigate, remove, evacuate, repair, replace, monitor, sanitize or test: (1) for a Communicable Disease or (2) any tangible or intangible property covered by this [Insurance Contract] that is affected by such Communicable Disease.
5. It is clarified that (1) no other prior, concurrent or subsequent provision, clause, term or exception of this insurance Contract (including (but not limited to) any prior, concurrent or subsequent endorsement and/or any provision, clause, term, line item or exception that operates, or is intended to operate, to extend the coverage of, or protections provided by, this insurance Contract) by whatever name called like any coverage extension, additional coverage, global extension, exception to any exclusion), (2) any change in the law, clause or similar provision; (3) any follow the fortunes clause (together provision, and/or (4) no change in the law or any regulation (to the extent permitted by applicable law), shall cause or to provide any insurance, coverage or protection under this insurance Contract that would otherwise be excluded through the exclusion set forth in this [Endorsement][Clause].
6. If the insurer alleges that by reason of this [Endorsement][Clause] any process is not covered by this insurance Contract the burden of proving the contrary shall rest on the insurer.

Pandemic /Epidemic Specific Exclusion Clause
Notwithstanding any provision, clause or term of this Contract, this insurance Contract excludes any first party and/or third party actual or alleged loss, injury, sickness, disease, death, medical payment, defence cost, cost, damage, liability, claim, fines, penalty, compensation, expenses or any amount of whatsoever nature, whether directly or indirectly and/or in whole or in part, arising out of (this includes all other terms commonly used and/or understood to reflect or describe, direct or indirect nexus and/or connection between one thing and another) intentional or unintentional violation of:
a. The provisions of Disaster Management Act, 2005 as amended from time to time
b. The provisions of The Epidemic Diseases Act 1897 as amended from time to time
c. The provisions of any act dealing with public health and/or public safety
d. The rules, regulations, orders, guidelines, policies, notification etc issued from time to time under any of the above acts.

Disclosure to Information Norm

The policy shall be void and all premium paid herein shall be forfeited to the Company, in the event of mis-representation, mis-description or non-disclosure of any material fact.

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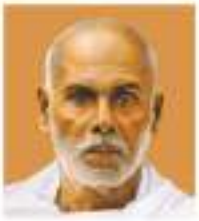

MEDICAL CONSULTATION – GEO TAGGED PHOTOS

MEDICAL CONSULTATION

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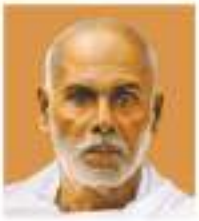
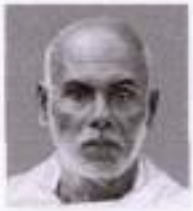
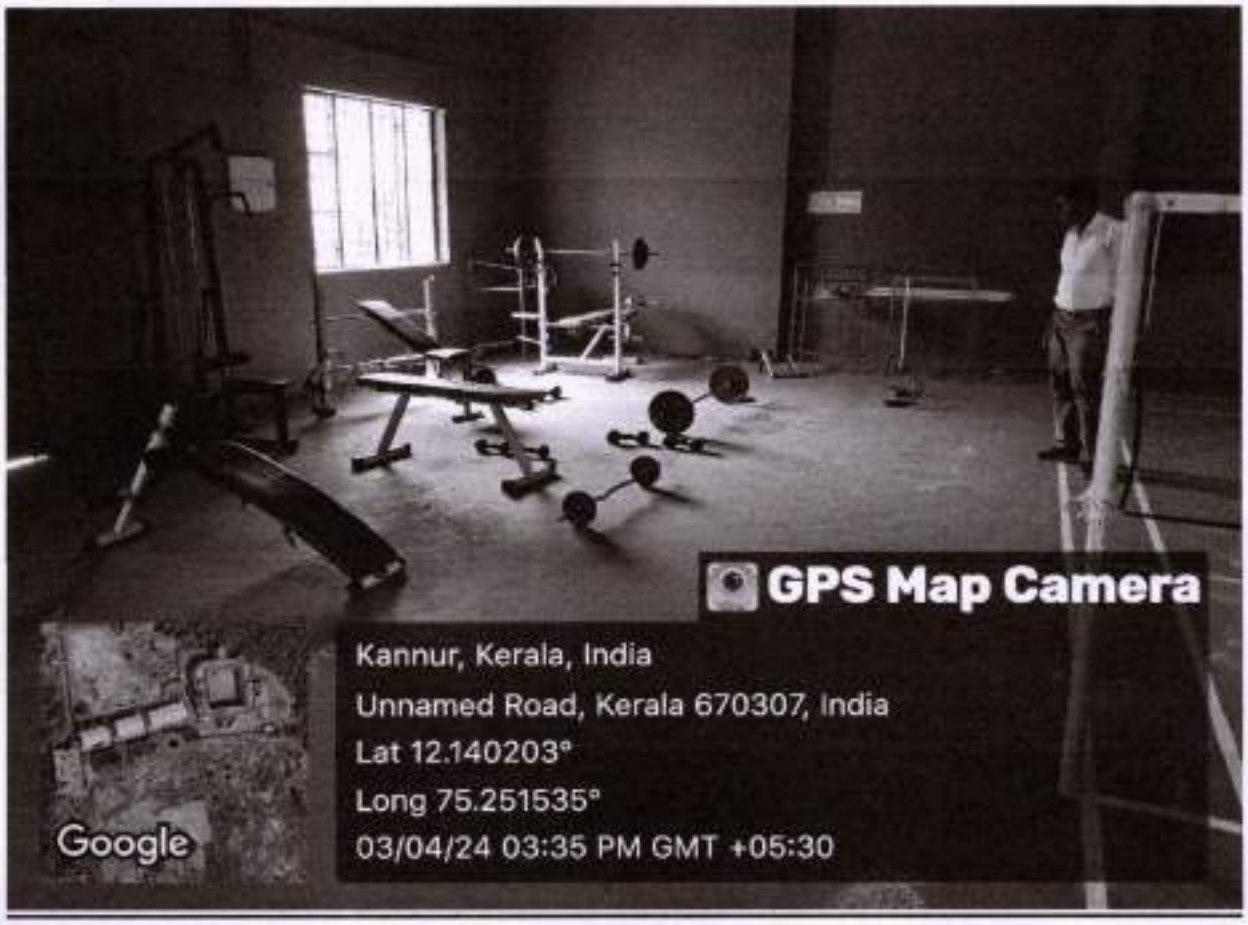


GYMNASIUM – GEO TAGGED PHOTOS



GYMNASIUM



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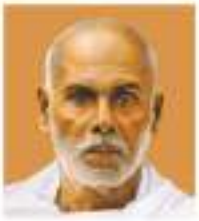
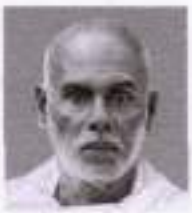


TRANSPORT SERVICES



TRANSPORT SERVICES

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Acquittance Roll of the Establishment of **SNGCET** for pay for the month of [illegible] 2023 Cashed on [illegible] 3

Bill No. Net Amount Rs.

Cashed at

Sl. No. 1	NAME 2	Designation 3	Pay 4	S.A. 5	D.A. 6	H.R.A. 7	Adhoc Payment Allowance 8	Total 9	I.T. 10	E.P.F. 11	E.S.I. 12	Deposit 13	Bus Charge 14	Professional Tax 15	Total Deductions 16	Net Amount Paid 17	Dated Signature with Stamp where necessary 18	Remarks 19
			[illegible]				[illegible]	[illegible]	[illegible]		[illegible]		[illegible]		[illegible]	[illegible]		
21	Ms. [illegible]	Asst. Prof.	20000					20000			160		1100		1260	[illegible]		
22	Ms. Akhilaja D.K	-	20000					20000			160		[illegible]		[illegible]	[illegible]		
23	Mrs. Chaithanya K.P	-	20000					20000			160		1200		1360	[illegible]		
24	Mrs. Sujith. O	Supervisor Asst. Prof.															On Leave.	
25	Mrs. Sandra Venkitachalam	Asst. Prof.	20000				3000	24000								24000		
26	Mrs. Vasudha. M (Joined L.W.P)	-	19817					19,817			149				149	19,668		
27	Ms. Vijina Vijayan	-	20000					20,000			164		1160		1324	19676		
28	Mrs. Noufabi Rai. A	-	20000					20000			160		630		790	19,210		
29	Mrs. Veena. K.K	-	20000					20000			150				150	19850		
30	Mrs. Nimisha. M.K	-	20000					20000			160		810		970	19030		
			[illegible]				33000	5,91,416	[illegible]		2980		15110		18090	5,73,326		

Certified that proper acquittance has been taken in respect of each amount paid in this roll from the person entitled to receive it.

Passed for Rupees ..... (in words) .....

for pay for the establishment of **SNGCET** for the month of ..... 20..

Dr. LEENA A. V.
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Acquittance Roll of the Establishment of SNGCET

for pay for the month of JUNE 2023 Cashed on 5

Bill No. Net Amount Rs. Cashed at

Sl. No. 1	NAME 2	Designation 3	Pay 4	S.A. 5	D.A. 6	H.R.A. 7	Adhoc Payment Allowance 8	Total 9	I.T. 10	E.P.F. 11	E.S.I. 12	Deposit 13	Bus Charge 14	Profession Tax 15	Total Deductions 16	Net Amount Paid 17	Dated Signature with Stamp where necessary 17	Remarks 18
			50000/-				3000/-	53,000/-	1000		394/-		300/-		1394/-	51,606/-		
01	Ms. Roopa K.P (2 days L.L.P)	Asst. Prof.	18667/-					18,667/-			140/-				140/-	18,527/-		
02	Ms. Rinsha K Ramees	-	20000/-					20,000/-			160/-				160/-	19,840/-		
03	Ms. Ashishi K (1 day L.L.P)	-	15467/-					15,467/-			116/-		116/-		1276/-	14,191/-		
04	Mrs. Dhanalekshmi V.V	-	16000/-					16,000/-			120/-		976/-		1096/-	14,904/-		
05	Mrs. Neema T.V	-	16000/-					16,000/-			120/-		760/-		880/-	15,120/-		
06	Mrs. Bindiya M.C	-	17876/-					17,876/-			156/-		950/-		1106/-	16770/-		
07	Ms. Nimmishka Murali	-	16000/-					16,000/-			120/-		1080/-		1200/-	14,800/-		
08	Mrs. Abhinesha K	-	16600/-					16,600/-			124/-				124/-	16,476/-		
09	Mrs. Ashwini Gangadharan	Asst. Prof. (Physical Education)															ON LEAVE.	
10	Mr. Arunjith T.K (2 days L.L.P)	Asst. Prof.	14933/-					14,933/-			112/-		825/-		1137/-	13,796/-		
			196033/-				3000/-	199,033/-	1000		4727/-		3766/-		33493/-	165,540/-		

Certified that proper acquittance has been taken in respect of each amount paid in this roll from the person entitled to receive it.

