



## Sree Narayana Gurukulam College of Engineering

Kadayiruppu P.O, Kolenchery, Ernakulam dist., Kerala. Pin 682311.

An undertaking of Kunnathunadu SNDP Union, Perumbavoor.

(Approved by AICTE, New Delhi & Affiliated to the Mahatma Gandhi University, Kottayam) Phone:

0484-2764841, 2760887(College). Fax: 0484-2762541

SNG Trust: 0484-2594885

E-mail: info@sngce.ac.in, Web: www.sngce.ac.in

### PTA SNGCE

#### BYE-LAWS

- 1. Name:** The name of the Association shall be Parent Teacher Association, Sree Narayana Gurukulam College of Engineering, herein after called PTA.
- 2. Office:** The office of the PTA shall be SNGCE college campus.
- 3. Jurisdiction:** For all legal matters the jurisdiction of the PTA shall be Ernakulam District.
- 4. Aims and 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.

#### **5. Membership**

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

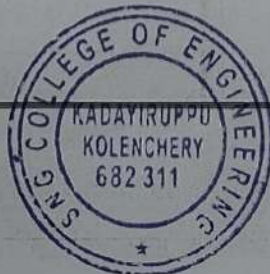
The Executive Director, Director, Principal, Heads of various departments, Faculty, Non Teaching Staff and Library staff of the college shall be honorary members of PTA.

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.

**6. Cessation:** When a student leaves the college, the parent/guardian of the student shall ipso facto cease to be a member of the PTA.

Parent Teacher Association – SNGCE



*A. Anon*

PRINCIPAL

Sree Narayana Gurukulam  
College of Engineering  
Kadayiruppu, Kolenchery-682 311



**Sree Narayana Gurukulam College of Engineering**  
Kadayiruppu P.O, Kolenchery,  
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**7. 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.

**8. General Body**

The General Body of the association shall consist of all the members including honorary members of the PTA.

The General Body shall be supreme authority in all matters concerning the affairs of the PTA.

The General Body Meeting shall be held at least once a year to discuss the general and academic functioning of the college and to transact business which requires the approval of the body and to conduct annual elections to the executive committee. This meeting will be referred to as Annual General Body Meeting.

Fifteen days notice, excluding the day of the meeting, shall be given on the notice board in the office of the PTA.

The quorum of the meeting shall be 1/3<sup>rd</sup> of the members on the rolls of the PTA or 25 members whichever is less.

Non receipt of the notice by any members or delay in receipt of such notice shall not invalidate the proceeding of the meeting.

The majority of the members present shall decide on all issues and, in the event of a tie, the Chairman of the meeting shall exercise the casting vote.

Special General Body Meeting may be called by the Executive committee on its initiative or upon a requisition in writing signed by at least 1/6<sup>th</sup> of the members on the rolls as on the date of the said requisition, to discuss any urgent matter.

Emergency meeting, if required, can be convened by the Executive Committee at 24 hours notice.



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### 9. 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.

### Structure of the Executive Committee:

There are 25 Members including elected /nominated parent, honorary members to be nominated as follows.

(i) Parent		
a. UG- two from each course	- 12	} Nominated Parents
b. PG- one from each program	- 03	
(ii) Head of departments	- 10	} Nominated Honorary Members
(iii) Teaching Staff	- 03	
(iv) Physical Director/NSS coordinator	- 01	
(v) Non-teaching staff	- 01	
(vi) Library Staff	- 01	
<u>Total</u>	<u>=31</u>	

From among the executive members, the following officer bearers shall be elected.

(i) President (Principal)	-1	ex officio member
(ii) Vice-President (From the parents' side)	-1	
(iii) Secretary (From honorary members)	-1	
(iv) Joint-Secretary (From honorary members)	-1	

### 10. Powers and 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.



**PRINCIPAL**  
Sree Narayana Gurukulam  
College of Engineering

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Parent Teacher Association – SNGCE



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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.

### 11. Duties of Office Bearers:

#### President:

The president shall be the chief executive authority of the PTA and shall have the following powers and duties.

To chair the general body meeting and conduct the proceedings.

To direct, guide and supervise the working of the PTA.

To lead all delegations, negotiations, give timely suggestions etc. To sign cheques jointly with Secretary.

#### Vice-President:

To assist the President and the Committee in general in conducting the business of the PTA.

To carry on the duties and the functions of the President in his/her absence.

#### Secretary:

The Secretary shall perform such functions as the committee may determine from time to time.

To be in charge of the day to day administration of the PTA. To ensure the maintenance of the registers up to date.

To arrange proper safe custody of all documents and other properties belonging to the PTA to sanction and incur contingent and other expenditure within the limits prescribed or approved by the Executive committee.

In case of emergency, with the concurrence of the patron, the Secretary can spend up to Rs.5000/- which will be subject to ratification at the next Executive Meeting. To sign cheques jointly with President.

Prepare the audit report and present to EC for review

Parent Teacher Association – SNGCE



  
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The Secretary shall convene the meetings of the General body; maintain the membership register and the minutes of all meetings.

**Joint-Secretary**

To assist the Secretary and the committee in general for the smooth functioning of the PTA.

To perform all the duties of the Secretary in his/her absence except signing the cheques unless otherwise authorized specifically.

**Members:**

To actively participate in all the Executive Committee meeting and to contribute to the betterment of the students.

To liaise with all the PTA members and students to bring out their views etc. before the executive committee.

To elect the members of the Executive Committee as per the rules.

**12. Funds of the PTA**

The membership subscription received by the Committee will constitute the PTA fund

The Committee may raise special purpose funds to meet any non-recurring expenses for providing facilities to the students with the prior approval of the general body, including acceptance of donations from members. Such funds shall be used only for the specific purposes. Their diversion to any other purpose or transfer to the general fund of the PTA shall be done only with the approval of the general body.

Any specific service rendered by the PTA to the student shall generally be on a no profit no loss basis.

