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# SREE BUDDHA COLLEGE OF ENGINEERING, PATTOOR (Autonomous from AY 2024-2025)



SBCE/ACA/Duty/2023-24/2785

SREE BUDDHA COLLEGE OF ENGINEERING, PATTOOR, ALAPPUZHA

01.08.2023

## ACADEMIC STAFF DUTY SCHEDULE 2023-24

#	Name of the Committee	Coordinator	Contact No.
1.	Governing Body	Dr. K. Ereshkumar (Principal)	7907697944
2.	College Council	Ms. Meenabai (HT & BCT)	9446589673
3.	Academic Council	Ms. Pavitha P P (H.T.)	8075176012
4.	Institute University Interaction Committee	Ms. Jaramin Basloor (ECE)	9447787407
5.	Internal Quality Assurance Cell (IQAC)	Dr. M. S. Senthil Saravanan (ME)	6356282379
6.	Research Council (RC)	Dr. Trijo Tharoyal (ME)	7736766471
7.	Core Development & Transformation Committee	Dr. Ajesh J (AI & ML)	9847688529
8.	Examination Cell	Mr. Arunkumar (CSE)	9995117963
9.	Career Guidance and Placement Cell	Mr. Pradeep Kumar (BS & H)	9444472562
10.	Sports Council	A R Somanathan	9447711430
11.	Value Enhancement Cell	Dr. Ajesh J (AI & ML)	9847688529
12.	NBA Committee	Mr. Jagan S (ME)	9037107433
13.	HC & ARHA ranking committee	Dr. Trijo Tharoyal (ME)	7736766471
14.	Industry Institute Interaction Cell (II-CELL)	Dr. Anil A R (AI&ML)	6238677683
15.	IEDC	Ms. Reji P Mohan (CE)	9995114990
16.	IPR Cell	Dr. J. B. Sajin (ME)	8524844315
17.	NIRF & KIRF committee	Ms. Canaya Tony (CE)	9846836065
18.	ICT Academy Training Committee	Ms. Arya Raj S	8301057696
19.	AISHE & AICTE Documentation Committee	Dr. Anil A R (AI&ML)	6238677683
20.	Student Affairs Council	Dr. Vinod V P (EEE)	9048260779
21.	Admission Committee	Ms. Supriya L P (CSE)	9496953614
22.	Parent Teachers Association (PTA)	Ms. T.R. Sanjeeta (ECE)	9656989577
23.	Media & Website committee	Mr. Socra J S (CE)	9496325024
24.	Continuing Education Cell	Mr. Sreekumar E N (ME)	9447781269
25.	Time table committee	Mr. Hanikrishnan G (ME)	9496992393
26.	Newsletter committee	Mr. Dhanunath R (CSE)	7907191207
27.	Bus Conveyance Committee	Ms. Shobly Joseph (PRO)	9446018371
28.	Canteen & food safety committee	Mr. Arunkumar (CSE)	9995117963
29.	ASAP committee	Mr. Kalesh K.K (ME)	9496118281
30.	NPTEL-SWAYAM committee	Mr. Anantho Vijayakumar (EEE)	9495314374
31.	ISTE committee	Mr. Rathoesh R (ME)	9447788028
32.	IE (I) committee	Mr. Unnikrishnan. S (CE)	9947600545
33.	SC/ST Committee	Ms. Minu Lalitha Madhavu (CSE)	9495033964
34.	Gender Justice Forum	Ms. Smitia N K (BS&H)	9495507567
35.	Green Protocol Implementation Committee	Mr. Amith T R (ME)	9809374335
36.	Project Monitoring Committee	Ms. Shammansol G K (BT & BCE)	9544016387
37.	Executive Committee for NSS Cell	Mr. Amith T R (ME)	9809374335
38.	Anti-Ragging/Discipline Committee	Dr. Anil A R (AI&ML)	6238677683
39.	Student Grievance Redressal Committee	Dr. Vinod V P (EEE)	9048260779
40.	Library Committee	Ms. Disha S (Library)	9947450231
41.	Women's forum	Ms. Meenabai (HT & BCT)	9446589673
42.	Ethics Committee	Ms. Ambika Sekhar (ECE)	9446204252
43.	Executive Committee of Alumni Association	Mr. Prasaath V (ME)	9497377660
44.	Hostel Committee	Dr. Anandh Jeba S V (CSE)	9487274466
45.	Teaching Department Association	Dr. M. S. Senthil Saravanan (ME)	6356282379
46.	Internal Complaint Committee	Dr. J. B. Sajin (ME)	8524844315
47.	Faculty Selection Committee	Dr. Saji Varghese (Vice Principal)	8606398371
48.	Extra Curricular Activities Committee	Ms. Raji Sankar (BS & H)	9605447389
49.	Institution Amenities & Maintenance Cell	Mr. Sreekanth E N (ME)	9447781269
50.	Grievance Redressal Cell (U. U. & Staff)	Dr. Gouri Anthejanam (CE)	9446112617
51.	Senior Professor Selection Committee	Dr. Saji Varghese (Vice Principal)	8606398371
52.	Planning & Monitoring Committee	Ms. Pavitha P P (ECE)	8075176012