Passed for Rupees ..... (in words) .....

for pay for the establishment of SNGCET for the month of 20

Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY, PAYYANUR
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Acquittance Roll of the Establishment of **SNGCET**

for pay for the month of MAY 2022 Cashed on 131

Bill No Net Amount Rs

Cashed at

Sl. No.	NAME	Designation	Pay	S.A.	D.A.	H.R.A.	Adhoc payment/ allowance	Total	I.T.	E.P.F.	E.S.I.	Deposit	Bus Charge	Profession Tax	Total Deductions	Net Amount Paid	Dated Signature with Stamp where necessary
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
			6,77,952 -				35000 -	6,10,952 -	1000 -		2940 -		15000 -		19940 -	5,91,012 -	
31.	Mrs. Vaishna M.V	Asst. prof.	20,000 -					20,000 -			150 -		750 -		1150 -	18,850 -	
32.	Mrs. Shanthi. P (3 days L.L.P)	-	18,000 -					18,000 -			136 -		766 -		890 -	17,110 -	
33.	Mrs. Ashithi. C (3 days L.L.P)	-	18,000 -					18,000 -			136 -		766 -		900 -	17,100 -	
34.	Dr. Susan Abraham	Asst. prof. (on leave)	42,500 -					42,500 -					500 -		500 -	42,000 -	
35.	Mrs. B. Mary Sonia George	Asst. prof. Gr. II	35,500 -				2000 -	37,500 -					500 -		500 -	37,000 -	
36.	Mrs. Shilpa Vallikumar	Asst. prof.	28,500 -					28,500 -					1100 -		1100 -	27,400 -	
37.	Mrs. Savitha Sasindran	-	26,500 -					26,500 -					810 -		810 -	25,690 -	
38.	Mr. Shibin. B	-	20,000 -					20,000 -			150 -				150 -	19,850 -	
39.	Mr. Shamjith Sukumaran (1 day L.L.P)	-	19,333 -					19,333 -			146 -		300 -		346 -	18,985 -	
40.	Mr. Renjith. P	-	20,000 -					20,000 -			150 -				150 -	19,850 -	
			8,26,215 -				35000 -	8,61,215 -	1000 -		2706 -		20850 -		24556 -	8,36,659 -	

Certified that proper acquittance has been taken in respect of each amount paid in this roll from the person entitled to receive it.

Passed for Rupees _____ (in words) _____

for pay for the establishment of **SNGCET** for the month of _____ 20

Dr. LEENA A. V.
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Acquittance Roll of the Establishment of SNGCET for pay for the month of SEPTEMBER 2022 Cashed on _____ Cashed at _____

88

Bill No. Net Amount Rs.

Sl. No.	NAME	Designation	Pay	S.A.	D.A.	H.R.A.	adhoc payment/ allowance	Total	L.T.	E.P.F.	E.S.I.	Deposit	Bus Charge	Profession Tax	Total Deductions	Net Amount Paid	Dated Signature with Stamp where necessary	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	16	17	18
			3,84,166 -				21184 -	8,92,033 -	Zero -		1576 -		11996 -		12804 -	3,79,382 -		
21	Mr. Rajith. D	Systems Administrator-prog															On Leave.	
22	Mr. Sunder Venkitachalam	AM-prog	22,000 -				5000 -	23,000 -					1200 -		1200 -	21,800 -		
23	Mrs. Vandana. M (1 day LLP)	"	19,333 -					19,333 -			140 -				140 -	19,193 -		
24	Ms. Neena. N.V (including 1 day excess LLP per month - since)	"	20,667 -					20,667 -			156 -		1136 -		1290 -	19,377 -		
25	Ms. Vijina Vijayan	"	20,000 -					20,000 -			160 -		760 -		900 -	19,100 -		
26	Mrs. Thulasi Bai (1 day LLP)	"	19,333 -					19,333 -			146 -		610 -		756 -	18,578 -		
27	Mrs. Veena. K.K (1 day LLP)	"	18,667 -					18,667 -			140 -				140 -	18,527 -		
28	Ms. Nimisha. M.K	"	20,000 -					20,000 -			160 -		800 -		960 -	19,040 -		
29	Dr. Sudheer Abraham	Associate Prof. (Maths Dept.)	36,500 -					36,500 -					2000 -		2000 -	34,500 -		
30	Mrs. Geethy Sonia George	AM-prog. Sci.	32,500 -					32,500 -					500 -		500 -	32,000 -		
			5,73,166 -				21184 -	6,09,033	Zero -		2460 -		19,030 -		22490 -	5,83,440 -		

Certified that proper acquittance has been taken in respect of each amount paid in this roll from the person entitled to receive it.

Passed for Rupees _____ (in words) _____

Signed for the establishment of SNGCET for the month of _____ 20

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

Acquittance Roll of the Establishment of SNGCET

for pay for the month of JULY 2021 Cashed on

Cashed at

Bill No. Net Amount Rs.

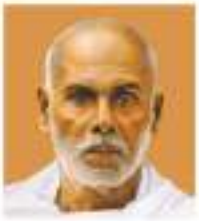
Sl. No.	NAME	Designation	Pay	S.A.	D.A.	H.R.A.	adhoc payment/ allowance	Total	I.T.	E.P.F.	E.S.I.	Deposit	Bus Charge	Profession Tax	Total Deductions	Net Amount Paid	Dated Signature with Stamp where necessary	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	
			61,848				3000	64,848	14,000		1060		1140		16,200	48,648		
21	Smt. Swarangi Narayanan	Asst. Prof.	35,500					35,500					100		100	35,400		
22	Mr. Sujith. P	Supdt.	28,700				1000	29,700								28,700		
23	Mrs. Shaika. M	Asst. Prof.	19,333					19,333			150		600		750	18,583		
24	Mrs. Sunaba Varshachalam	-	20,300				1933	22,233					600		600	21,633		
25	Mr. Sujith Rai	-	19,333					19,333			150		600		750	18,583		
26	Mrs. Jissha. C.J	-	19,333					19,333			150				150	19,183		
27	Mrs. Arju Mohan. M	-	19,333					19,333			150				150	19,183		
28	Mrs. Shanija. P	-	19,333					19,333			150		375		525	18,808		
29	Dr. Sisira Alumkumar	Assistant Prof. (Sr. Grade)	34,500					34,500					100		100	34,400		
30	Dr. Leena. A.V	Asst. Prof. Jr. (Selection Grade)	30,500				3000	34,500								34,500		
			7,49,143				15933	765,076	14,000		1810		4120		19930	745,146		

Certified that proper acquittance has been taken in respect of each amount paid in this roll from the person entitled to receive it.

Passed for Rupees ..... (in words) .....

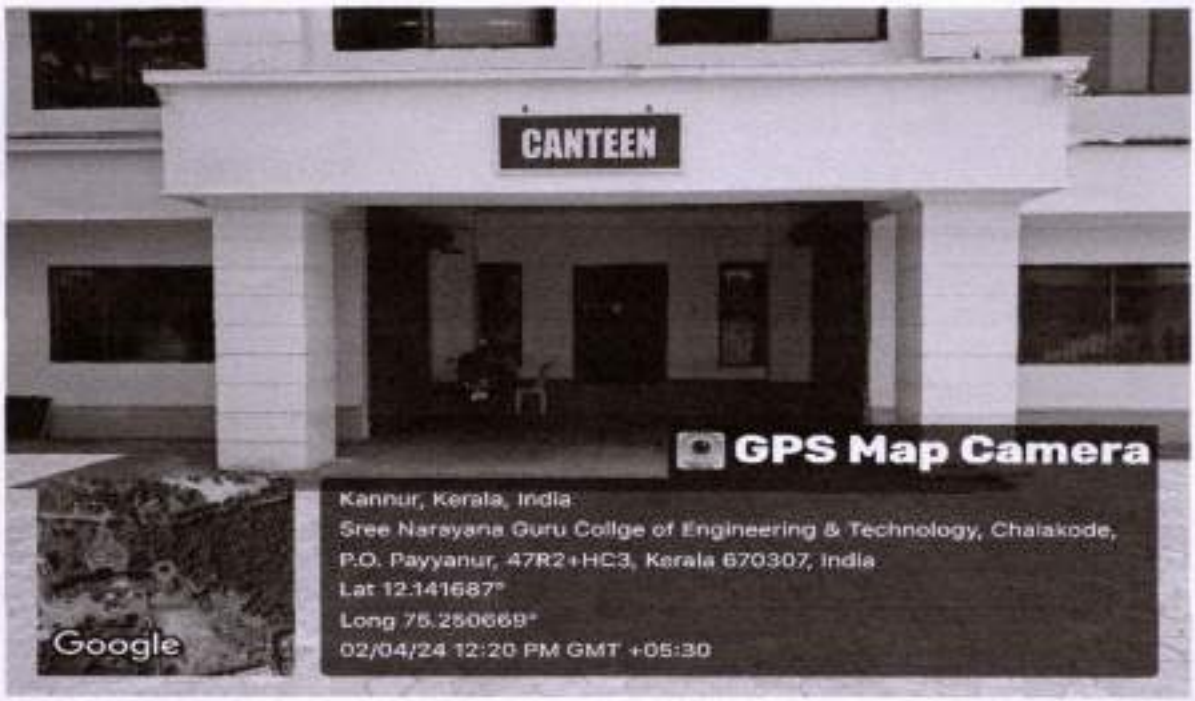
Certified that the establishment of SNGCET for the month of ..... 20..

