

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #5
2022-2023**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

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

30/01/2023

Notice – Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) core committee is scheduled to be conducted on 02/02/2023, 11.30 am at Board room (Administrative Block).

Agenda:

1. Review of action items of the previous meeting
2. Preparation for NAAC accreditation
3. Training for internal auditors
4. Strategic plan for documentation
5. Quality improvement programs
6. Plan for next Internal Audit



PRINCIPAL



Copy to:

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

Date: 2/2/2023.

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IQAC core committee Meeting

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Venue: Board Room.

Time: 11.30 am

- Agenda:
1. Review of action items of the Previous meeting
 2. Preparation for NAAC accreditation
 3. Training for internal auditors.
 4. Strategic plan for documentation
 5. Quality improvement programs.
 6. Plan for next internal audit.

Members Present:

- | | | |
|---------------------------|-------------------|-----------------|
| 1. Dr. Kennethose P. Paul | Principal. | <i>R. Theer</i> |
| 2. Dr. E.P. Yesodharan | CEO | <i>Ym</i> |
| 3. Mr. Suresh T. K. | Manager. | <i>J</i> |
| 4. Mr. Ajayan E. A. | A.O. | <i>J</i> |
| 5. Dr. Abby S. | Co-ordinator. | <i>J</i> |
| 6. Ms. Saritha Sathyan | D.C. EEE | <i>J</i> |
| 7. Ms. Jeena Mathew | D.C. CE | <i>J</i> |
| 8. Mr. Rajesh Kumar R. | D.C. ME | <i>J</i> |
| 9. Ms. Nimmy, M.K. | D.C. CSE | <i>Nimmi</i> |
| 10. Ms. Seena George. | D.C. ECE | <i>J</i> |
| 11. Mr. Ananthu C.B. | D.C. NASB | <i>Ananthu</i> |
| 12. Ms. Gisha G.R | D.C. S&H | <i>Gisha</i> |
| 13. Dr. Devi Sekhas. | DC. MS. | <i>J</i> |
| 14. Ms. Vinuy Devi V.K. | D.C. CA. | <i>J</i> |
| 15. Ms. Reji Rajan | D.C. AdminOffice. | <i>J</i> |

R. Theer
PRINCIPAL
Sree Narayana Gurukulam
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MINUTES OF IQAC MEETING

Subject: Quarterly Meeting	Meeting No:1/2023		
Venue: Board Room	Date:02/02/2023	Time :11.30am	
Members Present			
1. Dr. Kemthose P Paul, Principal & Chairperson	7. Ms Seena George - ECE		
2. Dr. E P Yesodharan, CEO	8. Mr Rajesh Kumar R- ME		
3. Dr. Alby S - CA, Coordinator	9. Ms Vincy Devi V K - CA		
4. Ms Saritha Sathyan - EEE	10. Ms Gisha G R - S&H		
5. Ms Nimmy M K - CSE	11. Mr Anandhu C - NASB		
6. Ms Jeena Mathew - CE	12. Dr. Devi Sekhar - MS		
	13. Mr. E A Ajayan - AO		
Members Absent			
Mr. Suresh T K , Manager			
Agenda: 1. Review of action items of the previous meeting 2. Preparation for NAAC accreditation 3. Training for internal auditors 4. Strategic plan for documentation 5. Quality improvement programs 6. Planning for next internal audit			
	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Dr Alby S, IQAC Coordinator welcomed all members present to the meeting.		
2	<u>Review of previous meeting minutes</u> 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.		
3	<u>Preparation for NAAC accreditation</u> The next milestone in the academic and overall performance excellence is NAAC accreditation. The institute has decided to get NAAC accredited in this academic year and the tentative target date is fixed as 30 th of April 2023. The IQAC has to play a major role during the NAAC accreditation process. So we have to strengthen and widen our IQAC.	IQAC Members	Immediate



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	<p><u>Training for Internal auditors</u> IQAC should not be confined to pure academic audit and it has to monitor and assure that all the processes are improving quality wise. The core committee has constituted several subcommittees in view of widening the IQAC. New auditors have joined the team which will help in auditing. A training programme is to be organized for these newly joined auditors.</p>	IQAC coordinator	Immediate
5	<p><u>Strategic plan for documentation</u> The responsibilities of documentation is decentralized among the different sub committees. A strategic plan is devised for the same.</p>	IQAC coordinator	Immediate
6	<p><u>Quality improvement programs</u> To motivate, upskill and capacity building several quality improvement programs are to be organized for staff and students in their core area.</p>	IQAC coordinators	February, March & April
7	<p><u>Planning for next internal audit</u> The internal audit of the current semester is to be scheduled in the last week of February 2023.</p>	IQAC Coordinators	February last week
6	<p>Dr Alby S concluded the meeting by expressing the gratitude towards all the members for their active participation and support.</p>		
<p>Meeting adjourned at 12.30 pm</p> <p>Dr. Alby S (IQAC Coordinator)</p>		<p>Dr. Kemthose P Paul PRINCIPAL</p>	



Handwritten signature in green ink.

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ACTION TAKEN REPORT


The following gives a detailed report of the suggestions /decisions as received in the meeting held on 2/02/2023. and the action taken based on those suggestions /decisions by the institution/ department/committee.

SL. No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	New team of internal auditors with new members	As per the decision made in the last meeting new team was built up and gave training.	04/02/2023
2	Strategic Plan	A strategic Plan was devised for the functioning of sub committees of IQAC clearly stating their roles and responsibilities.	14/02/2023


IQAC Coordinator




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