

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #4
2019-2020**

Sree Narayana Gurukulam College of Engineering, Kadaviruppu

No.SNGCE/AD/B-3/FL003/2019-20

11/02/2020

Notice – Internal Quality Assurance Cell (IQAC)

The quarterly meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 14/02/2020, 1.00 pm at Board Room. The meeting will be chaired by Principal.

Agenda:

- Monthly report from each department
- Internal audit
- External Audit
- Feedback



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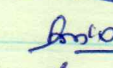
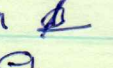

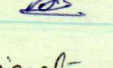
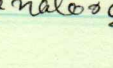
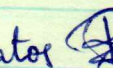
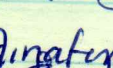
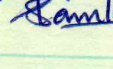

Copy to:


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

Date: 14/2/20

Time: 1 PM 39

IQAC meeting No: 18

	Name	Dept	Designation	Signature
1				
2	Dr Selthesh Babu	NASB	IQAC Coordinator	
3	Reji P.R	MS	IAC dept co-ordinator	
4	Smitha Ks	EA	IAC Dept. coordinator	
5	Swapsa Sasikumar	CSE	Substitute for IQAC coordinator	
6	Gisha G.R	SEH	Coordinator (SH)	
7	Sooritha Sathyan	EEE	IQAC Dept coordinator	
8	Deepthi V.S	SEH	IQAC Dept. co-ordinator	
9	Jayashree S.	Mech.	HOD (ME)	
10	Ranjin S. Karthe	ECE	IQAC dept. coordinator	
11	Samithamol Salim	CE	for IQAC dept. coordinator	
12	Kenehose P. Paul	Principal		



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MINUTES OF IQAC QUARTERLY MEETING

Subject: Quarterly Meeting	Meeting No:1/2020	
Venue : Seminar Hall	Date:14/02/2020	Time :1.00pm

Members Present

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Dr. Kemthose P Paul, Principal 2. Dr. Satheesh Babu -NASB, IQAC Coordinator 3. Ms Saritha Sathyan – EEE 4. MsSwapna Sasikumar – CSE 5. MsSamithamol Salim– CE 6. Ms. Deepthi V S - SH | <ol style="list-style-type: none"> 7. Ms Renju S Kartha- ECE 8. Prof Jayasree S –HoD, ME 9. MsGisha G R - S&H 10. Ms Reji P R – MS 11. Ms Smitha K S - CA |
|---|--|


Members Absent

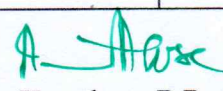
Members from admin office, management and alumni

Agenda:

1. Internal Audit
2. External Audit
3. Students Feedback
4. First Internal Examination

No	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Dr. Kemthose P Paul , Principal welcomed IQAC members to the meeting.		
2	Next internal audit is scheduled from March 1 st . All department coordinators have to ensure that the files in the departments are updated.	Dept.coordinators	Immediate
3	External audit will be conducted during the first week of April. Discussed the list of documents and files to be ready for the external audit.		
4	Feedback from students should be collected. Format will be circulated.		
5	First internal examination is scheduled from 24 th February.		
3	Coordinator concluded the meeting by expressing the gratitude towards all the members .		


 Dr. Satheesh Babu
 (IQAC Coordinator)


 Dr. Kemthose P Paul
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ACTION TAKEN REPORT

Based on meeting held on 14/02/2020

- Schedule of internal audit is prepared and circulated.
- Schedule of external audit is prepared and circulated.
- Collected feedback from students and analysed.
- Time table and duty list for internal exam are prepared and circulated.

IQAC Coordinator

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