All subscriptions, donations, collections, deposits etc. shall be deposited in the bank account of the PTA.

Bank Account: The PTA may open one or more bank accounts as per need which shall be operated by the President jointly with the Secretary.

**13. Amendments:**

If any member proposes to make amendments to the clauses of the Bye-Law for the better, the proposal shall be submitted to the Secretary within 30 days before the annual general body meeting and the same shall be presented to the general body meeting for approval. The amendment shall be deemed to have been agreed to if 2/3<sup>rd</sup> members present at the general body meeting approve the same.



*A. H. H. H.*  
**PRINCIPAL**  
Sree Narayana Gurukulam<sup>5</sup>  
College of Engineering  
Kadayiruppu, Kolenchery-682311



Sree Narayana Gurukulam College of Engineering  
Kadayiruppu P.O, Kolenchery,  
Ernakulam dist., Kerala. Pin 682311.

**14. Dissolution:**

Dissolution of the PTA shall be subject to the rules of Act 21 of 1860.

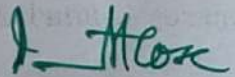
**TENURE OF THE MEETING**

Tenure of the committee will be Four 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 whenever situation demands.



  
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**Sree Narayana Gurukulam College of Engineering, Kadayiruppu**

SNGCE/AD/B-1/FL041

01/08/2018

**CIRCULAR**

The PTA Executive Committee of our institution is re – constituted w.e.f 01/08/2018 for the academic year 2018-2019.

- |                                |  |
|--------------------------------|--|
| 1) Prof. (Dr.) Kemthose P Paul | (Principal) - Chairman                 |
| 2) Mr. Sukumaran N             | PTA President                          |
| 3) Mr. Madhu C.V               | Vice President - PTA                   |
| 4) Mr. Anoop Kumar M           | Secretary - PTA                        |
| 5) Adv. T.A. Vijayan           | Executive Director                     |
| 6) Prof. S. Usha               | (HoD CE)                               |
| 7) Prof. S. Jayasree           | (HoD ME)                               |
| 8) Ms. Reshmila S              | (HoD EE)                               |
| 9) Prof (Dr.) S.P. Namboothiri | (HoD ECE)                              |
| 10) Prof. P Jayakumar          | (HoD CSE)                              |
| 11) Prof.(Dr.) Suprabha T      | (HoD S & H)                            |
| 12) Prof. Satheesh Babu P K    | (HoD NASB)                             |
| 13) Ms. Sandhya R.             | (HoD CA)                               |
| 14) Dr. Madhusoodhanan C.K     | (HoD MS)                               |
| 15) Dr. P.G. Sunilkumar        | - Professor & Dean Research – Convener |

  
PRINCIPAL





**Sree Narayana Gurukulam College of Engineering, Kadayiruppu**

**SNGCE/AD/B-1/FL041/2019-20**

**25/09/2019**

**CIRCULAR**

The PTA Executive Committee of our institution is re – constituted for the academic year 2019-20.

- |                                |                        |
|--------------------------------|------------------------|
| 1) Prof. (Dr.) Kemthose P Paul | (Principal) - Chairman |
| 2) Mr. Sukumaran N             | PTA President          |
| 3) Mr. Madhu C.V               | Vice President - PTA   |
| 4) Mr. Anoop Kumar M           | Secretary - PTA        |
| 5) Adv. T.A. Vijayan           | Executive Director     |
| 6) Prof. S. Usha               | (HoD CE)               |
| 7) Prof. S. Jayasree           | (HoD ME)               |
| 8) Ms. Reshmila S              | (HoD EE)               |
| 9) Prof (Dr.) S.P. Namboothiri | (HoD ECE)              |
| 10) Prof. P Jayakumar          | (HoD CSE)              |
| 11) Prof.(Dr.) Suprabha T      | (HoD S & H)            |
| 12) Dr. P.G. Sunilkumar        | (HoD NASB)             |
| 13) Ms. Sandhya R.             | (HoD CA)               |
| 14) Dr. Madhusoodhanan C.K     | (HoD MS)               |

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**PRINCIPAL**





**Sree Narayana Gurukulam College of Engineering, Kadayiruppu**

SNGCE/AD/B-1/FL041

03/10/2020

**CIRCULAR**

The PTA Executive Committee of our institution is re – constituted for the academic year 2020-21

- |                                |                        |
|--------------------------------|------------------------|
| 1) Prof. (Dr.) Kemthose P Paul | (Principal) - Chairman |
| 2) Adv. G. Santhoshkumar       | PTA President          |
| 3) Mr. Madhu C.V               | Vice President - PTA   |
| 4) Mr. Anoop Kumar M           | Secretary - PTA        |
| 5) Adv. T.A. Vijayan           | Executive Director     |
| 6) Prof. S. Usha               | (HoD CE)               |
| 7) Prof. S. Jayasree           | (HoD ME)               |
| 8) Ms. Reshmila S              | (HoD EE)               |
| 9) Prof (Dr.) S.P. Namboothiri | (HoD ECE)              |
| 10) Prof. P Jayakumar          | (HoD CSE)              |
| 11) Prof.(Dr.) Suprabha T      | (HoD S & H)            |
| 12) Dr. P.G. Sunilkumar        | (HoD NASB)             |
| 13) Ms. Sandhya R.             | (HoD CA)               |
| 14) Mr. Jubel Matthew          | (HoD MS)               |

  
PRINCIPAL



**Sree Narayana Gurukulam College of Engineering, Kadayiruppu**

No. SNGCE/AD/B-3/FL003/21-22

24/09/2021

**CIRCULAR**

The PTA Executive Committee of our institution is re – constituted for the academic year 2021-2022

