

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #2
2023-2024**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

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

27/09/2023

Circular– Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled to be conducted on 29/09/2023, 1.30. pm at Board Room.

Agenda:

- Review of the previous meeting minutes
- Submission of SSR
- Re-structuring of Internal audit process
- Planning of academic activities in current semester
- Any other quality initiatives


27/9

PRINCIPAL

Dr

Copy to:

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



IQAC Meeting # 2.

Venue : Board Room.

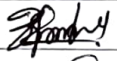




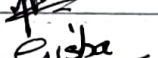
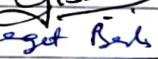





Date: 29/09/23.

Time : 1.30 pm.

Agenda:

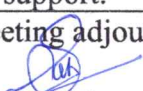
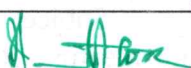
1. Review of previous meeting minutes
2. Submission of SSR.
3. Re-structuring of Internal Audit Process.
4. Planning of academic activities in current semester
5. Any other quality initiatives.

Members Present:

Name	Designation/role	Signature.
1. Dr. Reshmika S	Principal-in-charge	
2. Dr. Alby S.	Asst. Prof. CA	
3. Dhanya Sukumaran	Asst. Prof. CA	
4. Amit C.B	Asst. Prof. CSE	
5. Rajani Sunny.T	Asst. Prof. MBA.	
6. Jobin Joy	Assoc. Prof. ME	
7. GISHA.G.R	Asst. Prof. SPH.	
8. Dr Jagesh Babu Nil	Prof NASB	
9. Seena George	Asst Prof ECE	
10. Nitha S-Anni	Asst. Prof ECE	
11. Teena Mathew	Asst. Prof CE	
12. Saritha Sathyan	Assoc. Prof EEE	

MINUTES OF IQAC MEETING


Subject: Quarterly Meeting	Meeting No:2/2023-24		
Venue: Board Room	Date:29/09/2023	Time :1.30pm	
Members Present			
<ol style="list-style-type: none"> 1. Dr. Reshmila S, Principal in charge 2. Dr. Alby S – CA, Coordinator 3. Ms Saritha Sathyan – EEE 4. Ms Dhanya Sukumaran – CA 5. Mr. Anil C B - CSE 6. Ms Rajani T Sunny – MBA 	<ol style="list-style-type: none"> 7. Mr. Jobin Joy – ME 8. Dr. Jaget Babu N L - NASB 9. Ms Jeena Mathew – CE 10. Ms Seena George - ECE 11. Ms Gisha G R - S&H 12. Ms Nitha S Unni – ECE 		
<p>Agenda:</p> <ol style="list-style-type: none"> 1. Review of previous meeting minutes 2. Submission of SSR 3. Restructuring the Internal Audit Process 4. Planning for the activities in current semester 5. Any Other 			
	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Dr Alby S, Coordinator 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. The minutes was approved by the members present in the meeting.</p>		
3	<p><u>Submission of SSR</u></p> <ul style="list-style-type: none"> • Planning to submit the SSR in the month of November • All IQAC members were directed to arrange the concerned documents. 	IQAC coordinator	Immediate
4	<p><u>Restructuring the Internal Audit Process</u></p> <p>Committee decided to restructure the internal academic audit process. The internal audit will be carried out in 2 phases, the first one Intra-Department and the second one Inter-Department.</p> <ul style="list-style-type: none"> • In Intra-Department audit, all documents /files should be self-assessed by the custodian / in charge of the document followed by the verification by other faculty, assigned by head of the department. • Once the Intra-Department audit is completed, the Inter-Department audit by the IQAC auditors will be conducted with the 		

	<p>intimated schedule.</p> <ul style="list-style-type: none"> • The list of documents to be audited with the new format will be shared for clarity and standardization of the audits. • As per KTU schedule, the first internal audit by IQAC should be completed before 6th November 2023, so the Intra- Department audit should be completed by the last week of October. 	IQAC Coordinator	Immediate
5	<p><u>Planning of Activities</u></p> <ul style="list-style-type: none"> • An awareness program for students on IPR in association with DPIIT-IPR Chair, IUCIPRS, CUSAT is scheduled to be conducted on 09-11-2023. • ISO audit is scheduled for 6 -11-2023 	Coordinators	November
6	Dr Alby S concluded the meeting by expressing the gratitude towards all HoDs and the IQAC members for their active participation and support.		
Meeting adjourned at 2.30 pm			
Dr. Alby S (IQAC Coordinator)		Dr. Kemthose P Paul PRINCIPAL	

ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as reived in the meeting held on 29/09/2023. and the action taken based on those suggestions /decisions by the institution/ department/committee.

SL. No	OBSERVATIONS/DECISION S	ACTION TAKEN	DATE
1	The list of documents to be audited with the new format will be shared for clarity and standardization of the audits.	Prepared and circulated for reference.	06/10/2023


IQAC Coordinator


PRINCIPAL