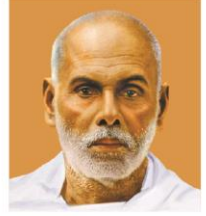


Sree Narayana Guru College of Engineering & Technology

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



HOD MEETING MINUTES



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY,

The minutes of the HODs meeting held on 24.11.22

Members Present:-

1. Dr. Leena AV. Principal *Leena*
2. Dr. Susan Abraham, Dean UG & PG studies *SA*
3. Mrs. Mary Sonia George, HOD CE *Mary*
4. Mr. Sunder V, HOD CSE *Sunder*
5. Mr. Jacob Thomas, HOD ME *JT*
6. Mr. Nikhil M, HOD S&H *Nikhil*
7. Mr. Abhilash Krishnan, HOD EEE *Abhilash*
8. Ms. Leena Naryanan, HOD ECE *Leena*
9. Mr. Unnikrishnan O, HOD Physical Education *Unnikrishnan*

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

Agenda:

1. Syllabus Coverage
2. Remedial Class
3. Review of External Academic Audit

Principal briefed the agenda to the Academic Council members

1. Syllabus Coverage

The Principal enquired all the HODs for the syllabus coverage. It was noted that some faculty members are still in the third Module. She instructed the HODs to direct the teachers to complete syllabus by taking extra classes. She reminded the HODs the dates of the class completion and university examination.

The first series dates of S1 are on December 7th, 8th and 9th and the second series dates of S3, S5 and S7 are on December 9th, 12th and 13th. The portions for the series are to be completed in time.

Principal informed that the attendance of the students needs to be published in the students and parents Whatsapp groups. All the signed duty leaves of the students need to be submitted to the subject teacher before 30th of November. Students are eligible only for 5% duty leave for college level activities and 10% duty leave for National level activities.

Leena

Dr. LEENA A. V.
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2. Remedial Classes

The remedial classes need to be conducted for the improvement of the results for S1, S3, S5 and S7 students based on the series and class test results. Ms. Leena Narayanan suggested that a model examination may be conducted for S1 students before the university examination as they are unaware of university pattern.

3. Review of External Academic Audit

Principal asked Ms. B. Mary Sonia George to brief the comments of the External auditors to the HODs. The points are as follows

1. External Auditors were really happy to note that the college has taken steps towards the **ISO-Certification** as it takes less time to obtain it. They also insisted that simultaneously the college can prepare for NAAC accreditation as the basic documentation done for ISO will help the documentation process of NAAC. Then NBA for each department can be obtained. The faculty with Ph.D in any department for NBA accreditation needs to be working in the college for at least two years. The staff faculty ratio also needs to be improved for NBA. Principal informed the auditors that two more faculty members will be recruited in Civil and Computer Science Department next week.
2. The approved budget proposal with signatures from the representative of Management needs to be maintained in each Department.
3. The Auditors mentioned that though mentoring is done regularly, presence of a counselor is also needed. Every week one day at least a counselor should come and listen to the problems of children who are unable to study. The counselor should be a person with a degree in Psychology so that he can render the right advice.
4. The Auditors also informed that the NSS cell needs to be activated again. It is required for accreditation The NSS cell can actively participate in socially relevant causes. This will also increase the KTU activity Points which is mandatory for the completion of the course.
5. A monthly college newsletter need to be started which would give more outreach and increase the publicity. The college newsletter has to be circulated among parents Whatsapp groups and other groups.
6. A 1kWp grid connected Solar panel need to be installed with all necessary equipments in the college campus.. Rain water harvesting units also need to be functional. They also suggested that a beautiful garden can be maintained in the campus which will also add points to the infrastructure during accreditation. The will satisfy Green campus audit.
7. A room for IQAC cell shall be maintained near the Principals room for maintaining all files and for audit work.
8. The Safety measures in the electrical lab such as red lines etc. need to be completed at the earliest.
9. The Auditors were happy that as per their previous suggestion the Delnet for Journals was subscribed in the library.