1. Dr. Kemthose P Paul, Principal,
2. Adv. G. Santhoshkumar – PTA President
3. Dr. Anoopkumar M., Secretary, PTA
4. Mr. Arun Rajan, Joint Secretary, PTA
5. Dr. S. Usha, Head of the Department
6. Prof. S. Jayasree, Head of the Department
7. Dr. S. Reshmila, Head of the Department
8. Mr. Deepak P., Head of the Department
9. Dr. Vidhya P M, Head of the Department
10. Dr. S. Surendran, Head of the Department
11. Dr. Suprabha T., Head of the Department
12. Dr. Milna Susan Joseph, Head of the Department
13. Dr. Sandhya R, Head of the Department,
14. Mr. Shibu P.K., Instructor
15. Mr. Prakash Keshavan, Tradesman
16. Mr. Siraj Fareed A, (F/o Fidha Siraj A, Civil, first year C1)
17. Mr. Hari K Nair, (F/o Jayasurya H Nair, CSE first year)
18. Mr. Madhu C V, (F/o Manu C Madhu, CSE R 2)
19. Mrs. Parvathy M, (M/o Abhirami, CSE R2)
20. Mr. Sivarajan M R, (F/o Gopika, ECE First Year)
21. Mr. Jose V.S, (F/o Antony Jose, ECE Second year)
22. Mr. P. V George, (F/o Elana Varghese George, ECE Third Year)
23. Mr. Suni Sivan, (F/o Gopika S Nair, EEE First year)
24. Mr. Suresh Kumar M,R, (F/o Akshay Suresh, EEE Second year)
25. Mr. Binoy B K, (F/o Nidhin Binoy, EEE Third year)
26. Mrs. Rasmii Anil, (M/o Mr.Indrajith N A, ME, First Year)
27. Mrs. Smitha M S, (M/o Sidharth P Sudheesh, ME, First Year)
28. Mr. P Mathiyalagan, (F/o Mukesh Pandian, ME Second Year)
29. Mr. Ravi A M, (F/o Harikrishnan A R, ME Third Year)
30. Mr. Sivanandan K,(F/o Ramjith K, NASB, N2)
31. Ms. Lilly Shibu, (M/o Aswathy Shinu, MBA R1)
32. Mr. Krishnan N C, (F/o Amaljith N K, MBA)
33. Mr. Abdul Rasheed V A, (F/o Shirin Shahana V A, MCA)

  
PRINCIPAL





**Sree Narayana Gurukulam College of Engineering, Kadayiruppu**

No. SNGCE/AD/B-3/FL003/22-23

26/09/2022

**CIRCULAR**

The PTA Executive Committee of our institution is re – constituted w.e.f 26/09/2022.

1. Dr. Kemthose P Paul, Principal – PTA President
2. Mr. Madhu C V., F/o Manu C Madhu- PTA Vice President
3. Dr. Anoopkumar M., Secretary, PTA
4. Dr. S. Usha, Head of the Department (CE)
5. Dr. Binu P.P, Head of the Department (ME)
6. Dr. S. Reshmila, Head of the Department (EE)
7. Mr. Deepak P., Head of the Department (ECE)
8. Dr. Smitha Suresh Head of the Department (CSE)
9. Dr. Sunilkumar P.G, Head of the Department (NASB)
10. Dr. Preetha Varghese Head of the Department (S&H)
11. Dr. Milna Susan Joseph, Head of the Department (MS)
12. Dr. Sandhya R, Head of the Department
13. Mr. Prakash Keshavan, Instructor (ME)
14. Mr. Sajeeva T.P., Tradesman (CE)
15. Mr. Siraj Fareed A, F/o Fidha Siraj A
16. Mr. Hari K Nair, F/o Jayasurya H Nair
17. Mr. Sivarajan M R, F/o Gopika
18. Mr. Jose V.S., F/o Antony Jose
19. Mr. P. V George, F/o Elana Varghese George
20. Mr. Suni Sivan, F/o Gopika S Nair
21. Mr. Suresh Kumar MR, F/o Akshay Suresh
22. Mr. Binoy BK, F/o Nidhin Binoy
23. Mrs..Rasmi Anil, M/o Mr.Indrajith N A
24. Mrs. Samitha M S, M/o Sidharth P Sudheesh
25. Mr. P Mathiyalagan, F/oMukesh Pandian
26. Mr. Ravi A M, F/o Harikrishnan A R
27. Mr. Sivanandan K, F/o Ramjith K
28. Ms. Lilly Shibu, M/o Aswathy Shinu
29. Mr. Krishnan N C, F/o Amaljith N K
30. Mr. Abdul Rasheed V A, F/o Shirin Shahana V A



**PRINCIPAL**





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Minutes of PTA Executive Committee Meeting			
Venue – PG Block Seminar Hall		Date:	3 Feb, 2018, 2.30 pm
Members Present - List Attached			
Subject – Tech and Arts Fest and others			
S.No	Discussions and Decisions	Actions By	Action Date
01	Started with Prayer.		
	1.1 The Secretary welcomed members to the meeting. 1.2 Read previous minutes	info	Info
02	Presidential address.		
	2.1 President addressed the gathering and also mentioned about the Agenda and worried about the infrequent participation of members of PTA during PTA meetings. 2.2 He has pointed out the news associated with Self Financing College and advised to search out the real truth behind each one of them. 2.3 Congratulated students those who have secured university ranks and also for raising name of SNGCE among other colleges.	Info	Info
03	<ul style="list-style-type: none"><li>Principal addressed the gathering with agenda such as University Ranks and Achievements, problems of short semester, conduct of Tech and Arts Fest, Current Self Financing college issues, Discipline inside campus and the nature of unrest campus, and also about placements and University Results.</li><li>He stressed about the necessity for the stakeholders being aware about the danger of antisocial elements trying to target the student community towards drug usage.</li></ul>	Info	Info
04	<ul style="list-style-type: none"><li>Executive Director has opined that the Management is trying hard to bring in the better things into campus for the benefit of peace and fortune of SNGCE.</li><li>He expressed about the concerns, the self-financing college issue is creating within in the society and also expressed about vested interest of few special parties and people.</li></ul>	info	Info
05	Discussions.		
	Exe. Member said that SNGCE has got a good work culture and a good impression outside. Exe. Member also opined that SNGCE has a Good impression on Media and within Society irrespective of the fabricated news. However we have to be conscious. Also suggested to divide the responsibility of coordinating tech fest inside the campus with the junior students as well. Also expressed the Concerns of the status of Digital Literacy Programme by students of SNGCE within the nearby places, and Principal replied that it is only a Govt delay and it will be followed up.	info	Info
06	Conclusions.		
	Sanctioned 2.5 Lakh as a contribution for the conduct of TECH FEST 2018.		
Next Meeting: Apr 2018			





