



# SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING

Kadayiruppu P O, Ernakulam, Kerala - 682 311



## Committee Policy

Different committees and cells are actively functioning in the Institution with the participation of faculty members. The committees are-

- 1 **Anti Ragging**
- 2 **Canteen**
- 3 **Disciplinary Action**
- 4 **Internal Complaints Committee**
- 5 **Internal Quality Assurance**
- 6 **Cultural Committee**
- 7 **PTA Executive**
- 8 **Sports**
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## **Anti Ragging Committee**

The Anti-Ragging Committee of Sree Narayana Gurukulam College of Engineering (SNGCE) inculcates a culture of Ragging Free Environment on Campus and it takes initiatives for curbing the menace of ragging in the college.

### **Objectives:**

To make SNGCE a ragging free campus

To bring out an awareness among the students about the consequences of ragging.

To formulate strategies and action plan for curbing the menace of ragging in SNGCE

To keep a constant eye and vigilance over ragging so as to prevent its occurrence.

To address any ragging issues immediately and take action.

### **Procedure:**

Conduct anti-ragging campaigns using posters and boards in college premises and surrounding areas where there is a chance of ragging.

Discuss on the action plan for each year prior to the commencement of the classes of new batch Monitor,

Direct and oversee the functions and performance of the Anti-Ragging Squads in prevention and curbing of ragging in the institution.

Anti Ragging squads to keep a continuous watch and vigil over ragging so as to prevent its occurrence and recurrence Address the grievances on ragging from the students and take appropriate measures within a stipulated time.

### **Roles and Responsibilities of Anti Ragging Committee:**

Ensure compliance of SNGCE with the provisions of the regulations concerning ragging  
Conducting meeting whenever required in order to discuss relevant issues on ragging in the campus and to take necessary action

Tenure of the Anti-Ragging Committee

One year, but may be modified if necessary

### Periodicity of the Meeting

As may be decided from time-to-time; however at least one meeting to be conducted prior to the commencement of the classes of new batch and formulate the action plan



  
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## **Canteen Committee**

The College Canteen committee of Sree Narayana Gurukulam College of Engineering ensures quality food and high standards of hygiene in Storage, Preparation, Serving & Disposal of (edible and non-edible) canteen waste.

### **Objectives:**

To ensure the efficient functioning of the canteen.

To ensure that nutritious food items are available in the canteen.

To ensure that the canteen provides for a clean and hygienic environment.

### **Monitoring Authority:**

The college will constitute a Canteen Committee which will be entrusted with the task of ensuring strict adherence and compliance to the objectives set in the Policy.

### **Procedure:**

The College will constitute a Canteen Committee each academic year comprising of a faculty member assigned by Principal as Coordinator and selected college faculty members from different department as members. The Committee should conduct regular meetings (2 meetings in a year) to ensure that the rules and regulations and objectives of the Canteen Policy are met. The student Representatives of each class should also be present in the meeting to report their suggestions.

### **Rules and Regulations**

The canteen committee shall organize and control the full administration of the canteen.

Members for the Canteen Committee shall be chosen annually.

Canteen Committee shall co-ordinate or discusses various issues relating to Canteen Management.

## Disciplinary Action Cell

The Disciplinary Action Cell of Sree Narayana Gurukulam College of Engineering (SNGCE) is constituted to maintain an academic atmosphere and maintains discipline, dignity of the institute. Controlling the students through rules and regulations and channelization their youth energy into positive and creative direction and promotion of the manners, personality, character and civilization in a smooth manner.

Objectives:

To maintain the activities of college in regular manner.

To uplift the student's potential and to develop them as a balanced citizen in the society.

The institute is driven with a passion and mission for imparting peaceful, safe and friendly environment.

To scrutinize and prevent any disciplinary activities (lack of attendance, unpunctuality, misbehaving with staff, colleague, damage to college property) and riots.

To provide a medium through which the committee can monitor and control the discipline of its students.

To make the rules and regulations as per the disciplinary requirement. To make the student aware about the discipline.

To make the student follow the disciplinary rules.

To take disciplinary action against any of the misconduct.

Composition:

DAC is composed of Principal, Dean, HODS of various department, Staff advisor and a Management representative as special invitee.

Each DAC member shall be impartial and independent in handling of a disciplinary matter. Each DAC member should notify the Chair of all factors that may be deemed to endanger his/her impartiality or independence.

