

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

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

**Minutes of the Meeting #6  
2022-2023**

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

No.SNGCE/AD/B-3/FL003/2022-23

13/02/2023

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

A meeting of Internal Quality Assurance Cell (IQAC) core committee is scheduled to be conducted on 15/02/2023, 1.00 pm at CRC (PG Block).

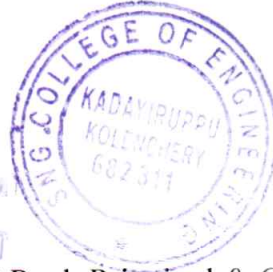
Agenda:

- Review of action items of the previous meeting
- Planning of upcoming events
- Internal audit



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Copy to:

1. Dr. Kemthose P Paul, Principal & Chairperson
2. CEO
3. Manager
4. Dr. Alby S – CA, Coordinator
5. IQAC Members
6. Reception
7. File

Date: 15/2/2023

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IQAC Section Co-ordinators Meeting # 2

Venue : CRC , PG Block.

Time : 1.00 pm.

Agenda: Planning for upcoming events & internal audit.

: Women's day celebration.

Members Present:


Name	Dept.	Signature
1. Dr. Alby. S.	CA	
2. Viney Devi. V. K	CA	
3. Gaska. G.R	SH	
4. Sasitha Sathyan	EEE	
5. Teena Mathas	CE	
6. Rajesh Kumar R	ME	
7. Dr. Devi Selvar R	MS	
8. Nimmi. M.R	CSE	

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## MINUTES OF IQAC MEETING

Subject: Coordinators Meeting	Meeting No:2/2023		
Venue: CRC PG Block	Date:15/02/2023	Time :1.00pm	
<b>Members Present</b>			
<ol style="list-style-type: none"> <li>1. Dr. Alby S – CA, Coordinator</li> <li>2. Ms Saritha Sathyan – EEE</li> <li>3. Ms Nimmi M K – CSE</li> <li>4. Ms Jeena Mathew – CE</li> </ol>	<ol style="list-style-type: none"> <li>5. Mr Rajesh Kumar R– ME</li> <li>6. Ms Vincy Devi V K – CA</li> <li>7. Ms Gisha G R - S&amp;H</li> <li>8. Dr. Devi Sekhar – MS</li> </ol>		
<b>Members Absent</b>			
<ol style="list-style-type: none"> <li>1. Ms Seena George – ECE</li> <li>2. Mr Anandhu C - NASB</li> </ol>			
<b>Agenda:</b> <ol style="list-style-type: none"> <li>1. Planning of upcoming events</li> <li>2. Internal audit</li> </ol>			
	<b>Subject</b>	<b>Action By</b>	<b>Action Date</b>
1	The meeting started with a silent prayer. Dr Alby S, IQAC Coordinator welcomed all members present to the meeting.		
2	<p><b><u>Review of previous meeting minutes</u></b></p> <p>The minutes of the previous meeting was read and the follow-up actions were reviewed.</p> <p>The minutes was approved by the members present in the meeting.</p>		
3	As per the strategic plan, for the different sub committees constituted section coordinators were assigned and their roles and responsibilities were discussed.		
4	<p>For the members of non-teaching staff, a computer awareness and skill development program is to be organized.</p> <p>Decided to organize women's day celebration in association with women's club.</p> <p>A talk on Mindfulness for teaching staff is planned.</p>	IQAC team	In the month of March
5	For teaching faculty, an fdp in their recent trends and technology is to be organized soon. The coordinators of	IQAC team	In the month of March

  
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	different committees and departments were assigned the responsibility of coordinating the same.		
6	<p><b><u>Planning for next internal audit</u></b></p> <p>The internal audit of the current semester is to be scheduled to be conducted on 22<sup>nd</sup>, 23<sup>rd</sup> and 24<sup>th</sup> of February 2023.</p>	IQAC Coordinators	February last week
7	Dr Alby S concluded the meeting by expressing the gratitude towards all the members for their active participation and support.		
<p>Meeting adjourned at 1.30 pm</p> <p>Dr. Alby S (IQAC Coordinator)</p> <p>Dr. Kemthose P Paul PRINCIPAL</p>			

  
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## ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as reived in the meeting held on 15/02/2023. and the action taken based on those suggestions /decisions by the institution/ department/committee.

SL. No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	FDP for teaching staff	As per the decision made in the last meeting, as a part of quality improvement for faculty, National Seminar on NEP 2020 was organized by Dr. E Balagurusamy as the resource person.	04/03/2023
2	Academic Internal audit	Academic Internal Audit was conducted as per schedule made in the last meeting	22/02/2023 - 24/02/2023
3	Talk on Mindfulness	A talk on mindfulness was conducted for the staff of SNGCE . Dr. K.S. Krishnakumar, Associate Professor, SNM Training college, Moothakunnam delivered the talk.	25/2/2023.

  
IQAC Coordinator

  
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