

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #4
2021-2022**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No.SNGCE/AD/B-3/FL003/2021-22

28/10/2021

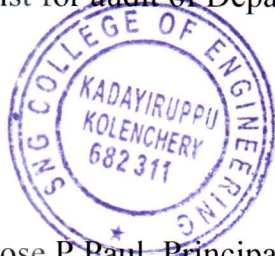
Notice – Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 01/11/2021, 2pm at board room. The meeting will be chaired by Principal.

Agenda:

- Internal Audit
- Checklist for audit of Department and Administration office


PRINCIPAL



Copy to:

1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Alby S – CA, Coordinator
3. Faculty Members: -
 - a. Ms Saritha Sathyan – EEE
 - b. Ms Nimmy K – CSE
 - c. Ms Jeena Mathew – CE
 - d. Ms Seena George - ECE
 - e. Mr Rajeshkumar R – ME
 - f. Ms Deepthy V S- S&H
 - g. Ms Jisha R - S&H
 - h. Mr Lijo Joseph- NASB
 - i. Ms Reji P R – MS
 - j. Ms Smitha K S – CA

1. File
2. Reception

Date: 1/11/2021

Time: 2.00 pm. 49

IQAC Meeting # 22

Venue: Board Room

Agenda: Checklist for internal Audit.

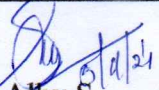
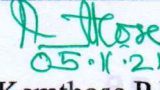
	<u>Name</u>	<u>Dept.</u>	<u>Designation</u>	<u>Sign.</u>
1.	Dr. kemthuse P. Paul.	Principal		A. Acorn
2.	Dr. Alby.s.	CA	IQAC coordinator	Alby
3.	Ms Saritha Sathyan	EEE	Dept. Coordinator	Sar
4.	Ms. Nimmy. M k.	CSE	Dept Coordinator	Nimmy
5.	Ms. Jeena Mathew	CE	"	Jeena
6.	Ms Seena George	ECE	Dept. Co-ordinator	Seena
7.	Ms. Rajesh kumar R.	ME	"	Rajesh
8.	Ms Gisha G R.	S&H	Dept. Coordinator	Gisha
9.	Ms. Lijo Joseph	NASB	"	Lijo
10.	Ms. Reji P. R	S&H	Dept. Co-ordinator	Reji
11.	Ms. Smitha k. S.	CA	Dept. coordinator	Smitha
12.	Ms Deepthi V.S.	S&H	Dept. Co-ordinator	Deepthi

A. Acorn

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



MINUTES OF IQAC MEETING

Subject: Quarterly Meeting	Meeting No:2/2021	Mode: Offline	
Venue: Board Room	Date:01/11/2021	Time :2.00pm	
Members Present			
<ol style="list-style-type: none"> 1. Dr. Kemthose P Paul, Principal & Chairperson 2. Dr. Alby S – CA, Coordinator 3. Ms Saritha Sathyan – EEE 4. Ms Nimmy M K – CSE 5. Ms Jeena Mathew – CE 	<ol style="list-style-type: none"> 6. Ms Seena George - ECE 7. Mr Rajesh Kumar R– ME 8. Ms Gisha G R - S&H 9. Mr Lijo Joseph - NASB 10. Ms Reji P R – MS 11. Ms Smitha K S - CA 		
Members Absent			
Nil			
Agenda:			
<ol style="list-style-type: none"> 1. Internal audit 2. Checklist for internal audit 			
	Subject	Action By	Action Date
1	<p>The meeting started with a silent prayer. Principal welcomed committee members to the meeting. Principal conveyed that management has decided to go for NBA accreditation in the near future. As KTU has revised the format of documentation in compliance with NBA format, all IQAC coordinators must ensure that all files in the department are maintained in the prescribed format.</p> <p>The internal audit is scheduled to be carried out on 8/11/2021, 9/11/2021, and 10/11/2021.</p>		
2	<p>The committee discussed:</p> <ul style="list-style-type: none"> ○ The checklist for internal audit and the key aspects to be audited. ○ Identified the documents whose hard copy are to be maintained in the file. ○ The audit has to be completed before 11/11/2021 and will have a concluding meeting on the same day. 		
3	Dr Alby S concluded the meeting by expressing the gratitude towards all the members for their active participation and support.		
 Dr. Alby S (IQAC Coordinator)		 Dr. Kemthose P Paul PRINCIPAL	



ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as received in the meeting held on 1/11/2021. and the action taken based on those suggestions /decisions by the institution/ department/committee.

SL. No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	Internal audit	Conducted as per schedule	8/11/21 – 10/11/21


IQAC Coordinator


PRINCIPAL

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