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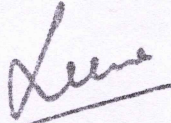
10. They also appreciated that all the mandatory 18 committees were formed as per A and were functioning well.
11. The duty leave of 5% need to be maintained for student activities.
12. In all the committees action taken reports need to be signed by one st representatives at least.
13. They also recommended that the faculty members should be encouraged to pi journal papers and books.
14. They have recommended for a seal with mark distribution of lab record which ne be used in lab Records for mark distribution.
15. A class test needs to be conducted after the first module and then the students ne be divided into three categories poor, average and good. The students who are di into poor need to be given remedial class every week, the students divided average can be allowed to take Minors Course and the students who are good ca encouraged for Honours Course provided the KTU criteria of full pass is satisfied.
16. The Remedial Class Register needs to have the students name and signature and an evaluation sheet based on assignment and tests need to be maintained.

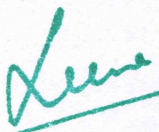
The meeting concluded at 3:30p.m.

Minutes prepared by Ms. B. Mary Sonia George, HOD CE

To

Dean/HODs/ AO/Faculty/Staff/
CC President/Secretary for kind information


PRINCIPAL


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



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

MINUTES Of HOD's Meeting

DATE: 02/07/2021

TIME: 11.00 AM

VENUE: PRINCIPAL'S CHAMBER

MEMBERS PRESENT

- 1) Dr. Suresan Pareth, Principal *[Signature]*
- 2) Dr. Gangadharan Nair, HOD ME *[Signature]*
- 3) Dr. Susan Abraham, HOD CE *[Signature]*
- 4) Dr. Leena A.V, Dean UG Studies *[Signature]*
- 5) Mr. Sunder V, HOD IN CHARGE CSE *[Signature]*
- 6) Mr. Abhilash Krishnan, AP EEE Dept. *[Signature]*
- 7) Ms. Subitha M.B, AP ECE Dept. *[Signature]*
- 8) Ms. Bindiya, AP H&S Dept. *[Signature]*

Agenda:

1. Kannur university and KTU examinations
2. Any other academic activities

The meeting commenced in the Principal's chamber at 11:00 am

The Principal briefed the agenda of the day's meeting and discussed regarding the conduct of university exams in the college. He informed that examinations are a crucial part of the academic activities and has to be held with utmost care and seriousness. He also instructed that all data to be provided to the university should be completed in time bound manner. In view of the forthcoming examinations by Kannur university and KTU, The Principal instructed that whoever is in charge of the examinations shall be held responsible for all the duties regarding the same.

The following decisions were taken in the meeting


1. As per the U.O.No. 981/2021/KTU Dated: 25.06.2021 sanction has been accorded by the Vice Chancellor to grant 5 (Five) Activity Points to the students who volunteered for the Covid-19 management and relief works,

[Signature]
Dr. LEENA A. V.
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- a) Moodle training for online class – The System Administrator reported that the training was imparted to the new faculty on the last Sunday i.e., the 6th of September 2020.
- b) Planning workshop – Discussed and planned in today's meeting with a few incorporated activities (**Action 6, Dr. Leena**)
- c) Question Paper – Yet to be completed (**Action 7, all faculty**)
- d) Mentorship – to allot in CMS by HODs
- e) Online Seminar/Webinar – Three departments (EEE, ECE & Mechanical) not conducted so far. The Principal requested to take urgent action this regard. This will also boost our admission for the departments. (**Action 8, HODs of EEE,ECE & Mechanical Departments**)
- f) Admission campaign – The activities are going at the desired pace (**Action 9, all staff members of SNGCET**)
- g) PTA is to be reframed to include new members (**Action 10, Dr. Leena**)
- h) Training for Lab staff – Prof. Ravindran informed that video recording of lab classes with faculty on initial classes can be done from the workshop of each department(refer training by NIT Surathkal)(**Action 11,HODs**)
- i) The Principal said that a meeting on the matter will be conducted on Friday including the lab staff.

The meeting ended at 3 p.m

Principal


Dr. LEENA A. V.
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KANNUR

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/HM/27/2020

Minutes of Academic Council Meeting Held on 14th September 2020

Members Present:

Dr. V K. Janardhanan, Principal

Dr. Manjula Bhanu Vikraman, Prof. & AO

Prof K. Raveendran HOD, ECE & EEE

Dr. K KSomasekaran, HOD S & H

Dr. Leena AV, Dean UG Studies

Mr. Chandrajith AP in/c of HOD Mech.