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Minutes of PTA Executive Meeting  
Organised at 2.30 pm 03/02/2017

- |                          |             |            |
|--------------------------|-------------|------------|
| 1. President PTA         | —           | T. Kumar   |
| 2. Coe Director          | —           | W. J.      |
| 3. Principal             | —           | Dr. E.     |
| 4. Vice President PTA    | —           |            |
| 5. Secretary PTA         | —           |            |
| 6. HOD MBA               | —           | A. K. K.   |
| 7. HOD ME                | —           |            |
| 8. HOD EEE               | —           | J. K.      |
| 9. HOD ECE               | —           | T. C. K.   |
| 10. HOD CSE              | —           | R.         |
| 11. HOD NASS             | —           |            |
| 13. HOD SBH              | —           | Ar. Beena  |
| 14. HOD CE               | —           | S.         |
| 15. HOD CA               | —           | Randhya R. |
| 16. Ekraj Mangalath. SBH | —           | T. J. K.   |
| 17. Asokakumar MV        | —           | A. K. K.   |
| 18. v. jayam. P.P.       | —           | V. J.      |
| 19. Sindhu madhanam      | —           | S.         |
| 20. Reena Jose           | —           | R. J.      |
| 21. Shibu. P. K. CE      | —           | S. P. K.   |
| 22. Sajeevan T. P.       | —           | S. J.      |
| 23. Shamsadheen C.P.     | —           | S. H.      |
| 24. P. M. Madhanan E.C.  | —           | P. M.      |
| 25. Skarriachan K. J.    | —           | S. K.      |
| 26. Vash. T. K.          | shp. Balng. | V. T. K.   |





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Minutes of PTA Executive Committee Meeting			
Venue – PG Block Seminar Hall		Date:	08 Mar 2018, 2.30 pm
Members Present - List Attached			
Subject – General			
S.No	Discussions and Decisions	Actions By	Action Date
01	Prayer		
	1.1 The Secretary welcomed members to the meeting. 1.2 Read previous minutes	info	Info
02	Presidential address		
	2.1 President addressed the gathering and also mentioned about the Agenda and role of PTA and the necessity active parent participation in PTA meetings.	Info	Info
03	Principal addressed the gathering with agenda such as <b>Institutional Status in MGU and KTU</b> and mentioned about the achievements of Students and the Institution as a whole in various activities and initiatives, and also about placements and University Results. He stressed about the necessity for the stakeholders being aware about the danger of antisocial elements trying to target the student community towards drug usage. Importance of quality education that is to be possessed by students and the role of parent and teachers in is also mentioned in his address.	Info	Info
04	Exe. Director exposted regarding the reconstitution of PTA and its importance to strengthen academic environment in SNGCE. He had also mentioned about the NSS camp and the financial commitments SNGCE had bared. Also mentioned about the role of parents to reduce the contemporary social violence happening in the society and in campuses.	info	Info
Other Items			
05	5.1 Busses will be entering into campus. 5.2 Student friendly campus is a new policy of SNGCE	info	Info
Discussions			
06	<ul style="list-style-type: none"><li>● It is suggested to organise a Health Camp for the society</li><li>● A suggestion has made to organise an awareness class regarding danger of using drugs and road safety measures.</li><li>● Suggestions were made to inform all PTA Exe Members regarding Official Events of SNGCE</li></ul>		
07	Conclusions		
All members have agreed on the discussions and suggestions of the meeting.			
Next Meeting: July 2018			

*[Handwritten signature]*





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Minutes of Special P.T.A Executive Meeting Organized at 12.30pm on 08/03/2018

- |                         |                    |                      |
|-------------------------|--------------------|----------------------|
| 1. President P.T.A      | -                  | <del>Thimmappa</del> |
| 2. Exe. Director        | -                  | <del>Madh</del>      |
| 3. Principal            | -                  | <del>Dr. e</del>     |
| 4. Vice President P.T.A | -                  |                      |
| 5. Secretary P.T.A      | -                  | <del>Thimmappa</del> |
| 6. Hod MBA              | -                  | <del>Dr. Korse</del> |
| 7. Hod ME               | -                  | <del>Madh</del>      |
| 8. Hod CE               | -                  | <del>Dr. e</del>     |
| 9. Hod EEE              | -                  | <del>Dr. e</del>     |
| 10. Hod ECE             | -                  | <del>Dr. e</del>     |
| 11. Hod CSE             | -                  | <del>Dr. e</del>     |
| 12. Hod NASB            | -                  | <del>Dr. e</del>     |
| 13. Hod SH              | -                  | <del>Dr. e</del>     |
| 14. Hod MCA             | -                  | <del>Dr. e</del>     |
| 15. Hol Meera Prasanna  | Viswanath. P. NASB | <del>Dr. e</del>     |
| 16. George K.C          | Albert George      | <del>Dr. e</del>     |
| 17. Sajeevan T.P        | Vishnu T.S         | <del>Dr. e</del>     |
| 18. Shobu P.K. - CE     | <del>Dr. e</del>   | <del>Dr. e</del>     |
| 19. Reena N.S           | <del>Dr. e</del>   | <del>Dr. e</del>     |
| 20. Vijayan. P          | <del>Dr. e</del>   | <del>Dr. e</del>     |
| 21. So. Sebastian NASB  | <del>Dr. e</del>   | <del>Dr. e</del>     |
| 22. Abdul Nazir. M.A    | Adil. M.A          | <del>Dr. e</del>     |
| 23. Lissy Varghese      | Lissy              | <del>Dr. e</del>     |
| 24.                     |                    |                      |
| 25.                     |                    |                      |





**SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING**  
KADAYIRUPPU, KOLENCHERY, ERNAKULAM DIST., KERALA. PIN 682311.

