

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #3
2020-2021**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

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

04/02/2021

Notice- Internal Quality Assurance Cell (IQAC)

The quarterly meeting of internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 08/02/2021, 2.00 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 : 08/02/2020

Time 2.00pm

Members Present:

- | | |
|--|--------|
| 1. Dr. Kemthose P Paul, Principal | - Sd/- |
| 2. Dr. Satheesh 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. Mr. Rajeshkumar R, ME | - Sd/- |
| 7. Ms Gisha G R - S&H | - Sd/- |
| 8. Ms Reji P R – MS | - Sd/- |
| 9. Ms Smitha K S – CA | - Sd/- |
| 10. Mr. Lijo Joseph – NASB | - Sd/- |



[Handwritten signature]


MINUTES OF IQAC QUARTERLY MEETING

Subject: Quarterly Meeting	Meeting No:1/2021	Mode : Online	
Platform : Google Meet	Date:08/02/2021	Time :2.00pm	
Members Present			
<ol style="list-style-type: none"> 1. Dr. Kemthose P Paul, Principal 2. Dr. Satheesh Babu -NASB, IQAC Coordinator 3. Ms Saritha Sathyan – EEE 4. Ms. Deepthi V S - SH 	<ol style="list-style-type: none"> 5. Ms. Jeena Mathew- CE 6. Mr. Rajeshkumar R, ME 7. MsGisha G R - S&H 8. Ms Reji P R – MS 9. Ms Smitha K S – CA 10. Mr. Lijo Joseph - NASB 		
Members Absent			
Members from management and alumni			
Agenda: 1. 2 nd 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	Points discussed: <ul style="list-style-type: none"> ○ The 2nd e-audit is to be conducted by the internal auditors as per the KTU guidelines and the reports are to be forwarded to the Principal by 12th February 2021. ○ Additional auditors from all departments are nominated to conduct the e-audit smoothly. ○ The 2nd audit may also give a brief write-up about <ol style="list-style-type: none"> 1. Conduction and evaluation of practical classes 2. Student's responses about the contact classes. 3. General Feedback about the online Classes by first semester students. 	Dept.coordinators	Immediate

A. Hase

PRINCIPAL
 Sri Narayana Gurukulam
 College of Engineering
 Kadayiruppu, Kolachery-682 311



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>	

PRINCIPAL
Bree Narayana Gurukulam
College of Engineering
Viluppu, Kolenchery-682 311



ACTION TAKEN REPORT

Based on meeting held on 08/02/2021

- Prepared and circulated the schedule and list of newly nominated auditors for the 2nd e-audit among the members.

IQAC Coordinator



PRINCIPAL