Principal



SREE BUDDHA COLLEGE OF ENGINEERING PATTOOR PO. PATTOOR ALAPPUZHA DISTRICT



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**SREE BUDDHA COLLEGE OF ENGINEERING, PATTOOR**  
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# **SC / ST COMMITTEE**

## **Criterion 6**

### **6.1 Institutional Vision and Leadership**



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**SREE BUDDHA COLLEGE OF ENGINEERING, PATTOOR**  
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**MINUTES OF THE SC/ST CELL MEETING HELD ON 15<sup>th</sup> OCTOBER 2022**  
**AT 12.40 PM**

**Venue: Principal Cabin**

**AGENDA OF THE MEETING:**

1. To discuss the total count of students who availed the scholarship under various schemes.
2. To discuss the amount of scholarship sanctioned for each student.
3. Any other point raised by any member with permission of chair.

Sl.no	Name of the Committee members	Designation	Sign
1.	Dr K.Krishnakumar	Principal	
2.	Prof Minu Lalitha Madhav	Asst. Professor, CS Department	
3.	Prof.Ambika Sekhar	Asst. Professor, ECE Department	
4.	Prof Rakhi Rajeev	Ass. Professor, BS Department	
5.	Miss Sreenandha T.P	Student	
6.	Ms. Vineetha Prasad	Scholarship Section, Office	

**MINUTES**

- List of students who availed the scholarship during 2022-23 is collected
- The amount received for each student is also noted.
- Students were advised to take part in different clubs and study effectively

The meeting came to an end by 1:20 pm.

Principal

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SREE BUDDHA COLLEGE OF ENGINEERING

SC/ST/OEC CELL

**MINUTES OF MEETING**

Date:07/11/2023

Venue: CS Seminar Hall

Time: 1 PM

Members Present

Prof. Minu Lalitha Madhavu

Prof. Ambika Sekhar

Prof. Rakhi Rajeev

Agenda

- E-Grant
- Academic Performance evaluation

Points Discussed

Students were advised to submit E-Grant details to the college office in the right time.

Academic performance of the students were enquired.

Importance clearing back papers were informed to the students

General enquiry on any difficulties in the academics were asked to the students

Decision Taken

Respective class advisors of the students are to be informed through HoDs to monitor the academic performance.

Meeting came to an end at 1.30PM

  
PRINCIPAL

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## M E E T I N G M I N U T E S

Date: 23/08/23

Time: 2.00 PM

Venue: Principal Chambers

### Members Present

S.No.	Name	Designation	Signature
1.	Dr. K. Krishna Kumar	Chairperson	[Signature]
2.	Dr. Saji Varghese	Co-Chairperson	[Signature]
3.	Ms. Minu Lalitha Madhavu	Secretary	[Signature]
4.	Ms. Ambika Sekhar	Member	[Signature]
5.	Ms. Rakhi Rajeev	Member	[Signature]
6.	Ms. Sreenandha TP	SYFI	[Signature]

### Agenda

- General awareness of various Scholarships and E-Grants.
- Arrangement of a student meeting including all the students belonging to the category of SC/ST, OBC, OBC(H).
- \* Monitoring of academic performance.



