

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #1
2021-2022**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No.SNGCE/AD/B-3/FL003/2021-22

07/07/2021

Notice – Internal Quality Assurance Cell (IQAC)

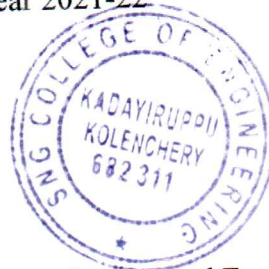
The quarterly meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 12/07/2021, 3pm in online mode. The meeting will be chaired by Principal.

Meeting link will be shared in the official WhatsApp group of IQAC. All are requested to be present in the meeting.

Agenda:

1. Preparation of Academic calendar for the academic year 2021- '22
2. Feedback analysis
3. Planning of the activities for the academic year 2021-22


PRINCIPAL



Copy to: Reception – To circulate among WhatsApp group of HoDs and Faculty

IQAC Coordinator

File

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

IQAC Meeting

Date : 12/07/2021

Time 3.00pm

Members Present:

1. Dr. Kemthose P Paul, Principal & Chairperson -Sd/-
2. Dr. Reshmila R, HoD EEE -Sd/-
3. Prof. Jayasree K S, HoD, ME -Sd/-
4. Dr Usha S, HoD , CE -Sd/-
5. Dr. Sandhya R, HoD MCA -Sd/-
6. Dr. Alby S – CA, IQAC Coordinator -Sd/-
7. Ms Saritha Sathyan – EEE -Sd/-
8. Ms Sindhu M P – CSE -Sd/-
9. Ms Jeena Mathew – CE -Sd/-
10. Ms Seena George – ECE -Sd/-
11. Mr Rajesh Kumar R– ME -Sd/-
12. Ms Jisha G R - S&H -Sd/-
13. Ms Reji P R – MS -Sd/-
14. Ms Smitha K S – CA -Sd/-

D. Hon

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



MINUTES OF IQAC QUARTERLY MEETING

Subject: Meeting with Academic council	Meeting No:2/2021	Mode: Online
Platform: Google Meet	Date:12/07/2021	Time :3.00pm

Members Present

<ol style="list-style-type: none"> 1. Dr. Kemthose P Paul, Principal & Chairperson 2. Dr. Reshmila R, HoD EEE 3. Prof. Jayasree K S, HoD, ME 4. Dr Usha S, HoD , CE 5. Dr. Sandhya R, HoD MCA 6. Dr. Alby S – CA, IQAC Coordinator 7. Ms Saritha Sathyan – EEE 8. Ms Sindhu M P – CSE 9. Ms Jeena Mathew – CE 	<ol style="list-style-type: none"> 10. Ms Seena George - ECE 11. Mr Rajesh Kumar R– ME 12. Ms Jisha G R - S&H 13. Ms Reji P R – MS 14. Ms Smitha K S - CA
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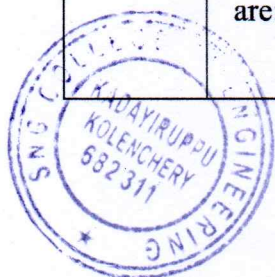
Members Absent

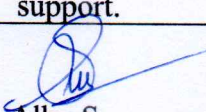
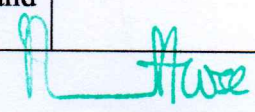
<ol style="list-style-type: none"> 1. Ms Nimmy K – CSE 2. Ms Deepthy V S- S&H 3. Mr Lijo Joseph- NASB

Agenda:

1. Preparation of Academic calendar for the academic year 2021- '22
2. Feedback analysis
3. Planning of the activities for the academic year 2021-22

	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Principal welcomed academic council and IQAC members to the meeting.		
2	The committee discussed: <ul style="list-style-type: none"> ○ The major activities and holydays to be incorporated in the academic calendar for the year2021-22. ○ Schedule of offline classes are to be prepared. 	IQAC	Immediate
3	The committee analyzed the Feedback collected from stake holders: Major concerns are: <ul style="list-style-type: none"> ● Alumni have expressed a desire for 		



	<p>more engagement with the college community and opportunities for mentorship and networking</p> <ul style="list-style-type: none"> • Less Co-curricular and extra-curricular activities 	HoD s and Alumni Coordinator	
4	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	



ACTION TAKEN REPORT

Based on meeting held on 12/7/2021

- Department coordinators are entrusted to convey the importance of internal audit and documentation of every activity in the department.
- Decided to make all Clubs active after the pandemic and make campus more active.
- Decided to organize Arts fests and Tech fests.
- Department coordinators are directed to submit the monthly report of respective department as early as possible.



IQAC Coordinator



PRINCIPAL