(Approved by AICTE, New Delhi & Affiliated to the APJ Abdul Kalam University )

Phone: 0484 2597800 (30 lines). Fax: 0484-2762541

PG-Block Seminar Hall



20 July 2018, 2:30 pm

PTA Executive Committee Meeting – Awareness Meeting

It was an awareness meeting called for to interact with PTA Exe. Members by new Principal.

PTA President addressed the gathering with his views and vision about the PTA and College.

Principal Dr. Kemthose P Paul had given a general awareness to the PTA Exe. Committee members. During the meeting he has conveyed his views and policies of a Student Friendly campus in SNGCE. He has expressed few new initiatives which are going to be implemented soon inside the campus such as

1. Teacher Parent Online forums
2. Facility to inform Parents about the day to day absentees details
3. Starting WhatsApp/ Message groups of Group Tutors and also with Parents
4. Motivation talks planned for students

Parents also raised few points of general awareness to be given to students like, risks invited while using motorcycles, giving awareness regarding dark spots of rear-view mirrors of heavy vehicle, importance of healthy social life etc.

The awareness meeting was fruitful and effective.

*R. Anand*





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Minutes of P.T.A Executive  
meeting organised at 2:30 pm, 20-07-2018

1. P.T.A. President - Umm
2. Asst. Dir. Director - Umm
3. Principal - Umm
4. Vice President P.T.A - Umm
5. Secretary P.T.A - Umm
6. HOD MBA -
7. HOD MK - Jayabhar
8. HOD CK - Umm
9. HOD RKK - Umm
10. HOD RCK - Umm
11. HOD GSK - Umm
12. HOD NAB - Umm
13. HOD SH - Umm
14. HOD MCA - Gandhaya. R.





# SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING

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Phone: 0484 2597800 (30 lines).



Minutes of PTA Executive Committee Meeting			
Venue – Conference Hall, Administrative block		Date:	19 sept 2018, 2.30 pm
Members Present - List Attached			
Subject – General			
S.No	Discussions and Decisions	Actions By	Action Date
01	Prayer		
	1.1 The Secretary welcomed members to the meeting. 1.2 Read previous minutes	info	Info
02	Presidential address		
	2.1 President addressed the gathering and also mentioned about the Agenda and role of PTA and the necessity active parent participation in PTA meetings.	Info	Info
03	Principal addressed the gathering with agenda such as the conduct of freshers day. He also explained about the activities done by students for the flood relief areas, He mentioned about the number of placements achieved by students last year and also the pattern of internal examination is explained. He explained about the strike conducted by the students and the way it was resolved. He seeks the possible date to conduct the pta excellence award ceremony	Info	Info
04	President appreciated the students and staff for the work on flood affected areas. and the placement cell for the large number placements. he also shared the the views about the KTU strike	info	Info
Other Items			
05	5.1 messages to parents regarding attendance of their ward. 5.2 campus to corporate interaction to be improved 5.3 congrats to Phd holders 5.4 Quiz competition for school students	info	Info
Discussions			
06	<ul style="list-style-type: none"><li>It is suggested to strengthen the PTA</li><li>A suggestion has made to conduct placement trainings</li><li>Suggestions were made to improve results</li></ul>		
07	Conclusions		
All members have agreed on the discussions and suggestions of the meeting.			



*A. Hlose*  
21.02.19  
PRINCIPAL



Minutes of PTA Executive meeting  
organised at 2:30pm on 19.07.2018

- 1) President P.T.A - ~~Abhinav~~
- 2) Exe. Director - ~~mb~~
- 3) Principal - ~~L-Hon~~
- 4) Vice President P.T.A - ~~Am~~
- 5) Secretary P.T.A - ~~C. Jay~~
- 6) HOD MBA -
- 7) HOD MK - ~~Jayadur~~
- 8) HOD CR - ~~g~~
- 9) HOD EKK - ~~g~~
- 10) HOD RKR - ~~g~~
- 11) HOD CSK - ~~g~~
- 12) HOD NDSB - ~~g~~
- 13) HOD SH - ~~g~~
- 14) HOD MCA - ~~g~~
- 15) Ramakutty. m.B. f/o R. Ananthakrishnam EEE (1st) ~~g~~
- 16) Anilkumar PK f/o H. J. Anilkumar Mechatronics ~~g~~
- 17) K. K. P. S. B. f/o Lakshmi Thambal (convo) ~~g~~
- 18) Vijayan P f/o Anjana Vijaya MS ~~g~~
- 19) Jayakumar. S. f/o Anand. M. J. S3 ~~g~~
- 20) Reena. N. S m/o Sandhya Sajeev MCA ~~g~~
- 21) Surya K. S m/o Suthi Sarthaki C1 ~~g~~
- 22) Sindhu mahanna RSB Hari Mohan ~~g~~
- 23) Elraj Mangalath. Dept. of SHH. ~~g~~
- 24) Vash. T. K. ~~g~~
- 25) shamsuddeen c.p. ~~g~~
- 26) vithumol. k.s. ME yaddaprasad. netb. ~~g~~