Procedure:

The disciplinary action process includes preparation of formal complaint, prehearing, hearing, committee decision and disclosure.

### 1. Preparation of formal complaint

Complaints should be reported to the Chair of the DAC. Hearing shall result from circumstances such complaints reported.

### 2. Prehearing

Complaints must be approved by the chairman of the DAC. Complaints of a trivial nature should be dealt with by the Chair and without reference to the DAC.

### 3. Hearing

A closed hearing will normally be held within 24 hours of the time of referring. The committee expects the hearing to be directed by the Chair or a person authorized by the Chair. Before the hearing, complaints will be provided to DAC members, involved students, if applicable. In the hearing,

- a) If applicable, the Chairman introduces his/her impression of the event and his/her reasons why he/she believes the allegations need to be reported and discussed.
- b) The plaintiff and defendant parties are present at the hearing.
- c) The plaintiff side gives their oral report to explain their complaint in 10 minutes.
- d) The DAC Chair confirms the defendant side understands the allegations against them. The defendants express their denying or admission for the complaint.
- e) The defendants must have 10 minutes to reply to the complaint.

f) During report and reply to the complaint, DAC members can ask questions to clear the details of the complaint. DAC panels strive not to unduly disrupt the report and reply.

No persons may take part in the hearing except for the DAC members, and the two parties. No video or audio recording is allowed during the hearing.

#### 4. Decisions and reasons

The DAC will make the decision immediately after the hearing, unless both parties agree otherwise during the hearing. All persons other than the DAC members are required to leave and wait outside while the DAC considers its decision. Written decisions and reasons will be issued to the two parties within 24 hours after the decision has been made.

#### Tenure of the DAC

- One year, but may be modified if necessary

#### Periodicity of the Meeting

- As may be decided from time-to-time; however at least one meeting to be conducted in an academic year



  
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## Internal Complaints Committee

### Objective

Sree Narayana Gurukulam College of Engineering, Kadayiruppu, by virtue of its long standing commitment to core values, ethical practices, integrity and honesty is committed to providing a safe and conducive work environment to its employees and to ensuring that each employee is dealt with in full fairness, with respect and dignity in the work place.

Harassment in any form is strictly forbidden in the college. The objective of the policy is to provide its women employees a workplace, free from harassment/ discrimination.

This policy has been framed in accordance with the provisions of "The sexual harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013" and the rules thereunder to prohibit, prevent or deter the commission of acts of sexual harassment at the workplace and to provide a suitable mechanism for the redressal of complaints relating to sexual harassment.

### Policy Statement

SNGCE is committed to provide a work environment that ensures that every woman employee is treated with dignity and respect and afforded equitable treatment. The College is also committed to promote a work environment that is conducive to the professional growth of its women employees and to provide equal opportunities to women. The College will not tolerate any form of sexual harassment and is committed to take all necessary steps to ensure that its women employees are not subjected to any form of harassment.

### Accordingly

Sexual harassment will be treated as misconduct under the service rules and standing orders of the Company.

Measures to deal with sexual harassment will be based on the principles of natural justice, fairness, impartiality, sensitivity and respect.

Everyone who works for SNGCE has a responsibility to sustain a respectful work environment by upholding the highest standards of conduct.

This policy will be in congruence with The Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 and Rules. The Act and Rules framed there under will form as part of this policy.

#### Applicability

This policy applies to all the employees employed by the College, for any work on regular, temporary, ad hoc or daily wage basis, students etc.

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#### Workplace

For the purpose of this policy Work Place means and shall include, all the departments of SNGCE as on date of this policy.

#### Prevention of sexual harassment

The college shall endeavor that no women employee of the college shall be subject to sexual harassment at any of its workplace by a subordinate, supervisor, manager or a third party who has business relation with college.

#### Responsibilities of the Committee.

The committee is empowered to conduct enquiries in accordance with principles of natural justice in a confidential manner, investigate if required, into any complaint received on sexual harassment and submit a report of enquiry and recommend action in accordance of provisions of the Act. The committee can also recommend to the management to take appropriate disciplinary action against a witness if the committee arrives at a conclusion that he/she has given false evidence or produced any forged or misleading document during the enquiry.

The committee shall, in each calendar year, prepare in such form and at such time may be prescribed, an annual report and submit the same to the management.

