

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #1
2023-2024**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No.SNGCE/AD/B-3/FL003/202-24

09/08/2023

Circular– Internal Quality Assurance Cell (IQAC)

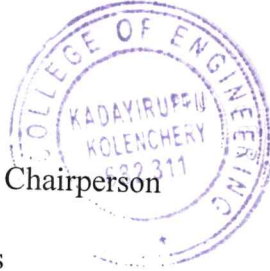
A meeting of Internal Quality Assurance Cell (IQAC) is scheduled to be conducted on **09/08/2023** at 2.00. pm at Board Room. All heads of departments are invited to attend this meeting, in which the previous academic audit report will be reviewed in detail.

Agenda:

- Review of the previous meeting minutes
- Review of Academic audit
- Planning of academic activities in current academic year
- Review of progress of NAAC preparation
- Any other quality initiatives



PRINCIPAL



Copy to:

1. Principal & Chairperson
2. CEO
3. To all HoDs
4. Dr. Alby S – CA, Coordinator
5. IQAC Members
6. Reception
7. File

IQAC Meeting # 1

Venue : Board Room.

Date: 9/8/2023.

Time: 2.00 pm.

Agenda:

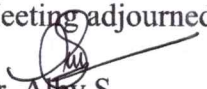
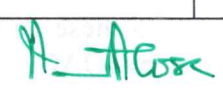
1. Review of Academic Audits
2. Planning for the ~~next~~ ^{activities in} current academic year.
3. Review of the progress of NAAC preparation.
4. Any other

Members Present:

	Name:	Designation.	Signature:
1.	Dr. Kenthose P. Paul.	Principal & IQAC Chairperson.	
2.	Dr. Smitha Suresh	HOD(CSE)	Smitha
3.	Dr. Reshmi S.	HOD(EEE)	Reshmi
4.	Dr. Preetha Varshav	HOD(S&H)	Preetha
5.	Dr. P. P. Biju	HOD ME	P. P. Biju
6.	Dr. S. Usha	HOD CE	S. Usha
7.	Dr. Sunil Kumar P.	HOD NALS	Sunil
8.	Deepak P	HOD ECE	Deepak
9.	Dr. Meera Joseph	HOD MBA	Meera
10.	Dr. Alby. S.	IQAC-coordinator.	Alby
11.	Manju . P. M	Auditor.	Manju
12.	Saritha Satyan	Dept. coordinator.	Saritha
13.	Amjali Sankar	Auditor.	Amjali
14.	Vinay Devi. V. K	Dept. co-ordinator.	Vinay
15.	Irena Mathew	Dept. co-ordinator.	Irena
16.	Gusha. G. R	SH - Coordinator.	Gusha
17.	DUNYA PS	Auditor	Dunya
18.	Sherni PA	Auditor.	Sherni
19.	Fathima Aliyan		Fathima
20.	Nithin S. Unni	Auditor.	Nithin
21.	Seena George	Dept. co-ordinator.	Seena
22.	Nimmi. M K	Dept. co-ordinator.	Nimmi

MINUTES OF IQAC MEETING

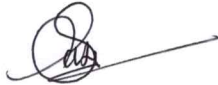
Subject: Quarterly Meeting	Meeting No:1/2023-24		
Venue: Board Room	Date:09/08/2023	Time :2.00pm	
Members Present			
<ol style="list-style-type: none"> 1. Dr. Kemthose P Paul, Principal & Chairperson 2. Dr. Smitha Suresh – HoD, CSE 3. Dr. Reshmila S – Hod ,EEE 4. Dr. Preetha Varghese, HoD , SH 5. Dr. P P Binu, HoD , ME 6. Dr. Sunil Kumar P G, HoD , NASB 7. Prof Deepak – HoD, ECE 8. Dr. Milna Joseph , HoD, MBA 9. Dr. Alby S – CA, Coordinator 10. Ms Saritha Sathyan – EEE 		<ol style="list-style-type: none"> 11. Ms Nimmy M K – CSE 12. Ms Jeena Mathew – CE 13. Ms Seena George - ECE 14. Ms Vincy Devi V K – CA 15. Ms Gisha G R - S&H 16. Ms. Anjali Sankar – CA 17. Ms. Manju P M – CE 18. Ms. Duniya P S – MBA 19. Ms. Shemi P A – EEE 20. Ms Nitha S Unni – ECE 21. Ms Fathima Aliyar - NASB 	
Agenda: <ol style="list-style-type: none"> 1. Review of previous meeting minutes 2. Review of Academic Audit 3. Planning for the activities in current academic year 4. Review of progress of NAAC preparation 5. Any Other 			
	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Principal Dr. Kemthose P Paul welcomed all members present to the meeting.		
2	<p><u>Review of previous meeting minutes</u></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	<p><u>Review of Academic Audit.</u></p> <p>Based on the previous academic audit report, the following points were discussed.</p> <ul style="list-style-type: none"> ▪ Advisory committee and subject group shall be constituted and minuted as per the norms. <p>(The norms and sample formats relevant to these committees are to be prepared by IQAC)</p> <ul style="list-style-type: none"> ▪ The files under the categories of A, B, C, D are to be maintained and updated as per the University guidelines. A summary sheet of the same should be 	IQAC coordinator	Immediate

	<p>prepared and filed periodically for quick reference in all the above-mentioned files.</p> <ul style="list-style-type: none"> ▪ Course Note File shall be organized in the prescribed format to have standardisation. <p>(Format to be prepared by IQAC)</p> <ul style="list-style-type: none"> ▪ The question papers for the internal exam and the assignments are to be in the format given in the ETLAB software. ▪ The internal exam question paper shall be filed along with the scrutiny report analysed by the subject group, verified by the DQAC and approved by HoD. ▪ The front sheet of the assignments submitted by the students should have the details in the prescribed format. ▪ Separate log registers should be maintained for tutorial and remedial classes engaged in each semester. An index to the courses is recommended for quick reference. 	IQAC coordinator	Immediate
4	<p><u>Planning for activities</u></p> <ul style="list-style-type: none"> • Training for teachers on Interactive Pannel • An awareness program for students on IPR • ISO Audit • Tech Fest • Arts Fest 	<p>IQAC Coordinator</p> <p>HoDs</p>	<p>September</p> <p>October</p> <p>November</p> <p>December</p>
5	<p><u>Review of progress of NAAC preparation</u></p> <p>Reviewed the progress of preparation of SSRHods were directed to provide maximum support to NAAC coordinators by the principal</p>	Info	
6	<p>Dr Alby S concluded the meeting by expressing the gratitude towards all HoDs and the IQAC members for their active participation and support.</p>		
<p>Meeting adjourned at 3.30 pm</p> <p>  Dr. Alby S (IQAC Coordinator) </p> <p>  Dr. Kemthose P Paul PRINCIPAL </p>			

ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as reived in the meeting held on 09/08/2023. and the action taken based on those suggestions /decisions by the institution/ department/committee.

SL. No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	Norms and Formats of Advisory meeting, subject group, CNF, front sheet of assignment etc	Prepared and circulated for reference.	21/08/2023
2	Training for teachers on Interactive Pannel	Conducted	19/08/2023
3	An awareness program for students on IPR ISO Audit Tech Fest Arts Fest	Assigned faculty coordinators and started planning	



IQAC Coordinator



PRINCIPAL