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Minutes of PTA Executive Committee Meeting			
Venue – Conference Hall, Administrative block		Date:	22 Feb, 2019, 3.00 pm
Members Present - List Attached			
Subject – General			
S.No	Discussions and Decisions	Actions By	Action Date
01	<b>Prayer</b>		
	1.1 The Secretary welcomed members to the meeting. 1.2 Read previous minutes	info	Info
02	<b>Presidential address</b>		
	2.1 President addressed the gathering and also mentioned about the Nomination of New President and Vice President and role of PTA and the necessity active parent participation in PTA meetings.	Info	Info
03	Principal addressed the gathering with agenda such as the conduct of Arts Festival and KTU techfest conducted this year. He explained about the special situation of almost all Engg Campuses and the scenario of most of the colleges.	Info	Info
04	PTA contribution towards meeting the expenses Arts festival Rs. 100000 is unanimously agreed and sanctioned by the Executive members of PTA Sngce.	info	Info
05	Exe. Director spoke about the defamation spreading across about sngce and the motive behind the people.	info	Info
<b>Nomination of President and Vice President</b>			
06	Sri. K. N. Sukumaran, PTA Working President nominated Sri. Adv. G. Santhosh Kumar as President of PTA, SNGCE and the same is unanimously agreed and ratified. Secondly Sri. Jayakumar was nominated and consentaneously agreed as Vice President of PTA, SNGCE.	info	Info
<b>Other</b>			
07	1. Sngce reviewed the services of seceding President Sri. K. N. Sukumaran and honoured him with a token of gratitude for his valuable efforts and services. 2. It is suggested to strengthen the PTA 3. It is suggested to convey PTA on non working data, if possible.		
08	<b>Conclusions</b>		
All members have agreed on the discussions and suggestions of the meeting.			



*A. Jose*  
11.04.19  
PRINCIPAL



Minutes of P.T.A Executive meeting  
organised at 8:30 pm on 22.02.2019

- 1) President P.T.A - ~~Subramanian~~
- 2) Exe-Director - ~~Subramanian~~
- 3) Principal - K. Hare
- 4) Vice President P.T.A -
- 5) Secretary P.T.A - ~~Subramanian~~
- 6) Joint Secretary P.T.A - ~~Subramanian~~
- 7) HOD MBA ~~Subramanian~~
- 8) HOD MK - ~~Subramanian~~
- 9) HOD CE - ~~Subramanian~~
- 10) HOD K.K.K - ~~Subramanian~~
- 11) HOD K.L.K - Dr. S.P. Narasimhan ~~Subramanian~~
- 12) HOD C.S.K - P. Jayakumar ~~Subramanian~~
- 13) HOD N.A.S.B - Dr. Sunilkumar ~~Subramanian~~
- 14) HOD S.H -
- 15) HOD M.L.A - ~~Subramanian~~
- 16) G. Santhosh Kumar
- 17) HOD M.S
- 18) Jayakumar S.
- 19) Anil Kumar P.K
- 20) Pastor Jose P.T
- 21) M.A.A. NAZAR
- 22) Vijayam . P
- 23) Reena . Jose
- 24) Bindhu mahagan
- 25) Mary Eulho
- 26) BAIJU . K . S
- 27) Shibu . P.T.A - CE
- 28) Baiji A.S
29. Vinod. M.H.
- 30 Reena. N.S





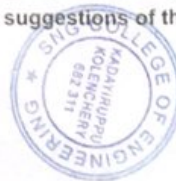
**SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING**  
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Minutes of PTA Executive Committee Meeting			
Venue – Conference Hall, Administrative block		Date:	12 Apr, 2019, 3.00 pm
Members Present - List Attached			
Subject – Student Admissions and Others			
S.No	Discussions and Decisions	Actions By	Action Date
01	Prayer		
	1.1 The Secretary welcomed members to the meeting. 1.2 Read previous minutes	info	Info
02	Presidential address		
	2.1 President addressed the gathering and expressed the agenda of the meeting. Also expressed the necessity of active parent participation in PTA meetings.	Info	Info
03	Principal addressed the gathering with detailed agenda such as the conduct of Student admissions, the special schemes of admissions and and One-to-one consideration possible in the scenario. He expressed the concern about the general situation of almost all Campuses esp. Engg Campuses and the situation of most of the colleges.	Info	Info
04	PTA contribution towards meeting the expenses Arts festival Rs. 100000 is unanimously agreed and ratified by the Executive members of the PTA Sngce.	info	Info
05	Exe. Director spoke about the various new policies and strategies of college with regard to the 2019 admission and also mentioned defamation spreading across about sngce and the motive behind the people.	info	Info
	Discussion		
06	PTA, SNGCE has unanimously agreed to extend their max support to extend the admission activities of the college. .	info	Info
	Other		
07	1. All Kerala higher secondary level Quiz conducted every year by Sep (PRAYAN-19). 2. It is suggested to strengthen the PTA		
08	Conclusions		
All members have agreed on the discussions and suggestions of the meeting.			



*S. Alex*  
PRINCIPAL



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Minutes of PTA Executive Committee  
Meeting Organised at 3.00pm on 12/04/2019

- |                         |   |                          |
|-------------------------|---|--------------------------|
| 1. President PTA        | — | G. Santhosh Kumar        |
| 2. Exe. Director        | — | <del>mm</del> L-Hox      |
| 3. Principal            | — |                          |
| 4. Vice President PTA   | — | Jayakumar S. S. S. S. S. |
| 5. Secretary PTA        | — | <del>mm</del>            |
| 6. Joint. Secretary PTA | — | <del>mm</del>            |
| 7. HOD [MBA]            | — | <del>mm</del>            |
| 8. HOD [ME]             | — | Jayalaxmi                |
| 9. HOD [CE]             | — | to relative              |
| 10. HOD [EEE]           | — | <del>mm</del>            |
| 11. HOD [ECE]           | — | <del>mm</del>            |
| 12. HOD [CSE]           | — | <del>mm</del>            |
| 13. HOD [NASB]          | — | <del>mm</del>            |
| 14. HOD [SH]            | — | <del>mm</del>            |
| 15. HOD [MCA]           | — | <del>mm</del>            |
| 16. Dr. M. P. Suresh    | — | <del>mm</del>            |
| 17. Sindhu Mahanani     | — | <del>mm</del>            |
| 18. Withu Prasad        | — | <del>mm</del>            |
| 19. Vasu. T. K.         | — | <del>mm</del>            |
| 20. Reena. N. S.        | — | <del>mm</del>            |
| 21. Shibu. P. R. - CE   | — | <del>mm</del>            |
| 22. Baiji A. S. MG      | — | <del>mm</del>            |
| 23. Baiju. K. S.        | — | <del>mm</del>            |
| 24. Shankardeep. C. P.  | — | <del>mm</del>            |





**Sree Narayana Gurukulam College of Engineering**  
Kadayiruppu P.O, Kolenchery, Ernakulam dist., Kerala. Pin 682311.

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Phone: 0484-2597800 (30 lines)). Fax: 0484-2762541

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**PTA Executive Committee Meeting**

On FRI, 07 February 2020, 3.00 pm

@ Conference Hall, Main Administrative Block

**Agenda**

Silent Prayer

Welcome – Asst. Prof. Anoopkumar M., PTA Secretary.

