

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

# **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the Meeting #3  
2019-2020**

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

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

04/10/2019

**Notice – Internal Quality Assurance Cell (IQAC)**

The quarterly meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 06/10/2019, 2.00 pm at Board Room. The meeting will be chaired by Principal.

Agenda:

- Internal e-audit
- External Audit
- Indirect survey

  
PRINCIPAL



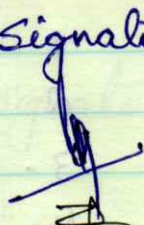

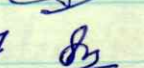

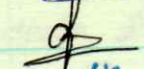


Copy to:

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

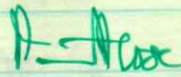
DATE : 06/10/19

TIME 2-PM 37

IQAC Meeting (No 17)

Name	Dept	Designation	Signature
1.			
2. Dr Sathesh Babu PK	NASB	HOD	
3. Anoopkumar. M	MCA	Asst. Prof	
4. GILSHA. G.R.	SIT	Asst. Prof	
5. Swapna Sasikumar	CSE	Computer Programmer	
6. Saritha Satyan	EEG	Assoc. Prof.	
7. Jena Mathew	CE	Asst. Professor	
8. B. Sibir	ME	Asst. Professor	





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

## MINUTES OF IAC QUARTERLY MEETING

Subject: Quarterly Meeting	Meeting No:3/2019	
Venue : Seminar Hall	Date:06/10/2019	Time :2.00pm

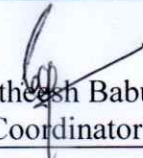
### Members Present

<ol style="list-style-type: none"> <li>1. Dr. Satheesh Babu -NASB, IAC Coordinator</li> <li>2. Ms Saritha Sathyan – EEE</li> <li>3. Ms Swapna Sasikumar – CSE</li> <li>4. Ms Jeena Mathew– CE</li> </ol>	<ol style="list-style-type: none"> <li>5. Mr. Sibin B, ME</li> <li>6. Ms Gisha G R - S&amp;H</li> <li>7. Mr. Anoopkumar M – CA</li> </ol>
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### Agenda:

1. External audit
2. Indirect Survey

	Subject	Action By	Action Date
1	Dr. Satheesh Babu -NASB, IAC Coordinator welcomed IAC members to the meeting.		
2	The readiness for external audit was reviewed.	Dept.coordinators	Immediate
3	A circular for schedule of external audit was conveyed.		
4	Next internal audit is scheduled from 06 December 2019.	Internal Auditors	
5	The procedure for taking indirect survey from students for outcome measurement was discussed.	IAC coordinator	
6	Dr Satheesh Babu concluded the meeting by expressing the gratitude towards all the members.		

  
 Dr. Satheesh Babu  
 ( IAC Coordinator)


  
 Dr. Kemthose P Paul  
 PRINCIPAL



## ACTION TAKEN REPORT

Based on meeting held on 06/10/2019

- A circular for schedule of external audit was circulated.
- Schedule of internal audit is prepared and circulated.
- Procedure for taking indirect survey from students for outcome measurement was Conveyed.

  
IQAC Coordinator

  
PRINCIPAL