## Internal Quality Assurance Cell

The Internal Quality Assurance Cell (IQAC) of SNGCE was functioning since 2015 and was re-constituted on 17-09-2019 as per Academic audit manual published by KTU. The IQAC is committed to maintain quality by regularly improving all our activities. We shall endeavour to achieve expected level of satisfaction of our stakeholders by implementing a quality management system

### Objectives of the IQAC

The IQAC of the College is constituted to achieve the following objectives:

To ensure academic accountability.

To monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure that qualified engineers/researchers are passing out from the Institution.

To define effectiveness of teaching learning process and to devise methodologies for confirming maximum output from faculty members as well as students.

To ensure that the college is following OBE in its true spirit.

To facilitate the integration of the various activities of the institution and institutionalize the best practices.

To provide a sound basis for decision making imbibing all the dimensions of service quality to improve institutional functioning.

To coordinate and improve internal communication to facilitate better policy implementation and quality assurance towards its stakeholders.

### Responsibilities

Assist IQAC coordinator to carry out internal audits with members of IQAC Audit team and maintain the following documents:


- ✓ Audit schedule
- ✓ Audit Plan
- ✓ Audit Report
- ✓ Action Taken Report

Ensure that all documents as per KTU audit manual are prepared for external audit.

Academic audit shall cover

- i. Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal assessments, internal evaluation, maintenance of laboratory experimental set ups and equipment, practical assignments, mini projects and conduct of practical classes and their evaluation.
- ii. Co-curricular and Extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.
- iii. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic achievements and benchmarking.
- iv. The quality criteria prescribed by NBA/NAAC.



  
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## **PTA Executive Committee**

### Objectives

To work for the welfare of the students and the institution and to offer constructive suggestions for the smooth and successful functioning of the college.

To promote better participation of the parents in the various programs of the college and to establish better liaison with teachers.

To set up facilities in the college premises for the benefit of the students as and when required.

To institute scholarships, prizes, medals etc. to benefit students showing high proficiency in their studies and extracurricular activities.

To arrange guest lecturers to give career, educational guidance etc.

### Membership

The parents/guardians of all students on the rolls of the college during the respective academic year shall be members of PTA.

The Executive Director, Director, Principal, Heads of various departments, Faculty, Non Teaching Staff and Library staff of the college shall be honorary members of PTA.

Every member other than honorary members shall pay one time subscription of Rs.1000/- or as amended by the general body from time to time.

If a parent has more than one ward during the same period, he/she need pay only one subscription.

### Code of Conduct of PTA members:

Members should not deliberately commit any breach of rules of the PTA.

Or do any act which is likely to be injurious to the credit/goodwill or interest of the PTA.

Or act in any manner which hinders the day to day activities of the PTA by using external influence or by misusing his/her personal/official position.

Executive Committee:

The administration of the PTA shall vest with the office bearers and the executive committee members. The executive committee shall consist of 31 members. The principal shall be the patron and the others will be nominated by the Principal from among the teaching staff.

Responsibilities of the Executive Committee

Subject to the control of the General Body of the PTA, the Executive committee shall have the following powers:

To manage the affairs of the PTA, incur/meet on necessary expenses and do all such acts which are consistent with these rules.

To hold meetings of the committee at least once in two months.

To review the annual report and audited statement of account for the financial year to be placed before the general body for approval

To implement all decisions taken by the general body.

To maintain rules and regulations of the constitution of the PTA.

To acquire, replace and dispose-off movable or immovable property for the PTA

To arrange for audit of accounts of the PTA.

To institute, defend or compromise legal proceeding on behalf of the PTA and to negotiate and settle all the issues on its behalf.

The quorum for an Executive Committee Meeting shall be 10 members of which at least 4 shall be elected parent members besides the President and Vice-President.

## Sports Committee

"A Healthy body is a Healthy Mind" The vision of the sports committee is to organize sports so they can learn to keep themselves physically fit and aims at enhancing the interest of the participants in the field of sports. Sports committee has clear intention on that the level of commitment for sports from an extracurricular perspective should be increased. "For being successful in life, Sports play an important role, as it develop interpersonal relationship, respect for others, sense of sharing, tolerance, team spirit, will and determine to win, face success and failures in equal proportion, stress management, and make one team to follow rules to lead a disciplined life". Sports develops the various skills in the students like patience, discipline learning from failure, sportsmanship, team work, leadership etc, and contribute to the physical & mental wellbeing of students.

