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SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING, KADAYIRUPPU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting #4

2022-2023

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SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING
Approved by AICTE and affiliated to A.P.J. Abdul Kalam Technological University & Mahatma Gandhi University
(Managed by Sree Narayana Gurukulam Charitable Trust Promoted by SNDP Yogam, Kunnathunadu Union)

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No.SNGCE/AD/B-3/FL003   28/09/2022

Notice – Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on   30/09/2022, 2.30 pm at Seminar Hall (Administrative Block). The meeting will be chaired by Principal.

Agenda:

- Review of minutes of previous meeting.
- Review of FDP held on 26/09/2022

PRINCIPAL

Copy to:

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

Date: 30/9/2'2
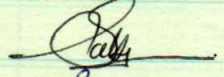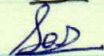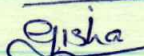
IQAC meeting # 29.
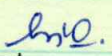
Venue: CRC, PG Block.   Time. 1250 pm.

Agenda:

→ Review of FDP. held on 26/9/22.

→ Computer literacy program for kudumbasree members.

Members Present:

1.	Dr. Alby S	IQAC	coordinator.	
2.	Saritha Sathyan	EEE	IQAC coordinator	
3.	Deepthi V S.	S&H	Dept co-ordinator	
4	GISHA G R	S&H	Committee- Member	
5	Nimmi.MK	CSE	Dept Coordinator	
6.	Smitha k-S	CA	Dept- coordinator	
7.	Seena George	ECE	Dept -Coordinator	
8.	Dr. Devi Sekhar R	MS	Dept Coordinator	
9.	Ajayan E.A	AO	office coordinator	

MINUTES OF IQAC MEETING

Subject: Review Meeting	Meeting No:6/2022	
Venue: CRC PG Block	Date:30/09/2022	Time :12.50pm

Members Present

1. Dr. Alby S – CA, Coordinator
2. Ms. Saritha Sathyan – EEE
3. Nimmi M K– CS
4. Ms Smitha K S – CA

5. Ms Gisha G R - S&H
6. Dr. Devi Sekhar – MS
7. Ms Seena George – ECE
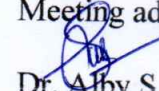8. Deepthi V S – S&H
9. Ajayan E A – AO

Members Absent

1. Ms Jeena Mathew – CE
2. Mr. Anu Sugathan– NASB
3. Mr. Rajesh Kumar R– ME

Agenda:
1. Review FDP held on 26/9/22
2. Computer literacy program for Kudumbasree members

	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Dr Alby SIQAC Coordinator welcomed and appreciated the IQAC team for conducting the FDP succeefully.		
2	The feedback collected from the partcipants of the FDP was analysed and consolidated. In summary the program was useful.		
3	The first internal audit of odd semester 2022-23 is scheduled to be conducted during the 2nd week of November.	IQAC coordinators	2nd week of November
4	A manual for IQAC documentation can be prepared. Decided to conduct a computer literacy program for Kudumbasree members.		
5	Dr Alby S concluded the meeting by expressing the gratitude towards all the members for their active participation and support.		

Meeting adjourned at1.15pm

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 30/09/2022. and the action taken based on those suggestions /decisions by the institution/ department/committee.

SL. No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	Internal audit schedule	Scheduled as per the decision	02/11/2022, 03/11/22 & 04/11/2022
2	Internal audit	The internal audit was conducted as per the schedule. Audit reports were consolidated and analysed. Principal directed all HODs and Dept IQAC coordinators to ensure that all the deficiencies in the audit are addressed properly.	2/11/2022 – 8/11/22
3	IQA Manual	To improve the quality and maintain the uniformity, a manual is prepared and circulated among staff members by IQAC coordinator.	15/10/2022

IQAC Coordinator

PRINCIPAL

PRINCIPAL
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