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

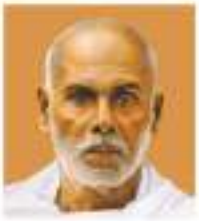


CANTEEN - GEO TAGGED PHOTOS

CANTEEN



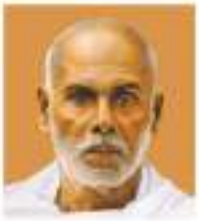
Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR



PARKING AREA - GEO TAGGED PHOTOS

PARKING AREA STAFF

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



CLASS ROOMS WITH PROJECTORS - GEO TAGGED PHOTOS

Est. 2003

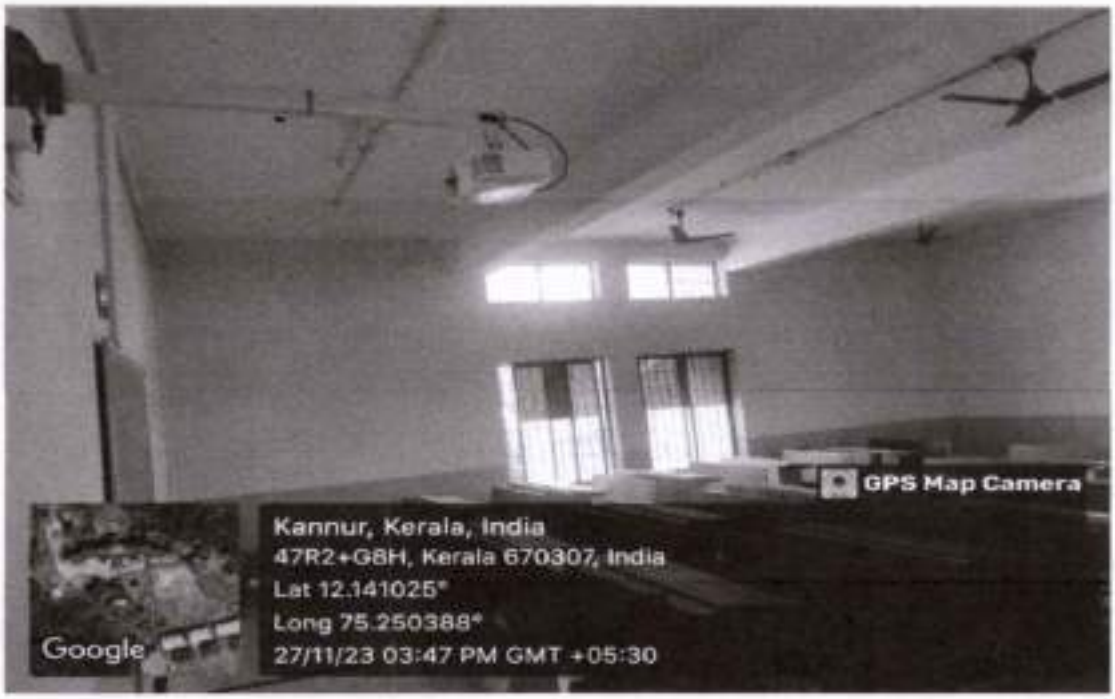
Sree Narayana Guru College of Engineering & Technology

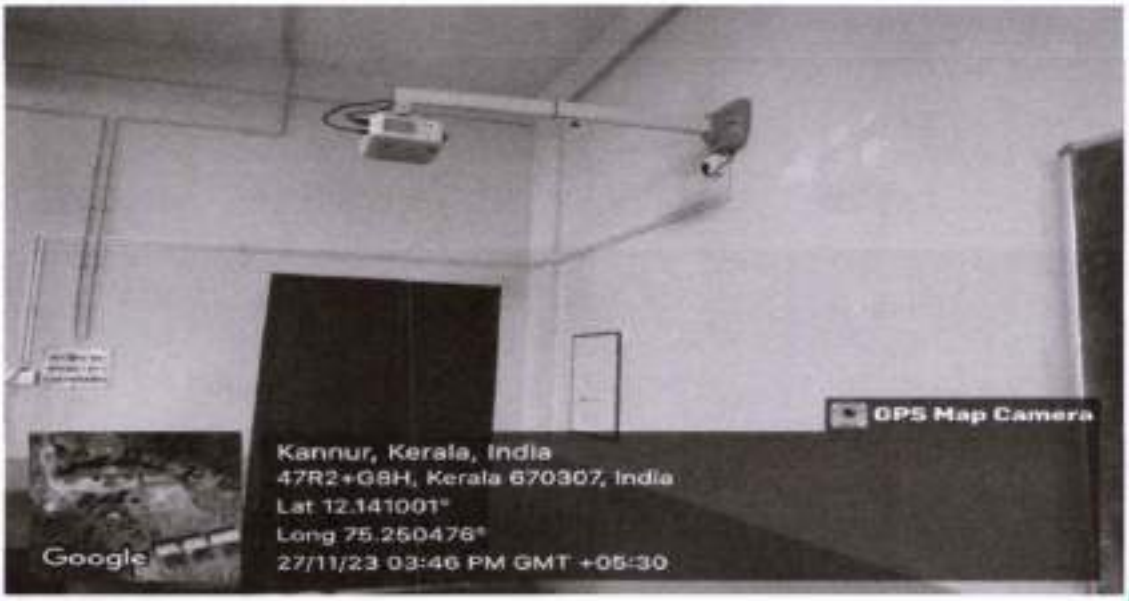
CHALAKKODE P.O., KOROM, PAYYANUR, KANNUR-670 307

Department of Electronics and Communication Engineering

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

Department of Electrical and Electronics Engineering





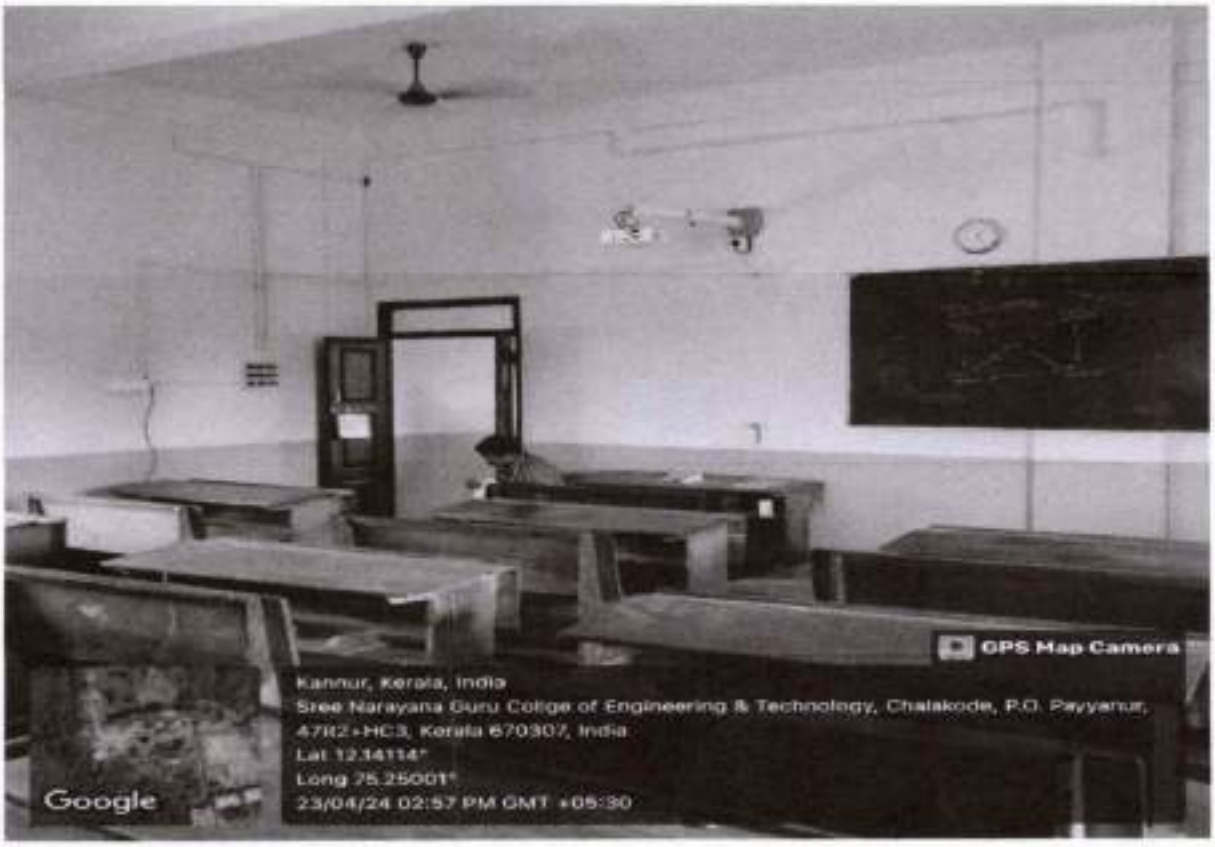
Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR

Est. 2003

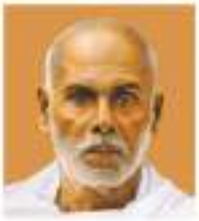
Sree Narayana Guru College of Engineering & Technology

