SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING, KADAYIRUPPU

SNGCE
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INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting #8

2022-2023

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/FL003/2022-23   19/05/2023

Notice– Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) core committee is scheduled to be conducted on 22/05/2023, 12.30 pm at CRC (PG Block).

Agenda:

- Review of the previous meeting minutes
- Review of the preparation for NAAC visit
- Internal academic audit
- KTU External audit

PRINCIPAL

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 : 22/5/23   75

<u>IQAC core Committe Meeting.</u>   # 4

Venue   :   CRC PG Block.
Time   :   12.30 pm.

Agenda : 1. Review of the preparation
              for NAAC visit.
         2. Review of previous meeting minutes
         3. Internal Academic audit.
         4. KTU External Audit
         5. Elab software training.
<u>Members Present</u> :

1. Principal Dr. kemthose . P. Paul.   K-Rose

2. Manager   Mr. Suresh T.K

3. Dr. Alby. S.   IQAC - coordinator.
4. Vincy Devi. V.K   IQAC - Dept CA
5. Teena Mathew   IQAC - Dept - CE
6. Dr. Devi selehar R   IQAC . Dept - MS .
7. Reji . P. R   IQAC Auditor Dept S&H
8. Rajesh Kumar R   IQAC - MA Dept
9. Gisha. G.R   IQAC - Dept S&H.
10. Saritha Sathyan   IQAC - Dept. EEE
11. Seena George.   IQAC , Dept ECE
12. Lisha Kurian   ''   CSE
13. Sarya K.S.   AO incharge
14. REJI RAJAN. M.   Admin. Office

PRINCIPAL
Sree Narayana Gurukulam
College of Engineering
Kadayiruppu, Kolenchery
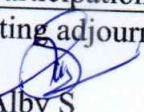
MINUTES OF IQAC MEETING

Subject: Quarterly Meeting	Meeting No:4/2023	
Venue: CRC PG Block	Date:22/05/2023	Time :12.30pm

Members Present

1. Dr. Kemthose P Paul, Principal
2. Dr. Alby S – CA, Coordinator
3. Ms Saritha Sathyan – EEE
4. Ms Jeena Mathew – CE
5. Lisha Kurian – CS
6. Mr. Rajesh Kumar R– ME
7. Ms Vincy DeviV K – CA

8. Ms Gisha G R - S&H
9. Dr. Devi Sekhar – MS
10. Ms Seena George – ECE
11. Reji P R – S&H
12. Surya K S – AO in charge
13. Reji Rajan – Admin office

Members Absent

1. Mr. Suresh T K
2. Ms. Nimmi M K – CSE
3. Mr. Anandhu C - NASB

Agenda:
1. Review of previous meeting minutes and programs conducted last month.
2. Review of the preparation for NAAC visit.
3. Internal academic audit
4. KTU external Academic Audit

	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Dr Kemthose P Paul, Principal welcomed all members present to the meeting.		
2	**Review of previous meeting minutes** The minutes of the previous meeting was read and the follow-up actions were reviewed. The minutes was approved by the members present in the meeting.		
3	NAAC preparation is progressing well. Principal said that all departments have to work hard to secure A++ accreditation.	All Departments	
4	Internal Academic audit is scheduled to be conducted on 29th, 30th and 31st of May 2023.	IQAC coordinators	29/5/2023 - 31/5/2023
5	KTU has published the notification regarding the external audit. As per the notification, the external audit will be in 3rd week of June.		
6	New ERP software is ready to upload	IQAC	Immediate

	data. All department coordinators are directed to inform respective department and ask every faculty member to update the data in software.	coordinators	
4	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	

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

ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as reived in the meeting held on 22/05/2023. and the action taken based on those suggestions /decisions by the institution/ department/committee.

SL. No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	Internal audit	Scheduled as per the decision	29-05-2023 to 31-05-2023
2	ERP software updation.	Informed all department regarding ERP software updation and data entry is progressing	Going on

IQAC Coordinator

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