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# GRIEVANCE REDRESSAL CELL

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**SBCE- Grievance Redressal Cell (Faculty & Staff)**

**MEETING MINUTES-2**



**MEETING DETAILS:**

Meeting	SBCE grievance Redressal Cell(faculty& Staff)	Date	Friday, 28/2/2024
Chairperson	Dr. K. Krishnakumar, Principal	Venue	SBCE Principal's Chamber
Time	11am	Adjourned:	11:30am
Reference		MoM Approved by	Principal

**ATTENDANCE:**

Attendees				
S. No.	Name	designation	Position	signature
1	Dr. K. Krishnakumar	Principal, SBCE	Chairperson	
2	Dr. Saji Varghese	Vice principal	Secretary	
3	Dr. Gouri Antherjanam	HoD,Civil Engineering Dept	Coordinator	
4	Prof.Anilkumar A.V	HoD, Mechanical Engineering Dept	Member	
5	Ms.Chitra P Balakrishnan	Lab instructor, EEE Dept	Member	
6	Nominee of KTU	Not yet received, request send	Member	

**DISCUSSION:**

Third meeting of the grievance Redressal Cell (faculty & Staff) was held on 28/2/2024 at 11:00 am in Principal's chamber. The meeting was started with a silent prayer. The Principal welcomed all the members. The following matters were discussed about some general matters. As no specific grievance documents were received, meeting adjourned without any discussion at 11.30 am.

*Action Taken*

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**SBCE- Grievance Redressal Cell (Faculty & Staff)**

**MEETING MINUTES-2**

**MEETING DETAILS:**

Meeting	SBCE grievance Redressal Cell (faculty & Staff)	Date	Friday, 13/12/2023
Chairperson	Dr. K. Krishnakumar, Principal	Venue	SBCE Principal's Chamber
Time	11am	Adjourned:	11:30am
Reference		MoM Approved by	Principal

**ATTENDANCE:**

Attendees			Position	signature
S. No.	Name			
1	Dr. K. Krishnakumar	Principal, SBCE	Chairperson	
2	Dr. Saji Varghese	Vice principal	Secretary	
3	Dr. Gouri Antherjanam	HoD, Civil Engineering Dept	Coordinator	
4	Prof. Anilkumar A.V	HoD, Mechanical Engineering Dept	Member	
5	Ms. Chitra P Balakrishnan	Lab instructor, EEE Dept	Member	
6	Nominee of KTU	Not yet received, request send	Member	

**DISCUSSION:**

Second meeting of the grievance Redressal Cell (faculty & Staff) was held on 13/12/2023 at 11:00 am in the Principal's chamber. The meeting was started with a silent prayer. The Principal welcomed all the members. The forum discussed about some general matters. As no specific grievance documents were received, meeting adjourned without any discussion at 11.30 am.

*Action taken*





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**SBCE- Grievance Redressal Cell (Faculty & Staff)**

**MEETING MINUTES-1**

**MEETING DETAILS:**

Meeting	SBCE grievance Redressal Cell(faculty & Staff)	Date	Friday, 18/08/2023
Chairperson	Dr. K. Krishnakumar, Principal	Venue	SBCE Principal's Chamber
Time	Commencement: 11am	Adjourned:	11.45am
Reference		MoM Approved by	Principal

**ATTENDANCE:**

Attendees			Position	signature
S. No.	Name			
1	Dr. K. Krishnakumar	Principal, SBCE	Chairperson	
2	Dr. Saji Varghese	Vice principal	Secretary	
3	Dr. Gouri Antherjanam	HoD,Civil Engineering Dept	Coordinator	
4	Prof.Anilkumar A.V	HoD, Mechanical Engineering Dept	Member	
5	Ms.Chitra P balakrishnan	Lab Instructor, EEE Dept	Member	
6	Nominee of KTU	Not yet received, request send	Member	

**DISCUSSION:**

First meeting of the grievance Redressal Cell (faculty & Staff) was held on 18/08/2023 at 11 am in Principal's chamber. All members except Nominee from KTU were present. The meeting was started with a silent prayer. The Principal welcomed all the member and the following matters were conveyed and discussed.