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

Department of Mechanical Engineering



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



DESKTOP COMPUTERS - GEO TAGGED PHOTOS

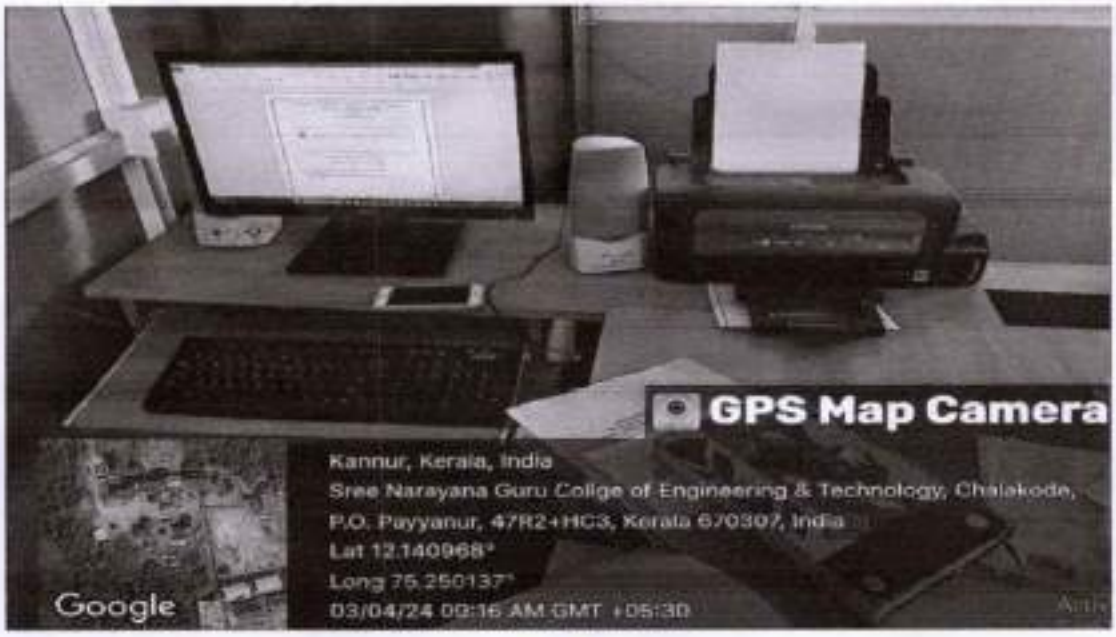
Est. 2003

Sree Narayana Guru College of Engineering & Technology

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

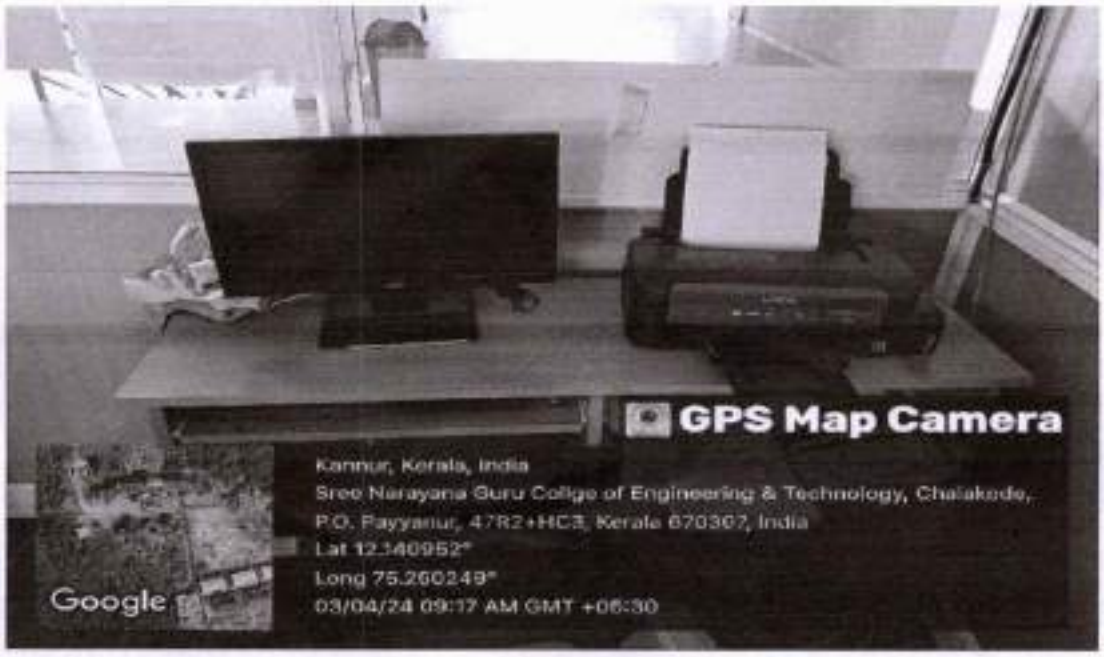
DESKTOP COMPUTERS

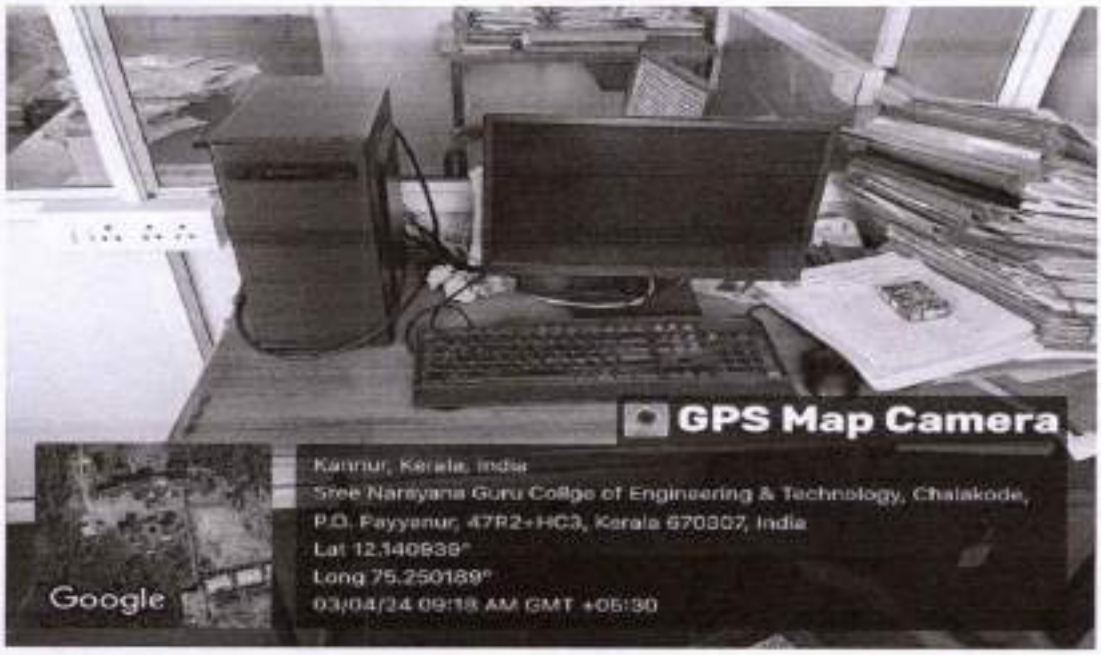
Department of Computer Science and Engineering



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

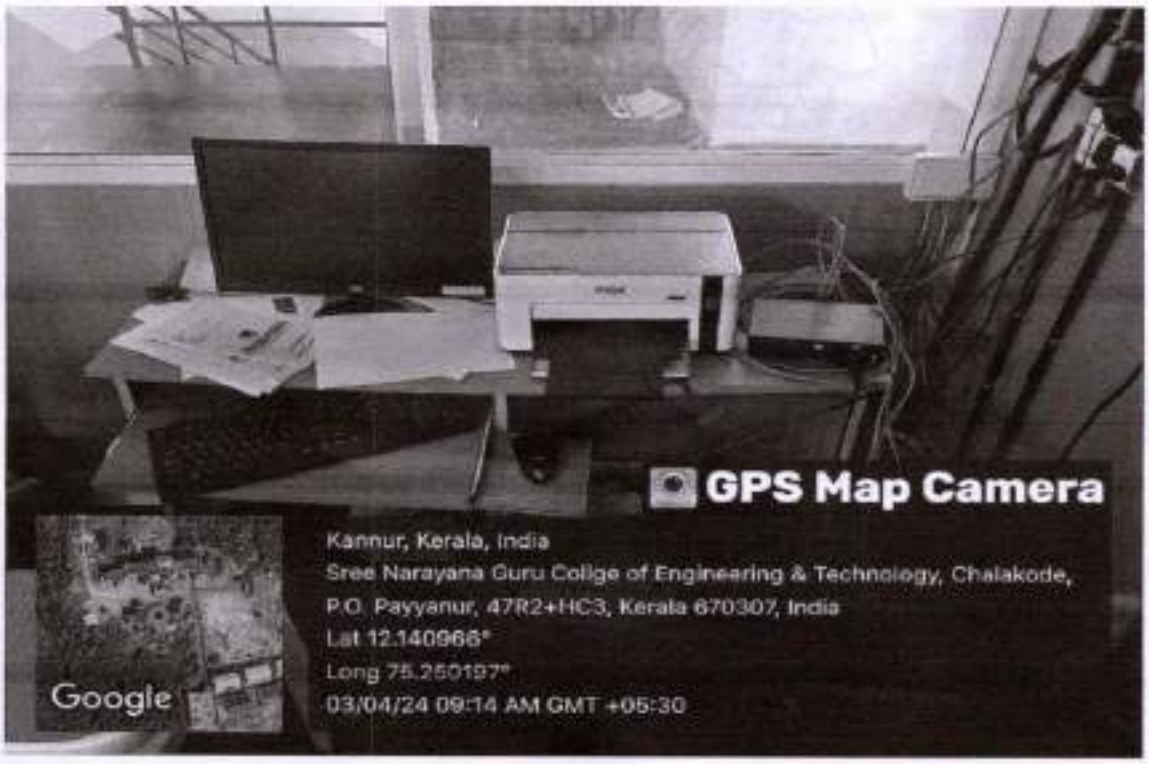
Department of Electronics and Communication Engineering