Presidential Address: **Sri. Adv. G Santhosh Kumar, PTA President.**

Address by: **Sri K K Karnan, President SNG Trust.**

Address by: **Dr. Kemthose P Paul, Principal.**

Address by: **Sri Adv T A Vijayan, Exe. Director.**

**Student Admissions and Others**

Open Forum:

Vote of Thanks.


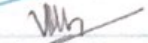
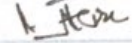






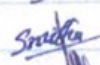

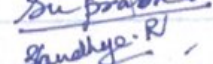

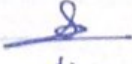

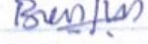
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05

Minutes of PTA Executive Meeting  
Organized at 3.00 pm on 07/02/2020

1. President PTA — 
2. Exe. Director — 
3. Principal — 
4. Secretary PTA — 
  
5. HoD [MBA] — 
6. HoD [ME] — 
7. HoD [CE] — 
8. HoD [EEE] — 
9. HoD [ECE] — 
10. HoD [CSE] — 
11. HoD [NASB] — 
12. HoD [SST] — 
13. HoD [MCA] — 
  
14. Sindhu Mohanan — 
15. Vidhu Prasad — 
16. Biju - K.S — 



## MINUTES OF PTA EXECUTIVE COMMITTEE MEETING

Subject: Academics and other Interaction	Meeting No : 1/2021	
Venue : Seminar Hall (1 <sup>st</sup> floor, A block)	Date : 18/04/2021	Time : 2.00 PM

### Members Present

1. Adv. T A Vijayan, Executive Director
2. Dr. Kemthose P Paul, Principal
3. Adv. G Santhoshkumar, President , PTA
4. Dr. Suprabha T HOD (SH)
5. Prof. Shyju HOD in charge, (L)
6. Dr. Vidya P M, HOD (R)
7. Dr.S Reshmila, HOD (E)
8. Dr. Sunil Kumar P G, DEAN
9. Prof. Jayasree S, HOD (M)
10. Dr. Usha S, HOD (C)
11. Dr. Milna Susan Joseph, HoD(MS)
12. Dr.Sandhya.R, HOD(CA)
13. Dr. Anoopkumar M, Staff Secretary, PTA

### Members Absent

Nil

### Agenda

1. Academic Review and Suggestions
2. General Discussion

	Subject and Decision	Action By	Action Date
1	<p><b>Executive Director Adv. T A Vijayan</b> welcomed all members of the PTA Executive committee to the meeting.</p> <p>As the classes were conducted on line, there is one year gap in the PTA Executive committee meeting.</p> <p><u>Follow up of the action taken and review of the previous minutes:</u></p> <ul style="list-style-type: none"> <li>• Dr. Anoopkumar M, Staff Secretary, PTA read the minutes of the previous meeting.</li> <li>• As per the suggestion in the last meeting, we had concentrated in the area of placement and the result is motivating.</li> </ul> <p><b><u>The minutes of previous meeting is approved by the members in the meeting.</u></b></p>	Info	

*[Handwritten Signature]*






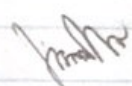


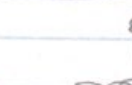

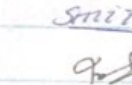
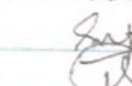
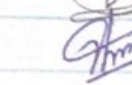
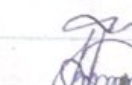
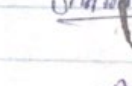
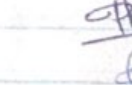







1.	<p><b><u>Academic Review and Suggestions</u></b></p> <ul style="list-style-type: none"> <li>• Due to the COVID 19 pandemic, the classes were conducted in the online mode for the last two semesters. This has a negative impact on students; that is, whatever prerequisite is specified for the courses of the later semesters cannot be fully satisfied by them.</li> <li>• Adv. G Santhoshkumar, President, PTA commented that the group tutors have a major role in mentoring the students by counseling and supporting them to resume their previous state before covid.</li> <li>• Teachers are putting extra effort by giving them crash courses and remedial classes.</li> <li>• Executive committee members present in the meeting appreciated the efforts taken by the management and staff of the institute to develop the students beyond the University curriculum.</li> <li>• They did not have anything to discuss specifically, but all were very much worried about the very lazy and sluggish nature of the students.</li> <li>• HoDs assured that as the new academic year is going to start now, they will surely get adapted to the system imposed by the college.</li> </ul>	Info.	Immediate
2.	<p><b><u>General Discussion</u></b></p> <ul style="list-style-type: none"> <li>• The mobile phone usage has increased among students after this online class.</li> <li>• We, at college will definitely restrict the usage of phones inside the campus, but the management and staff representatives requested the parents to monitor the usage of same during night.</li> <li>• After playing games and all, students are sleeping only at very late nights and the next day morning, they feel very drowsy in class.</li> <li>• Parents assured that they will take care of the same and it will be conveyed to the PTA general body.</li> </ul>	Management, Principal, Staff and parents	Immediate
<p>Small refreshments were arranged for the members of the PTA executive committee. Principal Dr. Kemthose P Paul proposed vote of thanks in the meeting.</p>			
<p><b><u>Meeting was adjourned at 3.30PM.</u></b></p>			

