

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

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

**Minutes of the Meeting #1  
2020-2021**

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

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

27/05/2020

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

The quarterly meeting of internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 01/06/2020, 1.00 pm through online.

All members are requested to be present in the meeting.

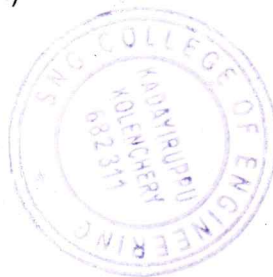


**PRINCIPAL**

1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Satheesh Babu P.K, HoD – NASB- Coordinator

Faculty Members:-

1. Ms. Reji P.R., Asst. Prof. (MS)
2. Ms. Saritha Sathyan, Assoc. Prof. (EE)
3. Ms. Nimmi M.K., Asst. Prof. (CSE)
4. Ms. Deepthy V.S, Asst. Prof. (S&H)
5. Ms. Smitha K.S., Asst. Prof. (CA)
6. Ms. Jeena Mathew, Asst. Prof. (CE)
7. Mr. Sibin B, Asst. Prof. (ME)
8. Ms. Renju S. Kartha, Asst. Prof. (EC)
9. Mr. Lijo Joseph, Asst. Prof. (SB)
10. Ms. Gisha G.R, Asst. Prof. (S&H)



# Sree Narayana Gurukulam College of Engineering, Kadayiruppu

## IQAC Meeting

Date :01/06/2020

Time 3.00pm

### Members Present:

1. Dr. Kemthose P Paul, Principal - Sd/-
2. Dr. Sathesh Babu -NASB, IQAC Coordinator - Sd/-
3. Ms Saritha Sathyan – EEE - Sd/-
4. Ms. Deepthi V S– SH - Sd/-
5. Ms. Jeena Mathew- CE - Sd/-
6. Prof Jayasree S –HoD, ME - Sd/-
7. Ms Gisha G R - S&H - Sd/-
8. Ms Reji P R – MS - Sd/-
9. Ms Smitha K S – CA - Sd/-



*A. J. J.*

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



## MINUTES OF IQAC QUARTERLY MEETING

Subject: Quarterly Meeting	Meeting No:2/2020	Mode : Online
Platform : Google Meet	Date:01/06/2020	Time :3.00pm

### Members Present

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Dr. Kemthose P Paul, Principal</li> <li>2. Dr. Satheesh Babu -NASB, IQAC Coordinator</li> <li>3. Ms Saritha Sathyan – EEE</li> <li>4. Ms. Deepthi V S - SH</li> </ol> | <ol style="list-style-type: none"> <li>5. Ms. Jeena Mathew- CE</li> <li>6. Prof Jayasree S –HoD, ME</li> <li>7. MsGisha G R - S&amp;H</li> <li>8. Ms Reji P R – MS</li> <li>9. Ms Smitha K S - CA</li> </ol> |
|---|--|

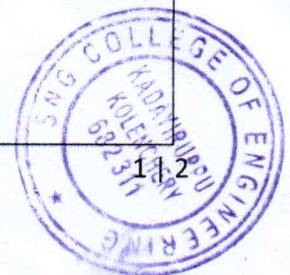
### Agenda:


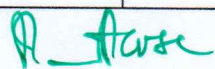
1. Online Cass
2. E - Audit

	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Dr. Kemthose P Paul, Principal welcomed IQAC members to the meeting.		
2	<p><b>Points discussed:</b></p> <ul style="list-style-type: none"> <li>• As we all of us aware, the regular classes in offline mode is suspended all of a sudden due to COVID -19 pandemic by the Govt.</li> <li>• IQAC has decided to direct all members of faculty to switch to online mode by creating google classroom for the courses they handle.</li> <li>• Students can access and join the class room once they are given permission.</li> <li>• All the presentation, lecture notes, assignments etc. can be shared and evaluated through the classroom without diluting the teaching – learning process.</li> <li>• The above decision is to be implemented with immediate effect.</li> </ul>	Dept.coordinators	Immediate

*A. Madan*

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	<p>HoDshave to ensure that the online classes are conducting properly and attendance is taking correctly.</p> <p>HoDshave to ensure that the students are attending the classes and faculty is following the schedule of online classes.</p>	HoDs	Immediate
3	Dr Satheesh Babu concluded the meeting by expressing the gratitude towards all the members .		
<p> Dr. Satheesh Babu (IQAC Coordinator)</p>		<p> Dr. Kemthose P Paul PRINCIPAL</p>	

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Kollam, Kerala





## ACTION TAKEN REPORT

Based on meeting held on 01/06/2020

- All faculty members were directed to create google class room for the courses they handle and to switch the classes to online mode.
- HoDs were entrusted to ensure that the online classes are conducting properly and attendance is taking correctly.
- HoDs were entrusted to ensure that the students are attending the classes and faculty is following the schedule of online classes.

IQAC Coordinator

PRINCIPAL



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