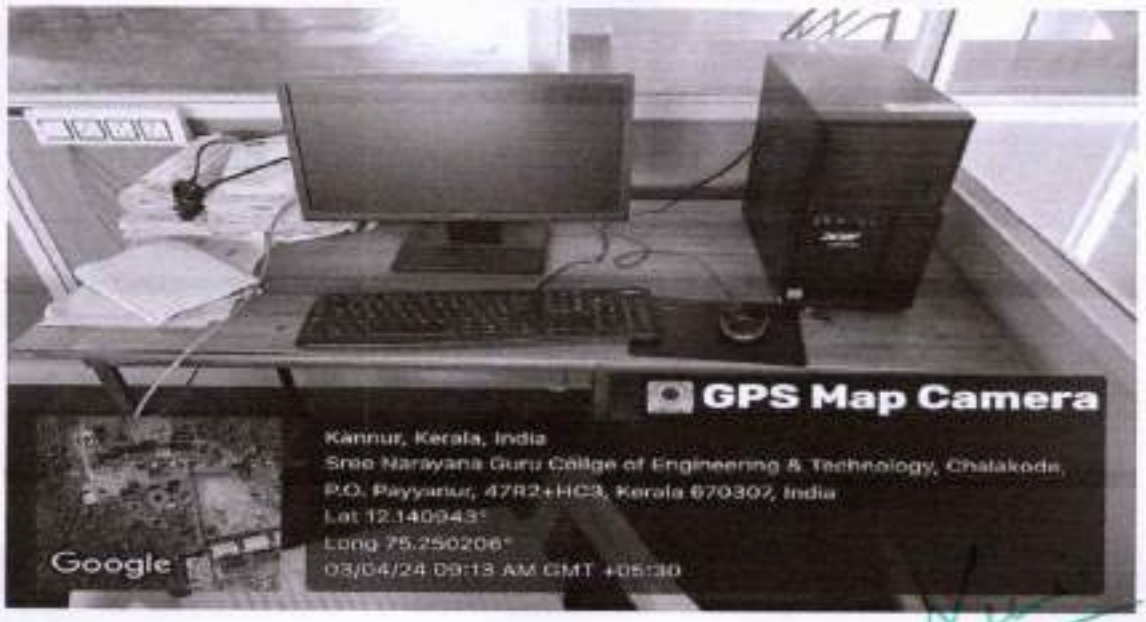




Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR

Mechanical Engineering





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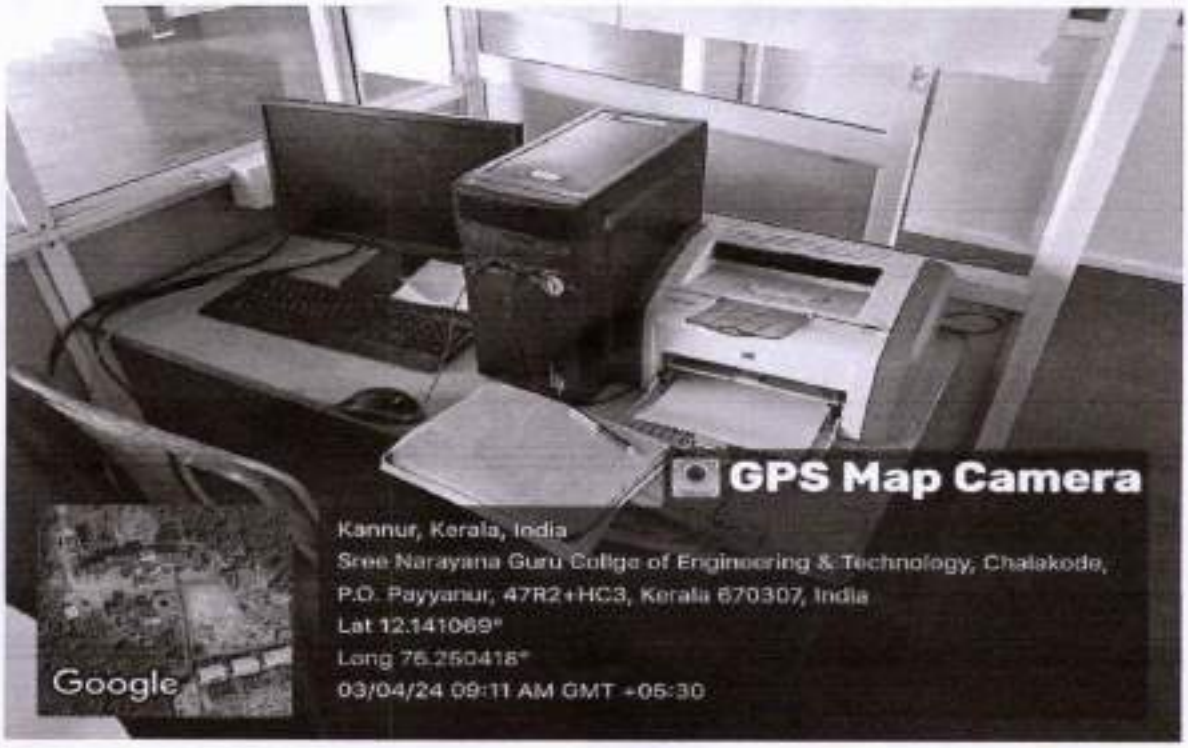
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR

Est. 2003

Sree Narayana Guru College of Engineering & Technology

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

Electrical and Electronics Engineering



Dr. LEENA A V
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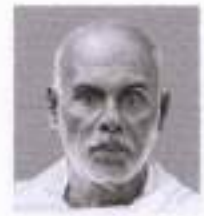
PAYYANUR, KANNUR

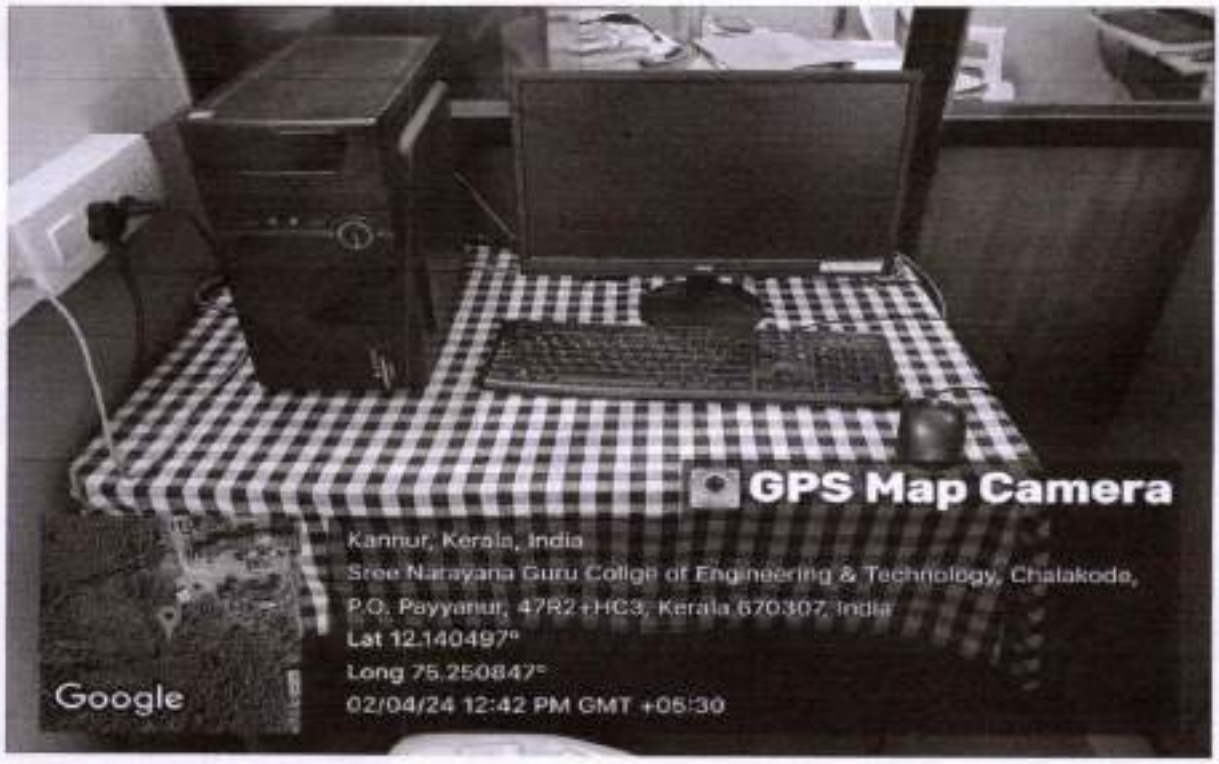
Est. 2003

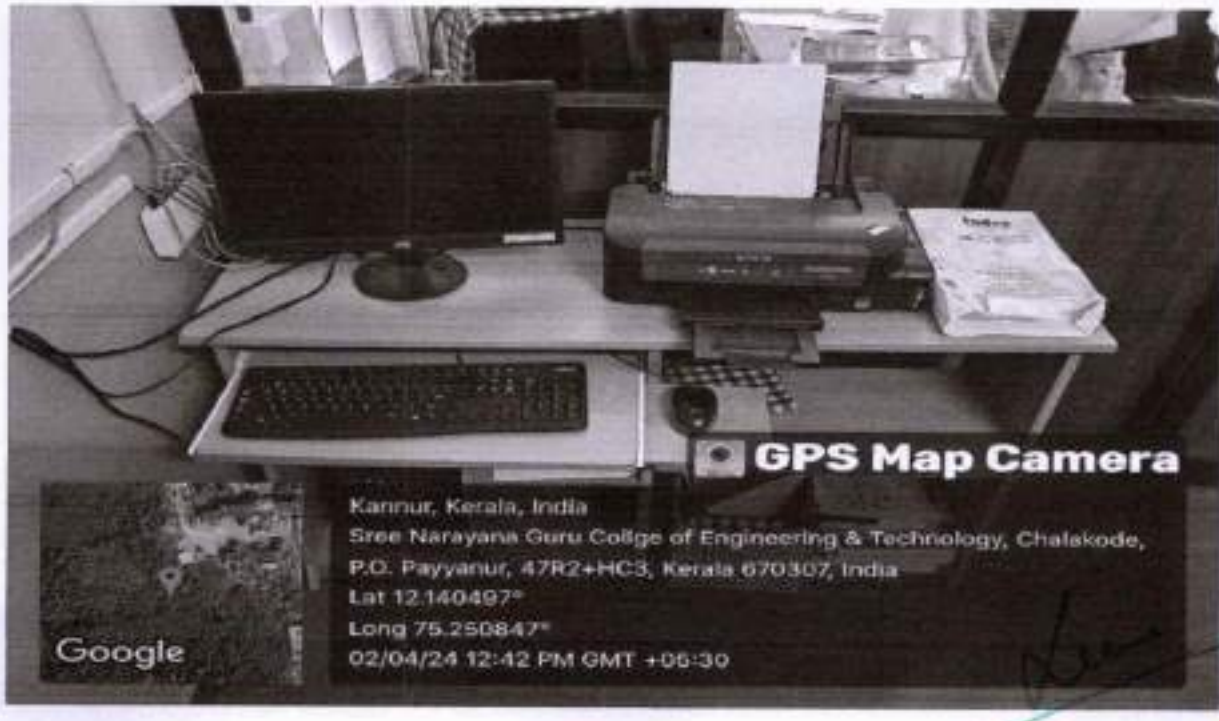
Sree Narayana Guru College of Engineering & Technology

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



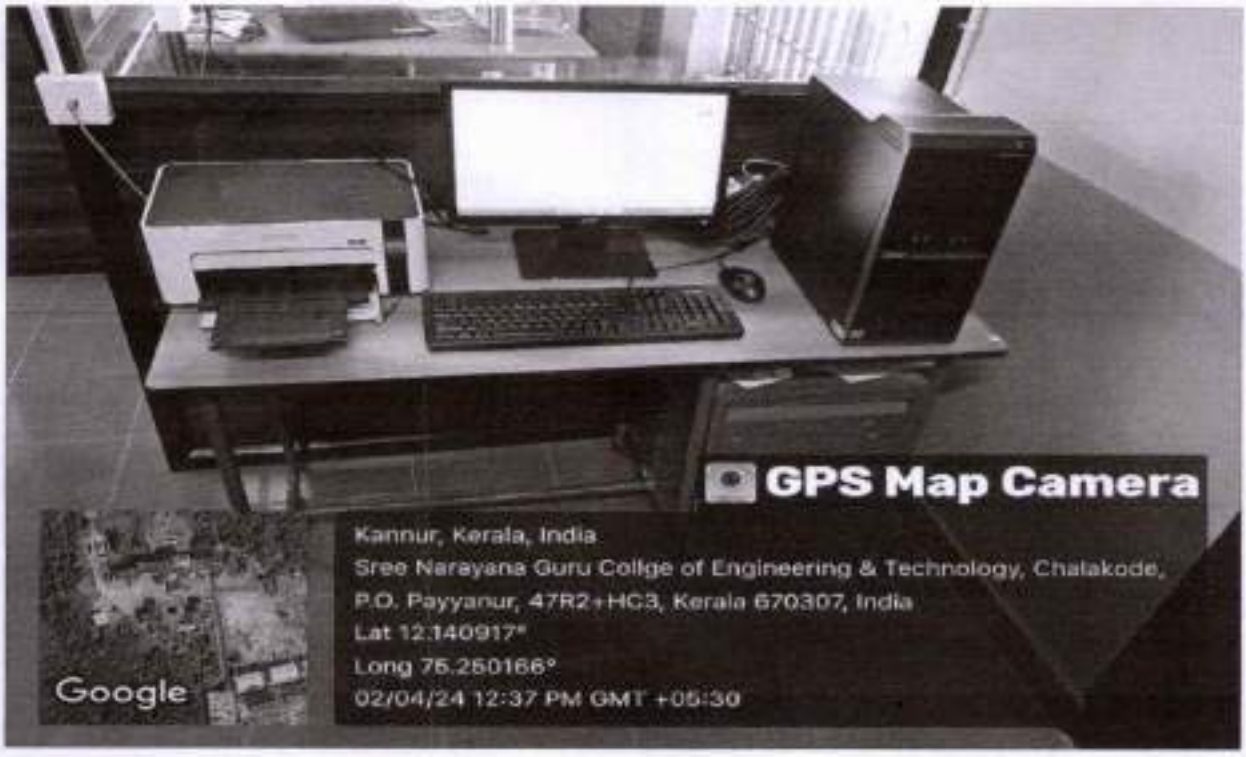
Civil Engineering





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

Science and Humanities



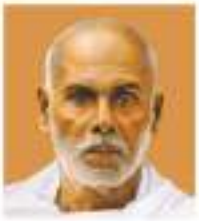
Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR

Sree Narayana Guru College of Engineering & Technology

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

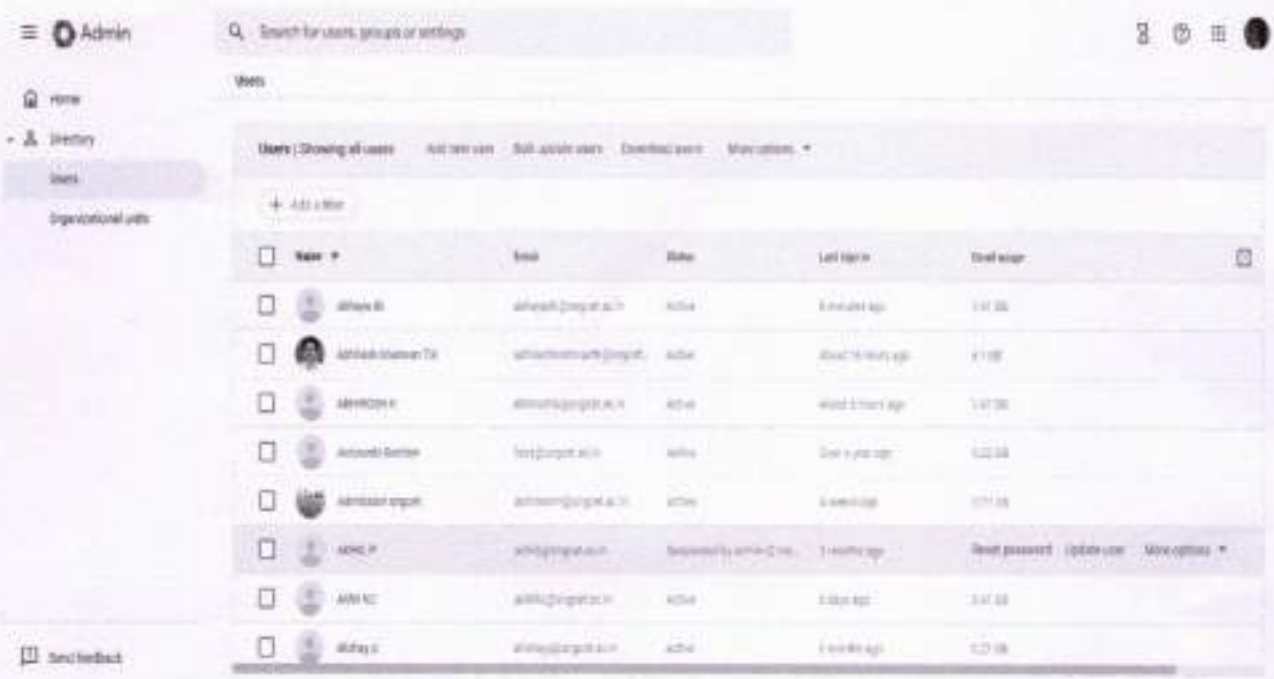
Est. 2003

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

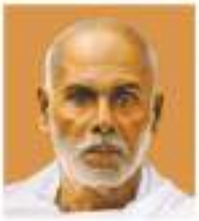


G-SUIT – SCREENSHOTS

DOMAIN E-MAIL ID

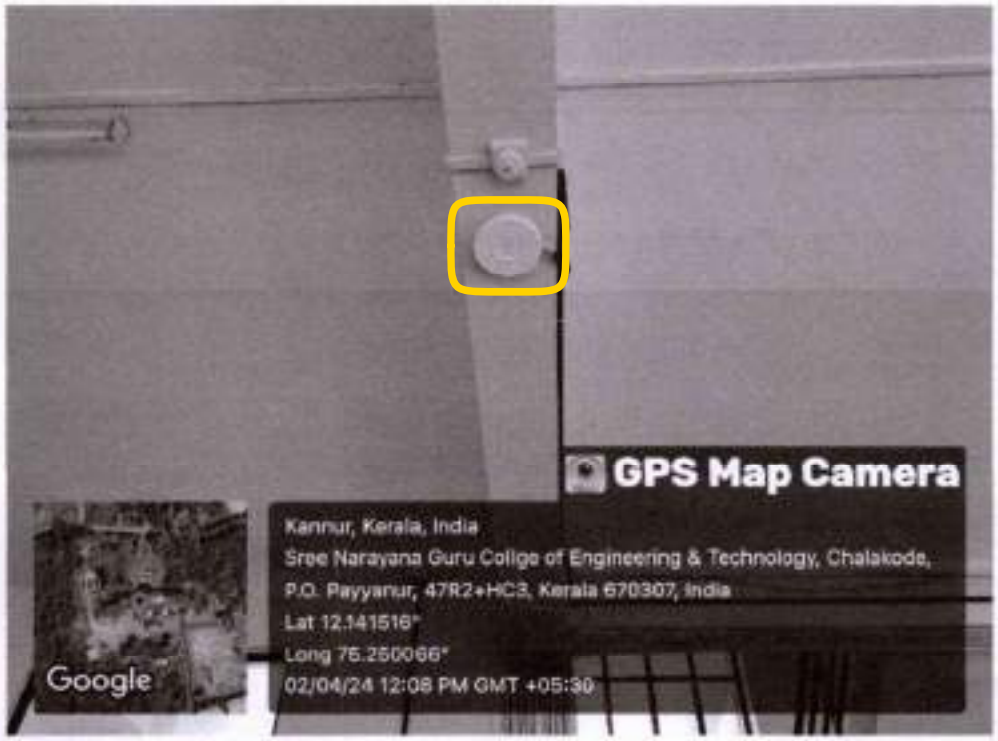


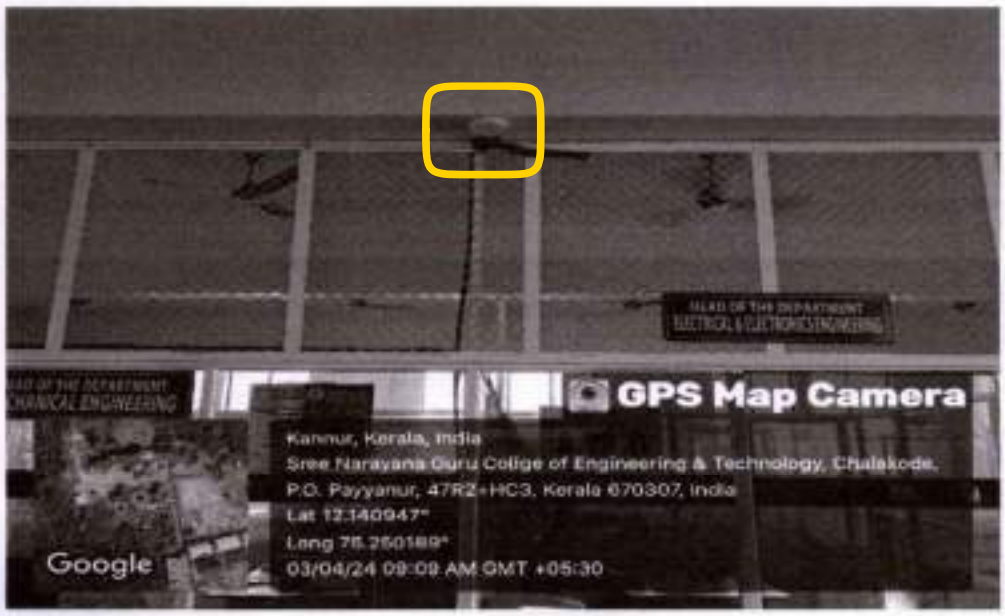
Dr. LEENA A. V.
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY, PAYYANUR
KANNUR



WI-FI - GEO TAGGED PHOTOS AND DETAILS

WIFI





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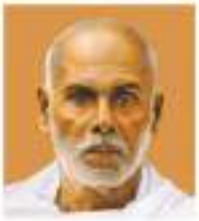
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR



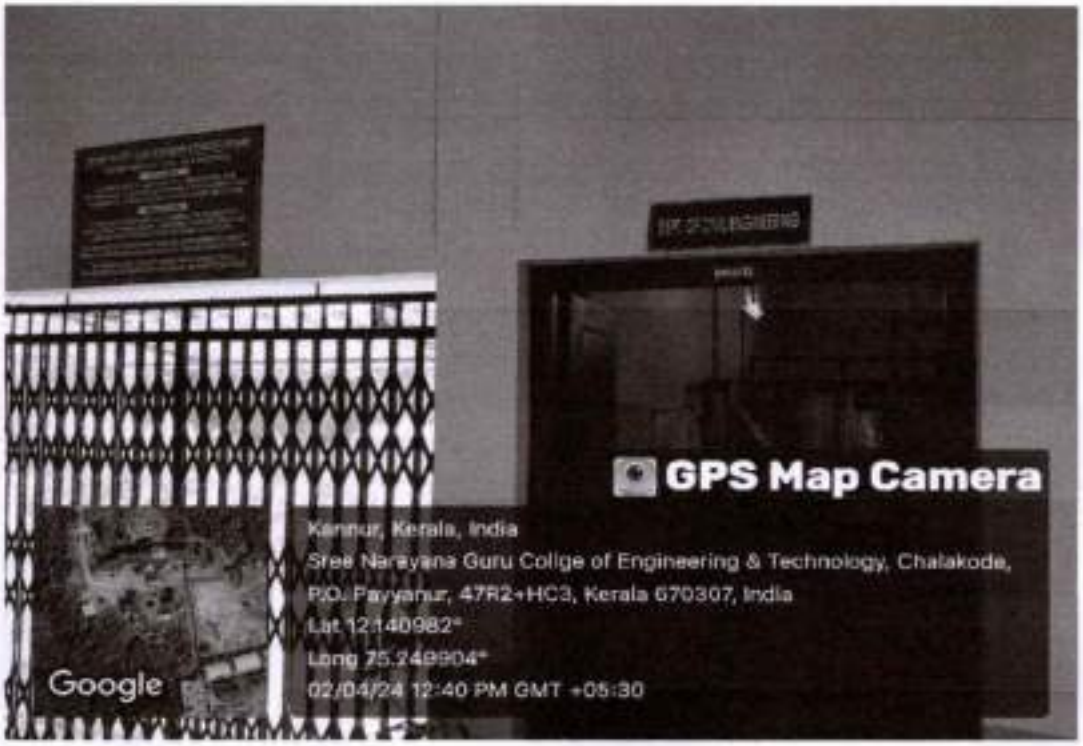
STAFF ROOM - GEO TAGGED PHOTOS

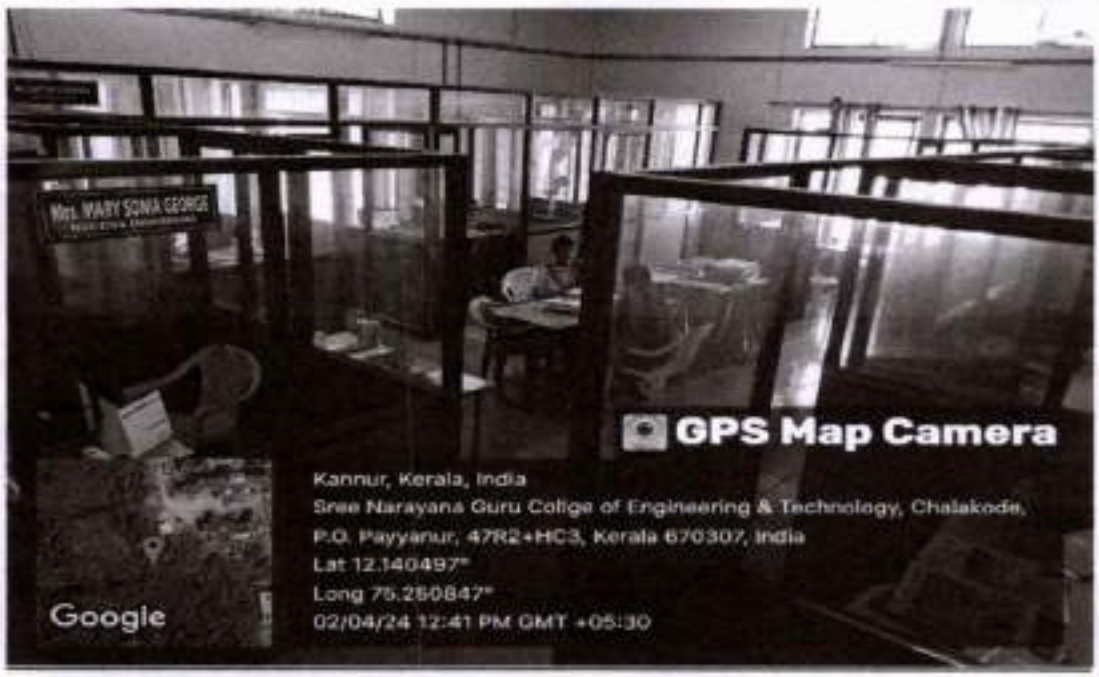
Sree Narayana Guru College of Engineering & Technology

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

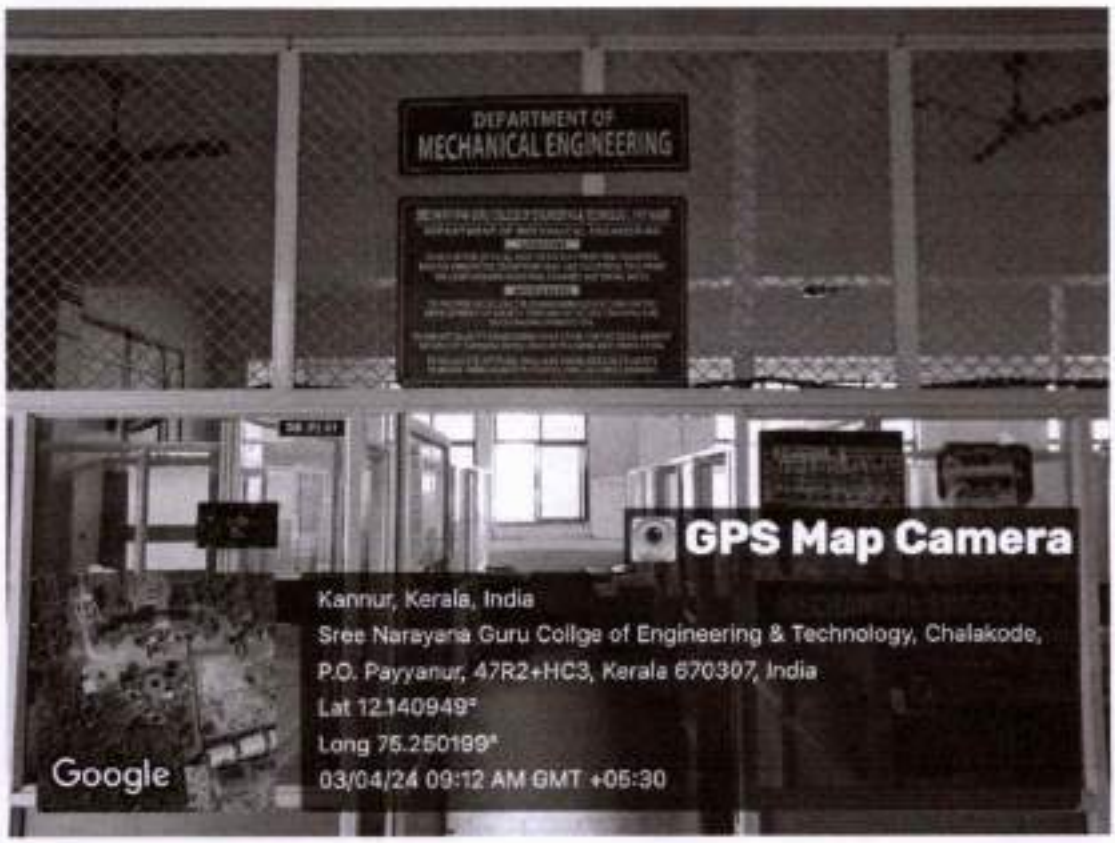
Est. 2003

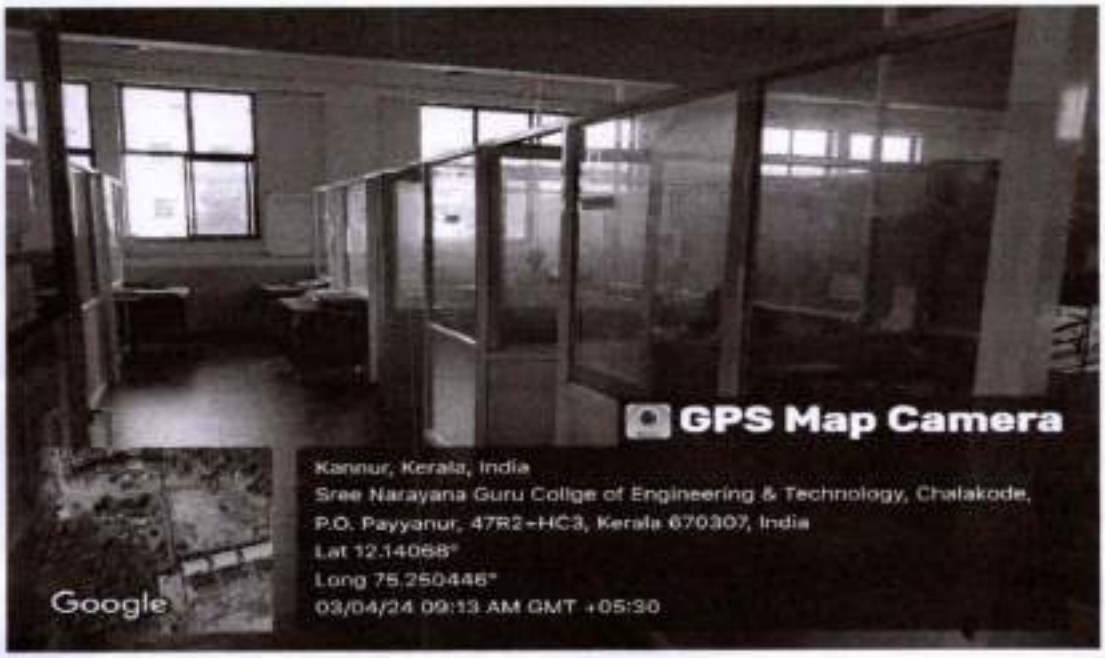
STAFF ROOM



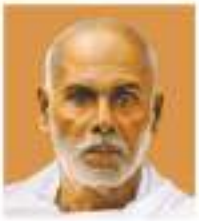


Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR





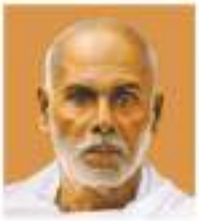
Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR



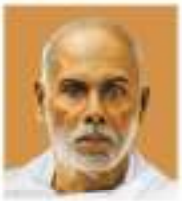
CONFERENCE ROOM - GEO TAGGED PHOTOS

CONFERENCE ROOM

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



HOSTEL FACILITIES



Sree Narayana Guru College of Engineering & Technology, under the ownership of Sree Bhakthi Samvardhini Yogam in Talap, Kannur, provides separate hostel facilities for boys and girls, with a capacity of accompodating 250 students each. These hostels prioritize creating a harmonious and supportive environment conducive to concentrated academic pursuits, offering students a home-like atmosphere.

SCOPE

The hostel policy outlines rules and guidelines governing resident behaviour, safety, and community standards within the hostel premises. It typically covers aspects such as entry and exit procedures, cleanliness expectations, and penalties for rule violations. Compliance ensures a harmonious living environment for all residents.

GUIDELINES FOR THE SNGCET HOSTEL STUDENTS

The Residents of Hostels of **Sree Narayana Guru College of Engineering & Technology Payyanur, owned by Sree Bhakthi Samvardhini Yogam,** Talap Kannur, will abide by the following instructions which are in accordance with the requirements of social and corporate life and to assure a most effective atmosphere for their studies and growth.

I. OCCUPYING/ VACATING THE HOSTEL

The accommodation in the Hostel, provided for the student from the date of admission till the last day of the academic session. Disciplinary action will be taken against those who are failing to vacate on the due date or fine as may be prescribed from time to time by the Institute, or both. However, the students can be permitted by the Hostel Authorities to stay in Hostel on the recommendations of the Department Heads for the specified reasons for the period of study camp or completion of any other academic activity against payment of additional hostel fees and charges. Hostellers are not permitted share the rooms for day scholars or outsiders at any instance. The students are not permitted to change their rooms without specific written approval of the Warden.