### OBJECTIVES

To create zeal amongst students and faculty members towards sports

To organize training, coaching and education in sports for everybody so that they can learn to keep themselves physically fit

To enhance the interest of participants in the field of sports.

To achieve the goals we plan to organize various competitions in the following sports: Football, Cricket, Basketball, Volleyball, Caroms, Badminton, Table Tennis, and Track & Field etc.

To promote every individual's health, physically well-being as well as the acquisition physical skills among the students.

### ROLES AND RESPONSIBILITIES

If the college team is good and practicing, the team can participate in the KTU registered tournaments.

In athletics the participants performance level should be atleast 6-8 positions of last years university meet (KTU performance, Timing and distance)

One set team jersey will be arranged by the college for tournament and matches as per the size and design.

All team selection should be on the basis of selection traits and performance level of the participants. They should attend the coaching / practice session regularly and also maintain discipline in all matters.

Physical education director prepare the calendar for the sports and game activities of the year.

The students are divided into four groups / houses and a staff in charge is appointed for each. Each house/group select a captain.

Phy.Edn.Director maintains a list of talented sports person based on earlier performances within and outside the college.

As and when inter-collegiate/inter university sports and game activities are announced, the principal directs the PED to initiate necessary actions who in turn selects the team and arranges for the necessary coaching.

Phy.Edn,Director sends the necessary applications to the organizers in consultation and approval of the principal.

#### TENURE OF THE MEETING

Tenure of the committee will be three consecutive academic year/six consecutive semesters, but modification is allowed if necessary.

#### PERIODICITY OF THE MEETING

The committee will meet twice in a year on a general basis. However meetings shall be organized when ever situation demands.



  
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## Time Table Committee

The Time Table Committee of Sree Narayana Gurukulam College of Engineering recognizes the importance of time and ensures proper utilization for students which makes them organized and uses time effectively to maximize the chance of success, hence increase the productivity.

### Objectives

To ensure the workload is equally distributed among the members of the staff providing adequate time for preparation between the lectures.

Smooth and efficient management of academic programme through the semesters.

To allocate classes in lecture halls, computer lab and library without any overlapping.

To ensure that the time table is disseminated to all faculty members, concerned staff and students.

### Procedure

To prepare the class time table at the beginning of each semester with the active involvement of the committee members by collecting data on teaching load distribution of individual faculty members, assigning classrooms.

With the information gathered, prepare the class time tables in the prescribed format.

Checking the Provisional Timetable for accuracy.

By referring to the class timetables, prepare the timetables of individual faculty members.

Communicate and widely publicize the class time tables to staff and students.

Make the class time tables available in the notice board for students' reference and send a copy of timetable to all faculty members

## Roles and Responsibilities of Time Table Committee

Subject willingness data collection of each department.

Subject allocation in each department.

Allocation of lab hours in each department

Allocation of Placement and Training hours.

Allocation of Group Tutor hours.

Allocation of hours for Soft Skill.

Core course hour allocation of each department.

Allocation of Student's/ Department Project hours.

Preparation of course committee list for common courses.

Preparation of Saturday timetable for SIP.

- Submitting the prepared timetable for scrutiny and approval.
- Circulating the timetable to respective departments after approval.
- Displaying on the notice board for student reference.

## Tenure of the Committee

Tenure of the committee will be Three Consecutive Academic years / Six Consecutive Semesters, but modification is allowed if necessary.

## Periodicity of the Meeting

The Committee will meet twice in a semester on July/August in odd Semester, January/February in even semester and more, if required.

## Women Cell committee

Sree Narayana Gurukulam College of Engineering, SNGCE believes that 'knowledge is power' and the society reform can be attained only by empowering the masses which constitutes the men, women, children and the aged. If ladies and aged are respected in a society, such societies climb the ladders very fast. As an engineering college, we provide professional education and here, we are keen on treating all genders equally and unbiased. To empower the women as well as to train the men on the ways like how to treat and respect ladies and girls also come the purview of our education system.

### OBJECTIVES

Women Cell for the year 2022-23 was reconstituted with the following objectives: 1. To provide a healthy study and work culture in the college.