1. Grievances if any, submitted to the committee by the concerned person in written form in any format will be documented and proper action will be taken after placing before the committee
  2. Frequency of the meeting fixed as once in a semester.
- Meeting adjourned at 11.45 am

Next meeting fixed on 13-12-2023

Action Taken

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# **INTERNAL COMPLIANCE CELL**

**Criterion 6**

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Date - 9/1/24

The meeting for the month of January was conducted on 9/1/24 at 11 am in Principa chamber. No complaints were filed as per th inquiry to the members. The common offices of committee were discussed. The meeting was conclu at 11:30 am. The participants were

1. Dr. k. Krishna Kumar, Principal -

2. Dr. Saji Varghese, Vice Principal -

3. Sindhu V, EEE -

4. Dr. J.B. Saji, ME -

5. Ms. Minu Lalitha Madhav, AI -

6. Ms. T.R. Sangeetha, ECE -

7. Ms. Vidya V., ME -

8. Mr. Sholly Joseph, PRO -

*[Handwritten signatures and initials next to the list of participants]*

## Criterion 6

### 6.1 Institutional Vision and Leadership


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Date - 8/12/23

The meeting for the month <sup>of</sup> December, was conducted on 8/12/23 at 10:30 am. in Principal chamber. Members were inquired about any complaints raised by any. No complaints were filed. Discussed about common affairs of the committee. The meeting was concluded at 11:30 am. The participants were

1. Dr. K. Krishna Kumar, Principal
2. Dr. Saji Varghese, Vice Principal
3. Hs. Sindhu V, EEE
4. Dr. J.B. Sajin, ME
5. Ms. Minu Lalitha Madhav, AI
6. Ms. T.R. Sangeetha ECE
7. Hs. Vidya V, ME
8. Ms. Sholly Joseph, PRO

The mail ids of the ~~part~~ <sup>Members</sup> are as

1. Hs. Sindhu V - ce.sindhuv@sbce mail.in
2. Dr. J.B. Sajin - mechanicalsajin@gmail.com
3. Hs. Minu Lalitha Madhav - minulalitha@gmail.com
4. Ms. T.R. Sangeetha - ec.sangeeta@sbkemail.in
5. Ms. Vidya V. -  me.vidyav@sbce mail.in
6. Hs. Sholly Joseph - shollygeo12@yahoo.com

**Criterion 6****6.1 Institutional Vision and Leadership**

**SREE BUDDHA COLLEGE OF ENGINEERING, PATTOOR**  
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Date - 10/11/23

The second meeting of the committee was held on 10/11/23 at Principal's Chamber. Phone numbers of all the members were collected to contact to inquire periodically about whether any complaints are filed. Discussed the common affairs under the committee. As no cases are filed, it was not required to take any action. The meeting was concluded at 11 am. The participants were

1. Dr. K. Krishna Kumar, Principal -
2. Dr. Saji Varghese Vice Principal -
3. Sindhu V, EEE -
4. Dr. J.B. Sajin ME -
5. Ms. Minu Lalitha Madhav, AI -
6. Ms. T.R. Sangeetha ECE -
7. Ms. Vidya V, ME -
8. Ms. Sholly Joseph, PRO -

Phone numbers

1. Sindhu V - 9544412161
2. Dr. J.B. Sajin - 8524844315
3. Ms. Minu Lalitha Madhav - 9495033964
4. Ms. T.R. Sangeetha - 9656989577
5. Ms. Vidya V - 9446754191
6. Ms. Sholly Joseph - 9446014317

**Criterion 6****6.1 Institutional Vision and Leadership**



Date - 3/10/23

The first meeting of ICC was held in Principals chamber on 3rd October at 2 pm. The meeting was presided by Principal Dr. K. Krishna Kumar. Dr. Saji Varghese chaired the occasion.

The meeting discussed the objectives of the committee, who can approach for solving the complaint, related to harassment, what are the possible actions that can be taken, what to do if harassed and institution's policy against sexual and gender based harassment.