Ms. Sreeraji, representing CSE

Mr. Sujith, AP/Sys Admin

The meeting started at 2 pm. The Principal stated that the Milestones for the academic year 2020-21/ Odd semester is to be set forth. Dr. Leena responded that a draft on the same is presented herewith and the same was approved with the addition of the following programme.

The Administrative Officer said the following programmes are to be included:

- a) Project funding proposal. b) Sponsorship applications for workshop, tech fest and webinar. c) MOU proposals with industries.

Other decisions taken are: -

1. The names of faculty members along with subjects allotted for S1 is to be intimated to KTU. The System Administrator informed that the remapping can be done later on after new recruits are made on need based. Presently we can give names of existing faculty. **(Action 1, HODs and SA)**
2. Ms. Jithika, AP is to assist in NBA activities in lieu of Ms Amitha, who proceeded on leave for higher studies. **(Action 2, Ms Jithika, Dr. Leena)**
3. Laboratory staff will start work on display of boards, standards of performance of Lab etc in accordance to NBA criterion **(Action 3, lab staff of each departments, HOD)**
4. The calibration of civil lab equipment can be accepted as per quotation received. **(Action 4, HOD, Civil Department)**
5. Online classes are moving on with the existing and newly appointed faculty in the Moodle. All HODs reported that subjects have been allotted for the smooth functioning of Milestones for the AY. **(Action 5, HODs for follow up through Moodle)**
6. The content of the email received from the Secretary SBSY was discussed and resolved to adhere to with reference to:-

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/HM/003/2020

Minutes of Academic Council Meeting Held on 23 Jan 2020

Members Present:

Dr. VK.Janardanan, Principal *hlee*
Prof K Raveendran HOD ECE & EEE *Imms*
Prof Chandrajit E, HOD, ME *cdj*
Prof Amitha IC, HOD, CSE *Amitha*
Dr. Leena AV, Dean UG *Leena*
Prof Abhilash Krishanan, ECE *Abhilash*
Dr KK Somasekaran, HOD S & H *Somasekaran*
Prof Unnikrishnan O, HOD PE *UP*

1. **PTA Meeting on 25 Jan 2020 for S2.** PTA meeting for S2 will be conducted on 25 Jan 2020 at meeting hall. Principal requested all HODs to ensure proper contacting of parents by Tutors to ensure full attendance of parents. Also all available faculties and lab staff should attend the meeting.
2. **Classes on 25 Jan 2020.** Academic council decided to make 25 Jan 2020 as a full working day, to compensate for the class lost due to hartal on 8 Jan 2020, with Wednesdays timetable. However, it was decided to exempt S8 students from attending the regular classes to facilitate their projects.
3. **Utilization of The changed Environment for Academic Improvement.** Principal said that the functional environment in the college has visibly improved to a great degree due to the dedicated and concerted efforts of the HODs, faculties and Staff in the past few semesters. This changed atmosphere must be leveraged optimally to derive maximum academic benefits and improvements. All HODs should plan and do concerted efforts for the same in their respective departments..
4. **Handling of Problematic Students..** Council decided that all problematic students who cannot be handled by their respective departments must be brought into the academic council for counseling individually and in presence of their parents if required. Departments should not ignore them. Problematic students in the S2 of each department must be identified and brought to the Principal along with parent, tutor, HOD, PTA Secretary and AO on 25 Jan 2020.
5. **Responsibility of Academic Council Members.** Principal said that the academic council is an extension of the management body for all practical purposes, which represents and executes the management control in the academic and other aspects of the College. Hence all academic members should take ownership for the activities and events in the college with full responsibility and ensure that all faculties and staff in their respective department also takes things in the same spirit.

Leena
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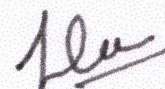
6. **Rounds in The Campus by HODs and Senior Faculties.** Principal said that HODs/available senior faculties must take a round in the college at 11 am and 12.45 pm on a regular basis to ensure that students are not wandering in the campus and bunking classes. All departments must make it as a practice for few days so that the habits of students not attending classes in time is checked and modifies.

7. **International Conference.** Principal said that the brochure of international conference is not prepared yet. The activities leading to the conference should be conducted in time in a smooth fashion to ensure timely conduct of the conference.