- 1 To make the girl student feel safe and sound in and around the college campus.
2. To enhance the self confidence and self esteem for girl students, women faculty and staff in the College.
3. To highlight the importance of health and hygiene.
4. To create social awareness about problems of women and in particular gender discrimination
5. To-enhance their participation on an equal footing in all areas.
6. To create an environment of gender justice where men and women study and work together with
7. A sense of security and dignity.
8. To direct women's role in society by developing multidisciplinary approach for the overall personality development.
9. To organize seminars, workshops and lectures relating to women development. 10. Helping girls students and ladies staff live a balanced life where they neither lurk into depression nor take the abode of aggression.

## ROLES AND RESPONSIBILITIES

The cell tries to make a forum for open dialogue and discussion on gender issues.

Through lectures, workshops, seminars, debate, etc., to raise knowledge of equality in the legal System, the social system, and democratic activities.

Encourage the creation of a gender-sensitive environment that allows both men and women to reach their full potential.

To prepare students to promote gender equality

To inculcate entrepreneurial attitude among women

## PERIODICITY OF THE MEETING

The committee will meet twice in a year on a general basis. However meetings shall be organized whenever situation demands.

## **Placement cell**

### **PLACEMENT CELL**

The illustrious placement record of Sree Narayana Gurukulam College of Engineering is greatly influenced by the Training and Placement Cell. It makes sure that the campus's placement activities go smoothly. In order to prepare potential students for the campus selection programs, training and placement activities are planned throughout the year. For efficient recruitment, the placement cell maintains solid relationships with all businesses. The Training & Placement cell provides students with essential training to boost their performance and competency in order to satisfy corporate needs and secure jobs in reputable companies. These training courses teach students how to do well on aptitude tests, in interviews, and in group discussions.

Training and Placement cell headed by Placement Officer supported by Eight Departmental Faculty Placement Coordinators from Civil Engineering, Mechanical Engineering, Electrical and Electronics Engineering, Electronics and Communication Engineering, Computer Science and Engineering, Navel Architecture, and Ship Building, MCA, and MBA.

A student wing of the placement cell is formed every year with student coordinators (final year) from each department. The team is responsible for coordinating placement drives and activities of the cell.

Placements are offered through campus recruitment by reputed companies of which the major ones in the previous years include TCS, INFOSYS, IBS, SIXDEE, ASPIRE SYSTEMS, UST GLOBAL, SUTHERLAND, QUEST GLOBAL, CYBER MARINE, GARUDA AEROSPACE, TESSOLVE, etc.

### **OBJECTIVES OF TRAINING & PLACEMENT CELL**

To adequately prepare and train prospective students for campus recruitment by offering them training relevant to communication skills, aptitude tests, and general development for the kind of personal & professional grooming needed in the workplace.

To schedule guest lectures from industry professionals in order to provide students with hands-on training in the wake of continuously evolving professional dimensions.

To arrange guest lectures of Alumni who are placed in reputed industries or are entrepreneurs to inspire and motivate aspiring learners.

To arrange guest lectures on diverse career paths such as Public Sector and Private Sector etc.

To arrange Sessions for students with regard to opportunities in Higher education and the importance of GATE, NET, JRF, etc

To raise knowledge of the numerous career options in industries including information technology (IT), information technology enabled services (ITeS), manufacturing, marketing, automation, etc.

To increase employability through campus placements with concerted and persistent efforts.

## **ELIGIBILITY & REGISTRATION**

Students should register their names by submitting the Students' Data Sheet (Excel sheet) as per the prescribed format given by the Department of Training and Placement Cell. Only registered students are eligible to participate in the placement activities.

Campus placement is a facility provided for students. Registration is not compulsory. Students not interested in placement are advised not to register for placement.

Students will be allowed to have multiple job offers. Once a student bags a job offer from a dream company, he/she will not be allowed to participate in any campus recruitment process at all. Moreover, already-placed students but not placed in "Dream Company" may also be allowed for job offers.

**Backlogs:** Students having backlogs are also permitted to register for placement.

The eligibility criteria imposed by the visiting company will be the final.

The eligible/registered students must attend all the training programs/workshops arranged by the department.

The department faculty placement coordinator is the single point of contact for the concerned department Students. All kinds of clarifications & communications (such as registration for placement assistance, updating the database, etc.,) should be executed through the concerned department faculty placement coordinator and HOD.

During induction, most of the companies insist on Passport and PAN card. So, the students are expected to apply for the same at the earliest.

Students may have to manage their own transport arrangements to return home and inform their parents well in advance if the proceedings on the date of the interview continue till the late evening.