The meeting was concluded at 2:30 pm

Members Present were.

1. Sindhu V EEE *Sindhu V*
2. Minu Lalitha Madhav AI *Minu*
3. T.R. Sangeetha ECE *T.R.*
4. Vidya V, ME *Vidya*
5. Sholly Joseph, PRO. *Sholly Joseph*
6. Dr. J.B. SAIN *J.B. Sain*

Principal

Dr. K. Krishna Kumar *K. Krishna Kumar*

Vice Principal

Dr. Saji Varghese *Saji Varghese*

## Criterion 6

**SREE BUDDHA COLLEGE OF ENGINEERING, PATTOOR**  
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Order No. SBCE/ICC/2742/23-24  
Date - 25/07/23

Subject - Internal Complaint committee constituted -  
orders issued.

The Internal Complaint Committee of SREE BUDDHA COLLEGE OF ENGINEERING is constituted with the following members. They are directed to administer the activities of the committee for the academic year 2023-2024 as per the norms of the APJAKTU rules and regulations.

- Dr. K. Krishna Kumar, Principal - Presiding Officer
- Dr. Saji Varghese, Vice Principal - Chairperson
- Sindhu V, EEE - Convener
- Dr. J. B. Sajin ME - Member
- Ms. Minu Lalitha Madhav, AI - "
- Ms. T. R. Sangeetha, ECE - "
- Ms. Vidya V. ME - Member
- Ms. Sholly Joseph, PRO - Member.

K. Krishna Kumar -

Saji Varghese -

Sindhu V -

J. B. Sajin -

Minu Lalitha Madhav -

T. R. Sangeetha, +

Vidya V. -

Sholly Joseph -

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**SREE BUDDHA COLLEGE OF ENGINEERING, PATTOOR**  
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# **ANTI RAGGING COMMITTEE**

**Criterion 6**

**6.1 Institutional Vision and Leadership**



**SREE BUDDHA COLLEGE OF ENGINEERING, PATTOOR**  
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## Meeting minutes - 1

Date: 22/8/23

Venue: Principle's office

Agenda: \* Anti-Ragging / Discipline Committee / Anti-Ragging squad meeting for the efficient implementation.

\* Prevent ragging &amp; maintain discipline in the campus.

Chairperson: Dr. K. Krishnakumal - Principal

Co-chair-person: Dr. Saji Varghese - Vice Principal

Co-ordinator: Dr. Anil A.R. - HoD (AI&amp;ML)

Members Present:

Prof. Dr. Anilkumal A.V (ME)

Ms. Jasmin Basheer (ECE)

Dr. Gowri Anthejanam (CE)

Dr. Vinod V.P. (EEE)

Prof. Meera Bai. S. (BT)

Prof. Pradeep Kumar (BS)

Prof. A.R. Sumanth (PD)

Mr. Dhany Sreedharan (CSE)

Ms. Abhishek Pothan (EEE)

Dr. Ajesh F (AI&amp;ML)

Dr. Anil John SV (CS)

Dr. Trijo Tharayil (ME)

Prof. Pavithra P.P (EC)

Dr. M.S. Senthil Sankaran (ME)

Dr. Gowri Anthejanam

Points discussed

- \* online registration of students, to be ensured by advisors
- \* Coordinators to monitor the anti-ragging squad



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duties by faculty members.

- \* Faculties travelling in college bus have to monitor students to prevent ragging.
- \* Advisors and HoDs to address S<sub>3</sub> and S<sub>5</sub> students to remind them of their ragging issues.



