

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

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

**Minutes of the Meeting #6  
2021-2022**

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

No.SNGCE/AD/B-3/FL003

07/03/2022

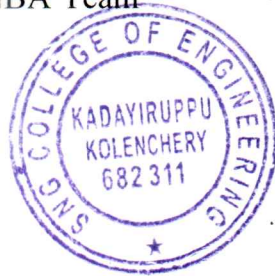
**Notice– Internal Quality Assurance Cell (IQAC)**

A meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 08/03/2022, 2.30 pm at Seminar Hall (Administrative Block). The meeting will be chaired by Principal.

Agenda:

1. Internal Audit
2. Visit of NBA Team

  
PRINCIPAL



Copy to:

1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Alby S – CA, Coordinator
3. IQAC members
4. Reception
5. File



Date: 8/3/22.

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IQAC meeting # 23

Venue: Seminar Hall.

Agenda: Internal Audit  
: ERP Software.


Name	Dept.	Designation	Signature
1. Dr. Kempthose P. Paul	Principal		<u>K. H. Paul</u>
2. Dr. Alby S	CA, Co-ordinator		<u>Alby S</u>
3. Reji P. R	SH, Dept. Co-ordinator		<u>Reji P. R</u>
4. Deepthi V. S.	SH, Dept. Co-ordinator		<u>Deepthi V. S.</u>
5. Nimmi M. K	CSE, Dept. Co-ordinator		<u>Nimmi M. K</u>
6. Gisha G. R	SH, Dept. Co-ordinator		<u>Gisha G. R</u>
7. Rajeshkumar R	ME, Dept. Co-ordinator		<u>Rajeshkumar R</u>
8. Seena George	EC, Dept. Co-ordinator		<u>Seena George</u>
9. Saritha Sathyan	EEE, Dept. Co-ordinator		<u>Saritha Sathyan</u>
10. Smitha K S	CA, Dept. Co-ordinator		<u>Smitha K S</u>
11. Teena Mathew	CE, Dept. Co-ordinator		<u>Teena Mathew</u>
12. ANU SUGATHAN	NASB, Dept. Co-ordinator		<u>ANU SUGATHAN</u>

K. H. Paul  
PRINCIPAL  
Sree Narayana Gurukulam  
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Kadayiruppu, Kolenchery-682 311







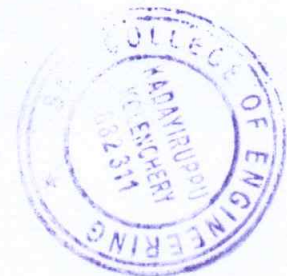
## MINUTES OF IQAC MEETING

Subject: Quarterly Meeting	Meeting No:1/2022		
Venue: Seminar Hall	Date:08/03/2022	Time :2.30pm	
<b>Members Present</b>			
<ol style="list-style-type: none"> <li>1. Dr. Kemthose P Paul, Principal &amp; Chairperson</li> <li>2. Dr. Alby S – CA, Coordinator</li> <li>3. Ms Saritha Sathyan – EEE</li> <li>4. Ms Nimmy M K – CSE</li> <li>5. Ms Jeena Mathew – CE</li> </ol>	<ol style="list-style-type: none"> <li>6. Ms Seena George - ECE</li> <li>7. Mr Rajesh Kumar R– ME</li> <li>8. MsGisha G R - S&amp;H</li> <li>9. MrAnu Sugathan- NASB</li> <li>10. Ms Reji P R – MS</li> <li>11. MsDevi Sekhar - MS</li> </ol>		
<b>Members Absent</b>			
<ol style="list-style-type: none"> <li>1. Ms Smitha K S – CA</li> <li>2. Ms Deepthi V S – S&amp;H</li> <li>3. Members from management and alumni</li> </ol>			
<b>Agenda:</b>			
<ol style="list-style-type: none"> <li>1. Internal audit</li> <li>2. Visit of NBA Team</li> </ol>			
	<b>Subject</b>	<b>Action By</b>	<b>Action Date</b>
1	The meeting started with a silent prayer. Principal welcomed new members Mr. Anu Sugathan and Ms. Devi Sekhar to IQAC team and all committee members to the meeting.		
2	<u>NBA Visit</u> In connection with NBA accreditation process we have submitted SAR of CSE & NASB in the first week of February '22. Five different sets of dates are proposed for the visit by NBA team which they will be informing later. The first set of proposed date comes in the month of March. Principal directed NBA coordinators to keep all the files and necessary documents ready for verification.	NBA coordinators	Immediate
3	<u>Internal audit</u> As we have completed the odd semester classes, the internal audit can be scheduled in the second week of March '22. In view with NBA accreditation, the internal audit should be dealt with the same seriousness of the external audit.	IQAC Members	
2	<u>Scheduling of internal audit</u> • The committee has decided to conduct the internal audit on 15/03/2022,	 PRINCIPAL Sree Narayana Gurukulam College of Engineering Trappa, Kollenchery-582 311	



	16/03/2022, 17/03/2022 and 18/03/2022. <ul style="list-style-type: none"> <li>• Auditors for every department were finalized.</li> <li>• The detailed schedule of the audit is to be circulated among the departments.</li> </ul>	IQAC coordinator	Immediate
3	Discussed the requirement of ERP software. Principal assured that this matter will be communicated with the management.	Principal	Immediate
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	

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Kattappana, Kottayam - 686 311





## ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as received in the meeting held on 08/03/2022. 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	15/03/2022, 16/03/2022, 17/03/2022 and 18/03/2022.

  
IQAC Coordinator

  
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