

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

No.SNGCE/AD/B-3/FL003/2018-19

22/11/2018

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

A meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 23/11/2018, 1.30 pm at NASB Conference room.

Agenda:

1. Review of internal audit
2. External Audit



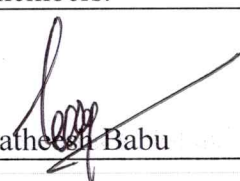

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Copy to:

1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Satheesh Babu P.K– HoD NASB, Coordinator
3. IAC Members
4. File

## MINUTES OF IAC QUARTERLY MEETING

Subject: Quarterly Meeting	Meeting No:3/2018		
Venue : NASB Conference Room	Date:23/11/2018	Time :1.30pm	
<b>Members Present</b>			
1. Dr. Satheesh Babu - NASB, IAC Coordinator 2. Ms Sangeetha Sreenivasan- CSE 3. Dr Bindusree A R – MS	4. Ms Saritha Sathyan -EEE 5. Ms Smitha K S – CA 6. Ms . Preetha Prabhakaran -CE 7. Mr. Pramod K B - NASB		
<b>Agenda:</b> 1. Review of internal audit 2. External Audit			
	<b>Subject</b>	<b>Action By</b>	<b>Action Date</b>
1	Dr. Satheesh Babu -HOD, NASB, IAC Coordinator welcomed the gathering.		
2	Date of external audit is 28 <sup>th</sup> November. So, all the department coordinators should ensure that all the documents in the department are ready for audit.	HoDs	Immediate
3	Reviewed the report of internal audit. The department coordinators must ensure that the raised compliance issues are addressed.	IAC members	Immediate
4	All IAC members should be present during the audit. And all members have to be vigilant for external audit.	IAC members	
5	Special attention to Project/ Seminar mark evaluation		
6	List of files to be prepared in all departments were discussed.		
7	IAC members have to act as department coordinators during the audit.	IAC members	During audit
5	Dr Satheesh Babu concluded the meeting by expressing the gratitude towards all the members.		
 Dr. Satheesh Babu		 Dr. Kemthose P Paul	



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### ACTION TAKEN REPORT

Based on meeting held on 23/11/2018

- Updated the documents as per the internal audit report.
- External audit was conducted as per schedule.

IAC Coordinator



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