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**SREE BUDDHA COLLEGE OF ENGINEERING, PATTOOR, ALAPPUZHA**

**Anti-ragging Squad Committee Meeting Minutes**

Venue: Principal room

Date & Time :05/12/2022, 11: AM

Members Present: -

1. Dr K Krishnakumar, Principal
2. Dr Anil A R, HoDCSE(AI & ML), Coordinator
3. Prof. Meera bai, (Ho D)BT Department
4. Prof. Pavitha P.P (HoD), EC Department
5. Dr. Vinod V P (HoD), EEE Department
6. Dr. Senthil Saravanan, ME Department
7. Dr. Gouri Antherjanam (HoD), CE Department.
8. Dr. Annlin Jeba S.V, (HoD)CSE Department
9. Prof. Pradeep Kumar R (HoD) BS Department
10. Prof. Ambika Sekhar, EC Department
11. Prof. Anilkumar A.V ME Department
12. Prof.Raji Shanker BS Department

**Agenda**

1. Effectiveness of the anti-ragging squad system in the campus
2. Any major issues find in the campus by the antiaging squad
3. Any difficulties for implementing the anti-ragging squad system

**Proceedings:**

The Anti-ragging Squad Committee meeting commenced at 11:00 AM with Dr. K. Krishnakumar, the Principal, chairing the session. The chairperson welcomed all the members and expressed gratitude for their presence.

**Effectiveness of the anti-ragging squad system in the campus:**

The committee discussed the effectiveness of the existing anti-ragging squad system in the campus. Members shared their observations and experiences regarding the squad's activities. It was generally agreed that the squad has been successful in preventing and addressing ragging incidents. However, the committee recognized the need for continuous evaluation and improvement to enhance the squad's effectiveness further.



**Identification of major issues by the anti-ragging squad:**

The committee members reported any major issues identified by the anti-ragging squad during their monitoring and surveillance activities. Several instances of minor ragging incidents were highlighted, which were promptly addressed by the squad. The committee acknowledged the importance of maintaining a vigilant approach and promptly addressing any instances of ragging to ensure a safe and inclusive environment for all students.

**Difficulties faced in implementing the anti-ragging squad system:**

The committee discussed any difficulties or challenges faced in implementing the anti-ragging squad system. Some of the challenges identified included limited resources, coordination issues, and the need for better communication channels. It was agreed that these challenges would be addressed by providing necessary resources, conducting regular training sessions, and improving communication among the squad members and other stakeholders.

**Conclusion:**

In conclusion, the Anti-ragging Squad Committee meeting discussed the effectiveness of the anti-ragging squad system, identified major issues, and addressed difficulties in its implementation. The committee members expressed their commitment to continuously improving the squad's effectiveness and ensuring a ragging-free campus environment. The meeting was adjourned with a vote of thanks to all the members for their active participation.

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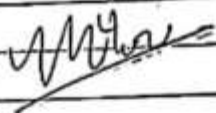
## Meeting Minutes - 1

Date: 28/09/22


Venue: NAAC room

Agenda: Initial meeting for surveillance

Chairman:

Dr. K. Krishnakumar - Principal. 

Convenor

Mr. Anil Kumar AV - Associate professor (ME) 

Members Present

Dr. Gouri Amthekar

(CE) 

Dr. Saji Vaighese

(ME) 

Dr. Anil Jaba

(CSE) 


Dr. Vinod VP

(EEE) 

Dr. Anil A-R

(CAD) 

Ms. Meera Bai

(BT & BCE, FT) 

Ms. Pavitha PP

(ECE) 

Ms. Jainini Basher

(ECE) 

Mr. Aravind Sreekumar

S7 CE 

Ms. Anuja S Kumar

S7 EC 

Mr. Muhammed Aja

S5 ME 

Ms. Surabhi S Kumar

S5 CS 

Ms. Gauri Mohan

S3 BT 

Mr. Srechari S

S3 A&ML 

## Criterion 6

## 6.1 Institutional Vision and Leadership



## SREE BUDDHA COLLEGE OF ENGINEERING, PATTOOR (Autonomous from AY 2024-2025)

The first committee was held and every member were given a stage to express their views. The following points were discussed.

- To set up more surveillance cameras
- Arrange warden duty for staff members
- Giving a briefing in each class about ragging & associated activities and their consequences.

The decisions made are:-

- To set up surveillance camera
- Assign warden duty
- Briefings in class

### ACTIONS TAKEN

- Cameras were set up
- Warden duty assigned to faculties and staffs
- Briefing in class by advisors
- Surveillance in all buses by faculties travelling in the bus.