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

II. FURNITURE AND FITTINGS

At the time of occupying the room, the students shall be required to sign the stocks of the fittings, furniture and other items provided to him. Demand for any additional furniture or other items will not be entertained. The persons who are residing in the room are personally responsible for the safe custody and maintenance of the stocks of the fittings, furniture and other items provided in the rooms. Any damage to the hostel property, furniture or disfiguration of the walls, doors, windows etc., will be viewed seriously as a punishable offence. In addition, expenses if any, for repair/replacement, will be collected from the inmates concerned. In case the defaulter is not traced, collective penalty w would be imposed, if necessary. Strict disciplinary action will be imposed against the wilful damage to Hostel properties.

III. SAFE CUSTODY OF VALUABLES

The inmates are personally responsible for the security of their room / cupboards and their belongings. They shall lock their room/cupboards properly before leaving. The Institute will not be responsible for any loss of their private or other properties. No external agency investigation or FIR by police is permitted.

IV. RAGGING

Ragging in any form is illegal and strictly prohibited within the premises of the Institute, Hostels and departments or any part of the institution as well as on public transport system. Any individual or collective act or practice of ragging constitutes gross indiscipline and attracts disciplinary action .

RULES TO BE OBSERVED IN THE HOSTEL

The inmates are directed to adhere to the following rules. Violation of rules/regulations by the inmates will invite disciplinary action. This may range from simple warning to expulsion from the hostel and the college. Disciplinary action will be decided by the Competent Authority.

1. Administration and supervision of the hostel rests with the Principal and the wardens. Separate wardens are appointed for ladies and gents hostels.

2. The Principal reserves the right to ask any inmate to vacate the hostel at any time without assigning any reason whatsoever.

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

3. The inmates shall maintain strict discipline all throughout their stay in the hostel.

4. Residents are expected to maintain a peaceful atmosphere and not causing any inconvenience to others.

5. The rooms will be allotted to the inmates by the warden of the hostel and the warden may make changes in the allotment at any time, if found necessary. The decision of the warden will be final in this case.

6. The inmates shall obey the instructions of the warden without any question; however they may register their complaints after obeying and may forward the same to Principal .The warden in consultation with the Principal will regulate the time for study, recreation, meals etc.

7. The study times are 6 AM to 8 AM and 8:30 PM to 11:30 PM.

8. Strict silence should be observed by each inmate during study time and during the night.

9. During this period, the inmates are not permitted to enter other rooms. However, at times of need, they may do so with the permission of the warden.

10. The inmates shall behave properly in the hostel including mess hall. Ragging in any manner will not be tolerated; immediate action will be taken against those who involve in such antisocial activities.

11. The inmates are strictly prohibited from smoking, keeping and consuming of alcoholic drinks and drugs of abuse in hostel room/premises- Being under influence of alcohol will be considered as a serious offence.

12. Inmates are personally responsible for the furniture and other fittings of the rooms allotted to them. In case of any loss or damages to the furniture, either by negligence or by willful breakages, the inmates shall be liable to pay for repair/the cost of items, as may be decided by authorities. They are also responsible for cleanliness of rooms, bathrooms and toilets.

13. The hostelites shall behave properly to the employees of the hostel and mess.

14. The hostel mess will be run by the mess committee in consultation with the warden. Mess committee may frame separate mess rules.

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PAYYANUR, KANNUR

15. The hostel including mess activities will be regulated by the Hostel Committee consisting of the Principal, warden and the representatives from the hostel.

16. During working hours of the college, the inmates of the hostels are not allowed to stay in the hostel without the prior permission of the warden. They shall go to the college and back to the hostel directly in time without wandering over other places.

17. However they may go for shopping or to other places necessary, with prior permission of the warden. The details such as the place to visit, purpose of the visit, time of leaving the hostel, time of return to the hostel etc, to return to the hostel positively before 6.30 p.m The warden may relax this time limit if found genuine and necessary.

18. Normally the hostelites are not permitted to go home during the college working days. However the warden may permit them, on specific request from their guardians.

19. Inmates going home shall write the leave register before they go and get permission from the warden. The date and time of leaving the hostel and the expected date and time of return to the hostel are to be recorded in the movement register, before leaving the hostel.

20. The inmates are not permitted to accommodate any other person, from outside, in their rooms. However they may entertain their guests in the visiting room during day time, with prior permission of the warden.

21. Hostel facilities are offered to staff at a subsidised rate.

STUDENT ROOM NORMS

1. Residents shall maintain proper cleanliness of their respective rooms themselves. They shall not displace/throw garbage/waste materials outside through the windows. Instead, dustbins are to be used for the above purpose.

2. Consuming or possessing alchohol or other banned substances will invite strict disciplinary action.

3. Pasting of any kind of materials on the walls, inside the room, corridors or the notice boards are strictly prohibited.

4. Carrying cool drinks bottles, tea glasses; plates from the mess and the like to hostel rooms are strictly prohibited.

5. Cooking inside the hostel rooms is strictly prohibited.

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LIST OF STAFF AVAILING HOSTEL FACILITY

SL NO	NAME	DEPARTMENT
1.	Revathi P	Assistant Professor , CE
2.	Abhaya D K	Assistant Professor, ECE
3.	Pooja K P	Assistant Professor , CE
4.	Rishna K Raman	Assistant Professor , CE
5.	Anamika S Babu	Lab Staff ,CSE
6.	Athul Raj P P	Assistant Professor, ME
7.	Deepesh M P	Assistant Professor , CE

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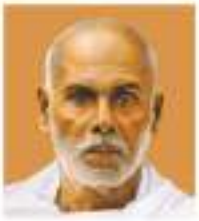

DETAILS OF LIBRARY RULES

Est. 2003

Sree Narayana Guru College of Engineering & Technology

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

LIBRARY RULES

1. **The library shall be kept open from 9 AM to 4 PM except on holidays.**
2. **Circulation time: 9 AM to 3.45 PM.**
3. **Identity card is to be shown at the counter when demanded.**
4. **Every member shall enter his/her name, Semester, branch and accession number of the book in the gate register.**
5. **All your belongings like bags, books, umbrellas etc should be kept in the space provided outside the library.**
6. **Strict silence should be observed in the library.**
7. **A member who loses a membership card shall make written report to the Librarian. A duplicate membership card shall be issued after two weeks on payment of Rs. 25/-.**
8. **Membership cards are not transferable. Each member shall ensure that his/her membership card is not misused.**
9. **Borrowers must satisfy themselves about the physical condition of the books before borrowing. Otherwise they shall be held responsible for any damage for mutilation noticed at the time of returning.**
10. **Reference books and periodical publications are not ordinarily issued or lent out.**
11. **All books shall be returned on or before the due date.**
12. **An overdue charge of Rs. 0.5/- per volume per day shall be charged if a book is kept beyond the due date.**
13. **Members who repeatedly fail to return books on due date will lose their library membership.**

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14. Keep and care the books as a treasure.
15. Six books shall be lent to students. For this purpose, six library cards shall be issued, and these should be kept meticulously. For PG students seven books.
16. Lending period for the students shall be twenty eight days at a time with renewal facility for an identical period twice.
17. Eight books shall be lent to teaching staff. Lending period for the staff shall be one month at a time with renewal facility for an identical period only once.
18. Three books shall be lent to non-teaching staff. Lending period for them shall be one month at a time with renewal facility for an identical period once.
19. If books are lost from borrower, new books shall be replaced by the borrower. Otherwise penalty as specified in the rules for this purpose shall be charged.
20. Books not available in the racks can be reserved. When they are got back, the reserver has to borrow the books within two days. If not done so, the books shall be issued to the next reserver.
21. Use of mobile phones is banned inside the library.

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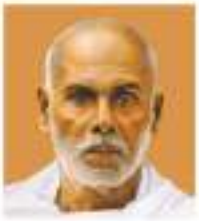
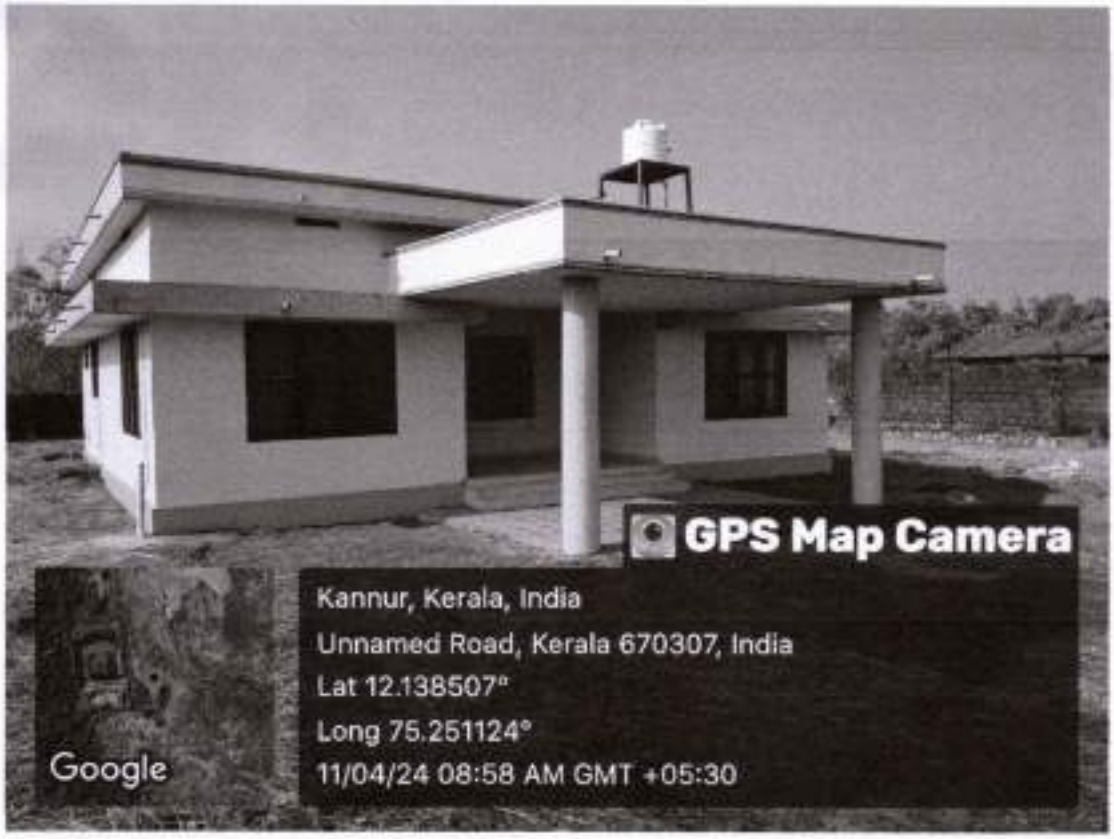


GUESTROOMS - GEO TAGGED PHOTOS

GUEST ROOM



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