8. **FDP for Faculties.** Principal said that some faculties have gone for FDP, but they have not submitted any feedback regarding the effectiveness of the same. The council decided to form a academic committee as Dr Susan Abhraham as the chairperson to regulate all activities in connection with the FDP, publication of papers in conferences and journal, training of faculties etc.

9. **Updating of Online Feedbacks.** AO informed that the attendance, milestones, course reports, results, assignments and leave applications with alteration of classes must be done in time, as these are important administrative aspects for validating the functional activities in the college. Procedures are set to streamline the functioning and hence all procedures as set in the online CMS must be strictly adhered to by all. While the activities on ground must be ensured by the HODs, timely updating of the online CMS is an inevitable administrative necessity.

10. **Mentoring.** Principal said that the mentoring should be done seriously, timely and diligently and the same should be updated in the CMS in time. Department head can decide the time slot for mentoring each student. Effectiveness of mentoring is crucial in achieving the desired results.



Principal

To
All HODs/AO
President/Secretary.....for kind information



Dr. LEENA A. V.
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as a sub activity under the Activity Head of Leadership and Management Segment, subject to ratification by the Academic Council. The principal directed all HOD's to inform the class advisors of all batches to inform the same to the students and collect the details for claiming the Activity points and to produce documentary evidence at the earliest so that the same shall be considered for approval in the college academic council meeting and shall be submitted to the university as and when they notify regarding the submission.

2. As per the U.O.No.1012/2021/KTU Dated: 30.06.2021 The Comprehensive Examination is to be conducted for the S6 B. Tech students. Considering the present situation developed due to Covid-19 pandemic, Hon'ble Vice Chancellor has accorded sanction to conduct the ORAL part of the comprehensive examination in Online mode. The Principal instructed all department HOD's to publish the schedule and conduct the oral part of the examination as per the academic regulations, from 12th July 2021 onwards.
3. Principal instructed that all departments are to ensure that the details regarding the count of students of our institution from other states and the count of students who are unable to attend the university examinations are to be sent in time.
4. It was decided in the meeting that Mr. Sunder V, HOD In charge of CSE Department shall hold the charge of Deputy superintendent for the KTU and Kannur university examinations subject to approval in the Academic council meeting, The Principal also informed that the examinations shall be held strictly in accordance with the rules and regulations as per the university instructions.

Minutes Prepared by Dr. Leena A.V, Dean UG Studies

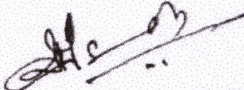
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HOD's/Dean UG/AO


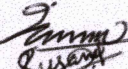
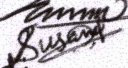

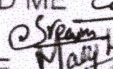
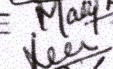
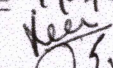


All faculty & staff

For the kind information to Secretary/President , SBSY


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



Principal

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY**SNGCET/HM/ 04 /2019****Minutes of Special Academic Council Meeting Held on 08-10-2018****Members Present:**Dr. VK.Janardanan, Principal Prof K Raveendran HOD/ ECE Dr Susan Abhraham, HOD/CE Prof Chandrajit E, HOD ME Prof Sreeraji, CSE Prof Sonia George, CE Dr Leena AV CE Prof Sujith, Sys Admin Prof Abhilash Krishnan, EEE 

1. Special meeting of Academic Council was called by the Principal to discuss the request of the students of S7 to conduct a batch tour. The council discussed the proposal and decided that the same is not feasible due to following aspects.

(a) The working days available in this semester is limited and the classes need to be completed before exams. Hence losing of working days for the tour is not acceptable.

(b) There is a severe problems of faculties, especially lady faculties to accompany the students for this type of long tour, due to previous commitments and personal issues during this time.

(c) The proposed tour area is not safe due to the changing weather at this time.

2. Decision of the council was conveyed to the student representatives at the end of the meeting by the Council. However, they were informed that a tour which can be conducted within the holidays without losing the classes can be considered on merit, as per precedence in the other colleges, if the faculties to accompany them are available.

//Minutes Prepared By Administrative Officer//

To
All HODs/AO
President/Secretary.....for kind information

Principal


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