

**SREE NARAYANA GURUKULAM COLLEGE OF
ENGINEERING, KADAYIRUPPU**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #2
2019-2020**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No.SNGCE/AD/B-3/FL003/2019-20

1/10/2019

Notice – Internal Quality Assurance Cell (IQAC)

The quarterly meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 03/10/2019, 1.15 pm at Board Room. The meeting will be chaired by Principal.

Agenda:

- Formation of IQAC as per KTU guidelines
- Scheduling of Internal audit
- OBE based Question paper format



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Copy to:


1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Satheesh Babu, Coordinator
3. Circulate among IQAC members
4. File

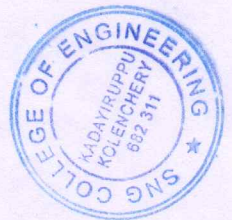
Internal Quality Assurance Cell (IQAC)

Agenda for the Meeting on 03 Oct 19

1. Formation of IQAC as per KTU guidelines
2. Function of IQAC
3. Formation of Department Advisory Committee
4. Outcome Based Education – Modification of question papers with Knowledge Level and Course objectives
5. Scheduling of Internal Audit
6. Check List for audit of Department and Administration Office


01/10/19
Dr Satheesh Babu
HoD NASB
IQAC Coordinator
SNGCE


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College of Engineering
Kadayiruppu, Kolenchery-682 311



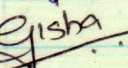
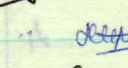
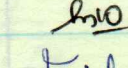
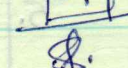
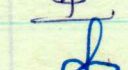
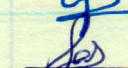
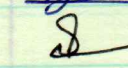





minutes?
A/T response

DATE: 03-10-2019

Time: 1.15 PM 35

IAC Meeting - 17

Name	Dept.	Designation	Signature
1. Kemthosa P. Paul		Principal	
2. Dr Sathesh Babu	NASB	HOD NASB	
3. Reji P.R	MS & A	IAC Co-ordinator	
4. Gisha G.R	SH		
5. Deepthi V.S	SGH	IAC Dept. Co-ordinator	
6. Smitha K S	MCA	IAC Dept. Co-ordinator	
7. LIJO JOSEPH	NASB	IAC Dept. Co-ordinator	
8. Silpa Muraliraj	CSE	IAC Dept. Co-ordinator	
9. Teena Mathew	CE	IAC Dept. Co-ordinator	
10. Saritha Sathyan	EEE	IAC Dept. Co-ordinator	
11. Ranju S. Kaethe	ECE	IAC Dept. Co-ordinator	
12. B. Sibin	ME	IAC Dept. Co-ordinator	




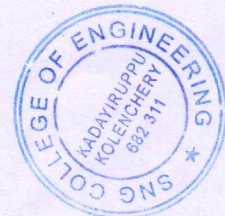


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MINUTES OF IQAC Meeting

Subject: First Meeting	Meeting No :1/2019	
Venue :Board Room	Date :03/10/2019	Time :1.00 pm
Members Present		
<ol style="list-style-type: none"> 1. Dr. Kemthose P Paul, Principal & Chairperson 2. Dr. SatheeshBabu P.K, HoD NASB- Coordinator 3. Ms. SarithaSathyan- EEE 4. Ms. SilpaMuraliraj - CSE 5. Ms. Jeena Mathew – CE 6. Ms. Renju S. KARtha – ECE 	<ol style="list-style-type: none"> 7. Mr. Sibin B – ME 8. Ms. Deepthi V.S – S&H 9. Mr. Lijo Joseph – NASB 10. Ms. Reji P.R – MS 11. Ms. Smitha K.S – CA 12. Ms.Gisha G.R –S&H 	
Members Absent		
Representatives from Management and Alumni		
Agenda		
<ol style="list-style-type: none"> 1. Formation of IQAC as per KTU guidelines 2. Function of IQAC. 3. Formation of Department Advisory Committee 4. Outcome based Education- Modification of question paper with knowledge level and course objectives. 5. Scheduling of internal Audit 6. Check List for audit of Department and Administration office. 		
1	Subject and Decision	Action By
1	The meeting started with a silent prayer. Principal welcomed committee members to the meeting.	Action Date
2	Formation of IQAC as per KTU guidelines <ul style="list-style-type: none"> • Principal discussed about the formation of IQAC at SNGCE and its responsibilities. • IQAC coordinator discussed the goals, benefits of IQAC and the submission of reports of IQAC, as per the KTU audit manual. 	
3	Function of IQAC <ul style="list-style-type: none"> • The functions of IQAC were explained to the committee members. 	



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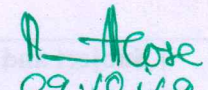


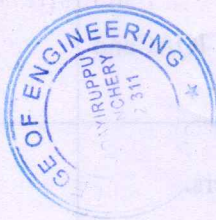
4	Formation of Department Advisory Committee <ul style="list-style-type: none"> The committee has decided to constitute a Department Advisory committee for each and every department 	Dept. Members	15.10.19
5	Outcome based Education <ul style="list-style-type: none"> Details of OBE were discussed and it was decided to implement the same from the batch joined in 2019. Every first year teaching faculty must prepare the internal question paper as per KTU guidelines based on knowledge level and course objectives, specified in the syllabus. 	All First year faculty	15.10.19
6	Scheduling of internal Audit <ul style="list-style-type: none"> The committee has decided to conduct an internal audit as per the schedule promulgated by KTU. Also auditors for every department were finalized. 		14, 15 Oct 2019.
7	Check List for audit of Department and Administration office. <ul style="list-style-type: none"> IQAC coordinator has discussed the list of items to be checked during the internal audit according to the KTU Audit manual. 		


Dr. Satheesh Babu P.K, IQAC Coordinator concluded the meeting by expressing the gratitude towards all the members for their active participation, valuable guidance and support.

The meeting was adjourned at 2 PM.


 Dr. Satheesh Babu P.K (H.O.D NASB)
 (IQAC Coordinator)


 09.10.19
 PRINCIPAL




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ACTION TAKEN REPORT

Based on meeting held on 03/10/2019

- Schedule of internal audit is prepared and circulated.
- Question paper format was circulated


IQAC Coordinator


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