

SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING, KADAYIRUPPU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting #1

2018-2019



SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING

Approved by AICTE and affiliated to A. P. J. Abdul Kalam Technological 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/FL003/2017-18

16/02/2018

Notice - Internal Quality Assurance Cell (IQAC)

The quarterly meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 19/02/2018, 12.30 pm at NASB Conference Room.

Agenda:

- External audit & Internal audit
- Proper Documentation

PRINCIPAL



Copy to:

- 1. Dr. Kemthose P Paul, Principal & Chairperson
- 2. Dr. Satheesh Babu, Coordinator
- 3. Circulate among IQAC members
- 4. File

DATE 19/02/2018. MEETING NO: 14.

TIME: 12:30 PM

| SL Vo. | NAME OF THE MEMBER | DEPARTMENT | DESIGNATION | SIGNATURES | | |
|---------------------|--|----------------------------------|---|------------|--|--|
| 10 | Prof. SATHERSHBABOP. K | NASK-HOD | COORDINATOR | R. Harris | | |
| 3 | Smitha K.S | MCA | Asst- Prof. | 8,10 | | |
| | Reji. P.K | SHOOD | Asst. DOD. | No. | | |
| f . | Preetha Prabhileanas | Civil Engg. | Assoc Prot. | 45 | | |
| 501 | Deepak Ashokkumus | Civil Engy. | Asst. Prof. Assoc Prof. Asst Porf | Toll | | |
| 98 6 | Pramod KiB | NASB | Convenor | *1. | | |
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College of Engineering
Kadayiruppu, Kolenchery-682 311

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MINUTES OF IAC QUARTERLY MEETING Meeting No:1/2018 Subject: Quarterly Meeting Time:12.30pm Venue: NASB Date:19/02/2018 Conference Room Members Present 1. Dr. Satheesh Babu 4. Ms Smitha K S - CA NASB, IAC Coordinator 5. Ms . Preetha Prabhakaran -CE 2. Ms Reji P R - SH 6. Mr. Pramod K B - NASB 3. Mr. Deepak Ashokkumar - MBA Agenda: 1. External audit 2. Completion of Internal audit

| | Subject | Action By | Action Date |
|---|---|-------------|-------------|
| 1 | Dr. Satheesh Babu -NASB, IAC Coordinator welcomed IAC members to the meeting. | | |
| 2 | Committee discussed the following points: • Last audit remarks with HoDs • Complete class | HoDs | Immediate |
| | committee and course committee as per date All course committee details are kept with IAC coordinator All MTech/ BTech files to be completed in one visit | IAC members | |
| | Schedule to be followed like last time. Series 1, assignment, Tutorial documents are to be presented Collect all list of files Lab evaluation making | | |
| | system to be checked • Special attention to comprehensive exam file. • All IAC members are to | J. Awsc | COLLEGE |

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| | be vigilant for external audit. | | |
|-------------------|---|---------------------|--|
| 3 | Dr Satheesh Babu concluded the meeting by expressing the gratitude towards all the members. | | |
| Dr | . Satheesh Babu | Dr. Kemthose P Paul | |
| (IAC Coordinator) | | PRINCIPAL | |



ACTION TAKEN REPORT

Based on meeting held on 19/02/2018

- Completed internal audit and submitted the reports by IAC auditors.
- External audit was conducted as per schedule.

IQAC Coordinator

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