Based on the directions given by the companies, students may be sent to attend pooled campus placement drives in other colleges. Students should inform their parents about the placement process, venue, and timings in advance. Students may have to manage their own transport arrangements for the pooled drives in Ernakulam District.

Students attending campus interviews should adhere to the following instructions,  
(a) Report at the venue of the pre-placement talk, test, and interview as per the instructions.

(b) Students should carry a minimum of 3 copies of their resume, photocopies of all Original certificates, and passport size photographs.

(c) A student in casual dress will not be allowed for the Recruitment Process.

TPO aims to provide placement assistance for all final year students. Placement is a privilege extended to the students but can't be claimed as a matter of right.

## **PLACEMENT PROCESS**

It is the responsibility of the student to check announcements/notices / updated information / shortlisted names etc. in their registered email /in the class Whats App group/ notice boards of Placement /Department Notice Board/ Telephone calls from those concerned..

## **ATTENDANCE & PUNCTUALITY**

A student who applies and gets shortlisted is bound to go through the entire selection process unless rejected midway by the company. Any student who withdraws deliberately in the middle of a selection process will be disallowed from placement for the rest of the academic year.

LATE COMERS FOR APTITUDE TEST / GD / INTERVIEW may not be allowed to appear for the selection process.

## **DISCIPLINE**

Students should maintain discipline and show ethical behaviour in every action they take during the placement process. Any student found violating the discipline rules set by the company or defaming the institute's name will be disallowed from the placements for the rest of the academic year.

Students found cheating or misbehaving in the selection process (Test / GD / Interview) will be disallowed from the placements for the rest of the academic year.

Students giving wrong data/information to Training and Placement Coordinators, He/She will be debarred/blacklisted from the placement activities for the rest of the academic year.

## **JOB OFFERS**

The copy of the offer letter is required to be submitted to the placement office.




After accepting a job offer, if any student decides to withdraw his/her acceptance at any time during the year, he/she must inform the company concerned through the TPO immediately.

## **POST PLACEMENT**

If for any reason the Company stops, the joining of candidates, the College is not responsible for that.

For all matters not covered by the above regulations, the Placement Office will use its discretion to take appropriate decisions. The decision taken by this office shall be binding on all students/scholars.



  
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## Magazine committee

A magazine committee is a group of individuals responsible for overseeing and managing the production and distribution of a magazine. The committee plays a vital role in ensuring the magazine's success by defining its objectives, establishing procedures, and managing various responsibilities related to content creation, design, marketing, and more. Here's a brief overview of a magazine committee's objectives, procedures, roles, responsibilities, and tenure:

### Objectives:

The primary objectives of a magazine committee include:

**Content Quality:** Ensuring that the magazine's content meets high standards of quality, relevance, and interest to the target audience.

**Consistency:** Maintaining a consistent publishing schedule and theme that aligns with the magazine's mission and goals.

**Growth and Innovation:** Exploring ways to expand the magazine's readership and exploring innovative approaches to engage and retain readers.

**Financial Viability:** Managing the budget, advertising revenue, and expenses to ensure the magazine remains financially sustainable.

**Brand Image:** Safeguarding and enhancing the magazine's brand and reputation within the market.

### Procedure:

The procedures followed by a magazine committee often include:

**Planning:** Creating an editorial calendar, setting objectives, and determining the magazine's direction.

**Content Creation:** Assigning, reviewing, and editing articles, artwork, and photographs.

**Design and Layout:** Overseeing the visual elements, layout, and graphic design of the magazine.

Marketing and Distribution: Developing strategies to promote the magazine and deciding on distribution channels.

Budgeting: Managing financial resources, including expenses and advertising revenue.

Regular Meetings: Holding regular committee meetings to discuss progress, address challenges, and make decisions.

Roles and Responsibilities:

The members of a magazine committee typically have specific roles and responsibilities, which may include:

Editor-in-Chief: Overseeing the entire publication, ensuring content quality, and making final editorial decisions.

Managing Editor: Managing day-to-day operations, coordinating contributors, and handling administrative tasks.

Marketing and Advertising Manager: Promoting the magazine, attracting advertisers, and managing revenue streams.

Content Contributors: Writers, photographers, illustrators, and other contributors responsible for creating content.

Tenure:

One-Year Terms: The magazine committees operate on one-year terms. Committee members are appointed for a one-year period, and their roles may be renewable or subject to re-election at the end of the term.

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