*R. Ahs*



# Minutes of PTA Executive Committee meeting held on 26-09-2022

Present: Kenthose P. Paul P. Thero

- |                                   |   |
|-----------------------------------|---|
| 1. President PTA                  |    |
| 2. Vice President PTA             |    |
| 3. Manager, SNUCE                 |    |
| 4. Secretary, PTA                 |    |
| 5. CEO, SNUCE                     |    |
| 6. Madhu. C. V.                   |   |
| 7. N. C. Krishnan, P.T.A          |  |
| 8. Sivaraman. M.R. PTA            |  |
| 9. Reshmi S. (EEE, HOD)           |  |
| 10. Smitha Suresh (CSE Dept, HOD) |  |
| 11. Dilsha S                      |  |
| 12. Dr. Suprabha T (SH Dept, HOD) |  |
| 13. Prof. Jayashree S. (HOD NCE)  |  |
| 14. Annu Rajan                    |  |
| 15. Avarachan. M.P. PHY. EDN.     |  |
| 16. Shibu. P. L. - EE Dept.       |  |
| 17. Revi A.M. PTA                 |  |
| 18. Rasmia Nil. PTA               |  |
| 19. HARI M.K. PTA                 |  |
| 20. Dr. Sunil Kumar P. HOD NARS   |  |





**SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING**KADAYIRUPPU, KOLENCHERY,  
ERNAKULAM DIST., KERALA. PIN 682311.(Approved by AICTE, New Delhi & Affiliated to the Mahatma Gandhi University, Kottayam)  
Phone: 0484-2764841, 2760887(College). Fax: 0484-2762541**PTA Executive Committee**

Minutes of PTA Executive Committee Meeting			
Venue – Admin Block Conference Hall		Date:	26/9/2022, 11.30 pm
Members Present - List Attached			
Subject – Reconstitution Meeting 2022			
S.No	Discussions and Decisions	Actions By	Action Date
01	<b>Prayer</b>		
	1.1 The Secretary welcomed members to the meeting.	info	Info
02	<b>Presidential address</b>		
	2.1 President addressed the gathering with objective and the status of PTA. He mentioned about the valuable contribution of teachers of SNGCE. Meanwhile he had also mentioned the role of PTA and the necessity for parent participation in PTA meetings.	Info	Info
03	Principal addressed explicated with agenda such as Reconstitution of PTA SNGCE, the contribution of PTA towards TECH FEST, summary of various accreditations and Research level collaboration with KUFOS.	Info	Info
04	CEO Dr Yashodharan expounded by appreciating the outgoing PTA President and also PTA Executive for their valuable service to this organisation. Also added with new initiatives of the college and its training, university collaborations etc.	info	Info
05	<b>Reconstitution of PTA</b>		
	5.1 President Adv. G Santhoshkumar, suggested Mr. Madhu C V as the new Vice President of PTA, SNGCE and the members consentiently elected him as new president of PTA SNGCE with applause.	info	info
	5.2 Whole members list was read and ratified.	info	info
	<b>Other Items</b>		
06	List of new PTA members were read and approved.		
	<b>Discussions</b>		
07	7.1 Open discussions were conducted and a few as listed had raised: 1. Inviting NGO for leadership skill improvements in students 2. Communication skill trainings 3. A little better placement training 4. Implementing planned debates as placement trainings 5. Financial support from PTA to improve placements inside campus 7.2 CEO in his reply opined that language training had already planned and executed by professional bodies inside the campus.	Secretary	Secretary
08	<b>Conclusions</b>		
	Mr. Madhu C V elected as Vice-President. Other Exe. Committee members were also elected and invited to join the initiatives of PTA EC.		
	The meeting was adjourned at 1.00 pm		
Next Meeting: Jan 2023			

Principal  
25/01/23

Minutes of PTA Executive Committee Meeting held on 28/01/2023

1. Principal Dr. Kamthol P Paul H. Hone
2. PTA Vice President Mr. Madhu CV M. Madhu CV
3. Hari M.K PTA Member H. M.K
4. Sivanayan. M.P Sivanayan
5. Deepak P, HOD, ECE D. P
6. PP Binu HOD ME P. Binu
7. Krishnan. N.C K. N.C
8. AVARACHAN. M.P A. M.P
9. Dr. SANDHYA.K, HOD (CA) S. K
10. Dr. Mila Jayal HOD, MAA M. Jayal
11. Dr. Usha.S, HOD (CE) U. S
12. Dr. Smriti Suresh, HOD (SE) S. Suresh
13. Dr. Rushmela S., HOD (EEE) R. S.
14. Dr. Preetha Varghese HOD (SAH) P. Varghese
15. /





**MINUTES OF PTA EXECUTIVE MEETING held on 28.01.2023 at 2:00 pm**

Started with silent prayer.

Secretary welcomed each executive member and briefed about the agenda of discussion.

In the meantime, he pointed out the Student Improvement Programme of SNGCE, NAAC & NBA Accreditations and its activities are also mentioned. Importance of PTA participation was also taken as a concern during his briefing.

PTA Vice President, Mr. Madhu C V delivered his presidential address. In his talk he pointed out the meticulous efforts and the dedication of teachers to train the slow learners. Also extended his support in all respects to make the fame of SNGCE to greater heights.

Principal, Dr. Kemthose P Paul addressed the gathering with the mission of PTA and various activities planned inside the campus for student empowerment. Various activities regarding the NAAC and NBA Accreditation have also been mentioned. In addition to the discussion, it was pointed out an additional charge of Rs 500 to be remitted as additional charge towards the fee for professional training to students and the equal second portion of the fee my management.

MR Avarachan MP, Physical education teacher has explained infrastructure and status of sport facilities and also invited the support of PTA for its betterment.

During the open discussion, it is planned to improve the communication between the Executive Members and improve the participation in the committee meetings.

The meeting adjourned at 3.00 pm.

*H. J. S. C.*

