

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #2
2021-2022**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

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

11/08/2021

Circular – Internal Quality Assurance Cell (IQAC)

The quarterly meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 13/08/2021, 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. Monthly report from each department
2. Internal e-audit



PRINCIPAL

Copy to:

1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Alby S – CA, Coordinator
3. Faculty Members: -
 - a. Ms Saritha Sathyan – EEE
 - b. Ms Nimmi M K – CSE
 - c. Ms Jeena Mathew – CE
 - d. Ms Seena George - ECE
 - e. Mr Rajeshkumar R – ME
 - f. Ms Deepthy V S- S&H
 - g. Ms Jisha R - S&H
 - h. Mr Lijo Joseph- NASB
 - i. Ms Reji P R – MS
 - j. Ms Smitha K S - CA



1. File
2. Reception

Date: 13/8/21

Time: 3 pm. 45

IOAC Meeting # 20

Platform: Google Meet.

Meeting link: <https://meet.google.com/zqz-mdod-hvj>

Agenda: Monthly report.

Name	Dept.	Designation	Sign.
1. Dr. Kenthose P. Paul.	Principal.		
2. Dr. Alby S	CA.	IOAC coordinator	
3. Ms Saritha Sathyan	EEE	Dept. Coordinator	
4. Ms Sindhu M.P.	CSE	"	
5. Ms. Jeena Mathew	CE	"	
6. Ms. Seena George	EC	Dept co-ordinator	
7. Mr. Rajesh Kumar R.	ME	"	
8. Ms. Gisha G. R.	SH	(Dept. coordinator) Member	
9. Ms. Reji P.R	SH.	Dept. co-ordinator	
10. Ms. Smitha K.S.	CA.	Dept. coordinator	
11. Nimmi M.K	CS	Dept Coordinator	
12. Deepthi V.S.	SIT	Dept. co-ordinator	

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



MINUTES OF IQAC MEETING

Subject: Quarterly Meeting	Meeting No:3/2021	Mode : Online
Platform: Google Meet	Date:13/8/2021	Time :3.00pm

Members Present

- | | |
|---------------------------------|--------------------------|
| 1. Dr. Kemthose P Paul | 7. Ms Reji P R - MS |
| 2. Dr. Alby S – CA, Coordinator | 8. Ms Seena George – ECE |
| 3. Ms. Saritha Sathyan – EEE | 9. Deepthi V S – S&H |
| 4. Sindhu M P – CS | 10. Ms Jeena Mathew – CE |
| 5. Ms Smitha K S – CA | 11. Ms Gisha G R |
| 6. Mr. Rajesh Kumar R– ME | 12. Nimmi M K - CS |

Members Absent

1. Mr. Lijo Joseph – NASB

Agenda:

1. Monthly Report
2. Importance of internal audit process and proper documentation
3. Planning for next year events

	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Dr Kemthose P Paul, Principal welcomed the IQAC team members to the meeting.		
2	Principal conveyed the importance of quarterly meeting and internal audit. All department coordinators have to ensure that every activity conducted by the department should be documented properly.	Dept. coordinators	Immediate
3	Committee discussed about the completion of monthly report on a timely manner.	Dept. coordinators	Immediate
4	Each department has to ensure the compliance of all the documents required for the audit.	Dept. coordinators	Immediate
5	Dr Alby S concluded the meeting by expressing the gratitude towards all the members.		

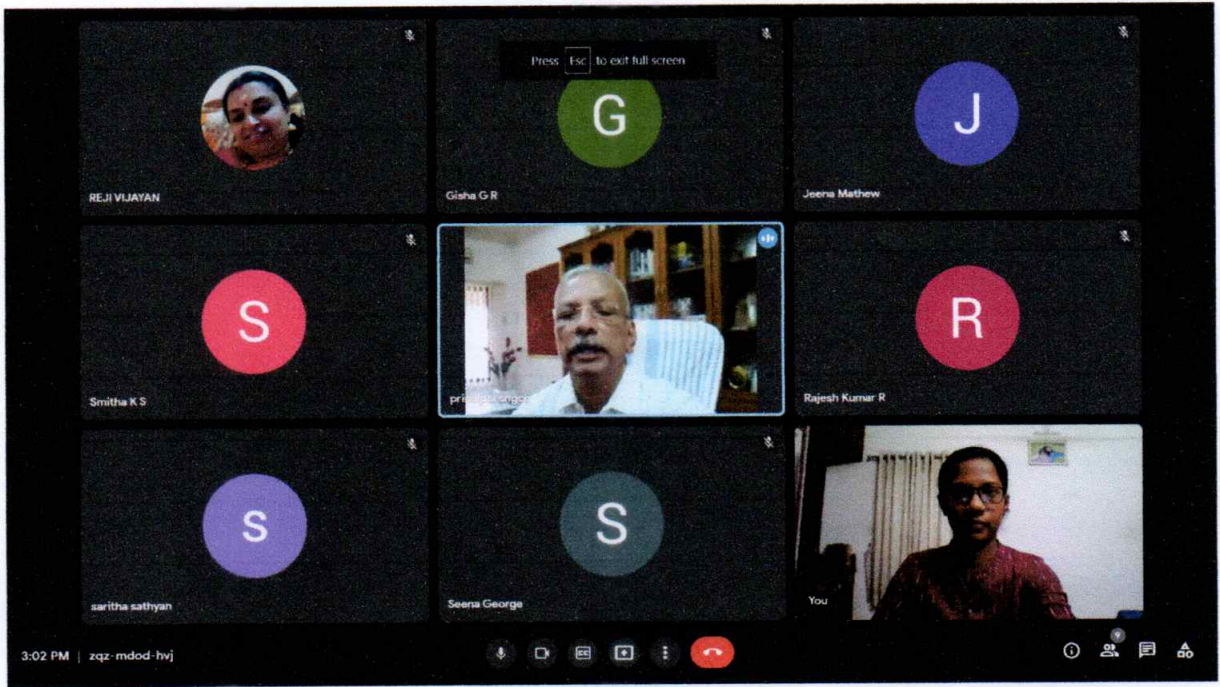
Meeting adjourned at 7.30pm


Dr. Alby S
(IQAC Coordinator)


Dr. Kemthose P Paul
PRINCIPAL

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Sree Narayana Gurukulam
College of Engineering
Kadayiruppu, Kolenchery-682 011





ACTION TAKEN REPORT

Based on meeting held on 13/8/2021

- Department coordinators are entrusted to convey the importance of internal audit and documentation of every activity in the department.
- Department coordinators are directed to submit the monthly report of respective department as early as possible.


IQAC Coordinator


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