

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #2
2022-2023**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No.SNGCE/AD/B-3/FL003

17/06/2022

Notice – Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 21/06/2022, 2.30 pm at Seminar Hall (Administrative Block). The meeting will be chaired by Principal.

Agenda:

- Review of minutes of previous meeting.
- Review of External academic audit
- Re constitution of IQAC
- Planning for upcoming activities

A. Thore
PRINCIPAL

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Copy to:

1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Alby S – CA, Coordinator
3. Circulation among IQAC members
4. Reception
5. File

Date: 21-06-2022.

IQAC Meeting # 26

Venue: Seminar Hall

Time: 2.30 pm.

Agenda:

- ⇒ Re-constitution of IQAC
- ⇒ Review of KTU external audit
- ⇒ Review of previous meeting minutes.
- ⇒ Plan for next semester.

Members Present:

- | | | | |
|----|------------------------------|------------------------------------|----------------|
| 1 | Prof. Dr. Kennethose P. Paul | Principal | <i>P. Paul</i> |
| 2 | Dr. Alby S. | IQAC co-ordinator | <i>Alby</i> |
| 3 | Dr. Devi Selvaraj R. | IQAC Department Co-ordinator (MBA) | <i>Devi</i> |
| 4 | Saritha Sathyan | IQAC Dept Coordinator (CEEG) | <i>Saritha</i> |
| 5 | Teena Mathas | IQAC dept. coordinator (EE) | <i>Teena</i> |
| 6 | Deepthi V.S. | IQAC dept co-ordinator (SBH) | <i>Deepthi</i> |
| 7 | Gisha G.R | IQAC co-ordinator (S+H) | <i>Gisha</i> |
| 8 | Nimmi M.K | IQAC Coordinator (CSE) | <i>Nimmi</i> |
| 9 | ANU SUGATHAN | IQAC Coordinator (NASB) | <i>ANU</i> |
| 10 | Rejith Kumar R | IQAC Coordinator (ME) | <i>Rejith</i> |
| 11 | Seena George | IQAC Co-ordinator (EC) | <i>Seena</i> |
| 12 | Smitha K.S | IQAC coordinator (CA) | <i>Smitha</i> |

P. Paul

PRINCIPAL
Sree Narayana Gurukulam
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MINUTES OF IQAC MEETING

Subject: Quarterly Meeting	Meeting No:3/2022		
Venue: Seminar Hall	Date:21/06/2022	Time :2.30pm	
Members Present			
<ol style="list-style-type: none"> 1. Dr. Kemthose P Paul, Principal & Chairperson 2. Dr. Alby S – CA, Coordinator 3. Ms Saritha Sathyan – EEE 4. Ms Nimmy M K – CSE 5. Ms Jeena Mathew – CE 	<ol style="list-style-type: none"> 6. Ms Seena George - ECE 7. Mr Rajesh Kumar R– ME 8. Ms Smitha K S – CA 9. Ms Deepthi V S – S&H 10. Ms Gisha G R - S&H 11. Mr Anu Sugathan- NASB 12. Ms Devi Sekhar - MS 		
Members Absent			
1. Ms Reji P R – MS			
<p>Agenda:</p> <ol style="list-style-type: none"> 1. Review of previous meeting minutes/follow up 2. Review of External Audit 3. Re- constitution Of IQAC 4. Planning for upcoming audits/activities 			
	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Principal welcomed all committee members to the meeting.		
2	<p><u>Review of previous meeting minutes/follow up</u></p> <p>The minutes of the previous meeting was read and the follow-up actions were reviewed.</p> <ul style="list-style-type: none"> • All the files instructed to be consolidated were done, little more suggestions are to be implemented. • The action taken with reference to the previous meeting should have been included in the minutes of every meeting. It is missing in many of the minute register, which is to be corrected. <p>The minutes of the previous meeting was approved by the members present in the meeting.</p>	HoDs	16/06/2022
3	<p><u>Review of External audit</u></p> <p>The KTU external audit was conducted on 17/06/2022 and they have put forward many suggestions in each department. Principal initiated the discussion by appreciating the efforts and hard work put in by the IQAC coordinators and the team as such. The suggestions by the external panel of auditors were put forward for an open discussion:</p> <ul style="list-style-type: none"> • First and foremost, thing to be taken care of is to include the action taken of the previous minutes in the minute's registers of all committees. 	IQAC Members	Immediate

	<ul style="list-style-type: none"> It is suggested to keep the purchase records of the software used in the respective departments. Though the CO-PO analysis is included in all CNFs, the panel suggests that the real awareness of CO, PO and OBE is to be given to the faculty at the earliest. Dr Alby S, IQAC coordinator volunteered to give an awareness in each department when the faculty are free. The more number of teachers and students should be encouraged to do MOOC courses available in the NPTEL site. 	Dr Alby S	Immediate
4	<p>Re- constitution of IQAC</p> <p>The IQAC is to be re constituted by including Manager Mr. Suresh T K as the new panel member. The member, Executive Director is to be excluded from IQAC.</p>	Principal & IQAC coordinator	Immediate
5	<p>Planning for upcoming audits/activities</p> <ul style="list-style-type: none"> As the final year classes are completed, their exit survey is to be taken at the earliest. The placement details will be completed if and only if we could provide the details such as offer letter, intimation regarding joining, copy of ID card etc. Placement coordinators are requested to collect the same from the students of respective students. The second internal audit of the even semester is to be scheduled in the month of August. The first internal audit for the next odd semester can be scheduled in the first week of November as KTU external audit is scheduled from 15th of November 2022 onwards. As in most of the courses CO5 will not be covered during 2nd internal examination, the attainment of CO5 is done individually based on their assessment tool. Asst Prof. Smitha K S, IQAC coordinator of CA dept. suggested to standardize one tool like assignment or module test as an assessment tool for attaining CO5. 	<p>GTs</p> <p>Placement Coordinators</p> <p>IQAC auditors</p> <p>Academic advisory committee</p>	<p>Immediate</p> <p>Immediate</p> <p>1st week of August & November</p> <p>Immediate</p>
6	Dr Alby S concluded the meeting by expressing the gratitude towards all the members for their active participation and support.		
<p>Meeting adjourned at 3.30 pm</p> <p>Dr. Alby S (IQAC Coordinator)</p> <p><i>P. Alby</i> 25.06.22 Dr. Kemthose P Paul PRINCIPAL</p>			

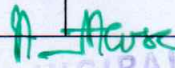


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ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as received in the meeting held on...21/06/2022. and the action taken based on those suggestions /decisions by the institution/ department/committee.

SL. No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	Action taken report has to be included in the minutes register	Principal directed to the department IQAC coordinators to ensure that action taken report is included in every meeting minute in their respective departments. IQAC coordinator was entrusted to provide a common format for the same.	21/06/2022
2	Give awareness on OBE to Faculty members.	First year faculty members were given a class on OBE by Dr Alby s.	13/07/2022
3	Re- Constitution of IQAC	Re constituted with new members.	24/06/2022
4	Assessment tool for CO5 in case it is not addressed in any of the internal examinations.	It is decided and conveyed that all Cos needs to be assessed using any of the tools like assignment, test paper etc.	30/06/2022


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IQAC Coordinator

