SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING, KADAYIRUPPU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting #7

2022-2023

SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING

Approved by AICTE and affiliated to A.P.J. Abdul Kalam
Technological University & Mahatma Gandhi 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/FL003/2022-23   13/03/2023

Notice– Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) core committee is scheduled to be conducted on 17/03/2023, 11.00 am at CRC (PG Block).

Agenda:

- Review of the previous meeting minutes
- Planning of upcoming events
- Documentation for accreditation and audit

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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
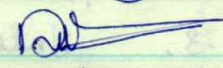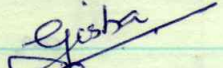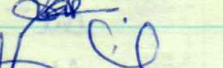
Date : 17/3/2023

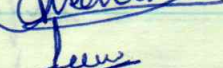IQAC Section Coordinators Meeting #3

Venue : CRC, PG Block.
Time : 11.00 am.

Agenda :

1. Review of previous meeting minutes and programs conducted last month.
2. Planning for upcoming events.
   * computer literacy for office staff
   * Skill development workshop for teaching staff
   * Orientation of newly joined staff
   * ETLab - ERP software.
3. Documentation for accreditation and audit.

Members Present :

	Name	Dept	Signature
1.	Dr. Alby. S.	CA	
2.	Dr. Devi Sekhar R	MS	
3.	Ms. Gisha. G.R	SPH	
4.	Lisha Kurian	CS	
5.	Saritha Sathyan	EEE	
6.	Seena George	ECE	
7.	Viney Devi	MCA	
8.	Anandhu CB	NASB	
9.	Jeena Mathew	CE	

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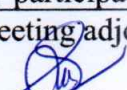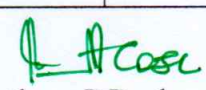College of Engineering
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MINUTES OF IQAC MEETING

Subject: Coordinators Meeting	Meeting No:3/2023	
Venue: CRC PG Block	Date:17/03/2023	Time :11.00am

Members Present

1. Dr. Alby S – CA, Coordinator
2. Ms Saritha Sathyan – EEE
3. Ms Jeena Mathew – CE
4. Lisha Kurian - CS

5. Ms Vincy DeviV K – CA
6. Ms Gisha G R - S&H
7. Dr. Devi Sekhar – MS
8. Ms Seena George – ECE
9. Mr Anandhu C - NASB

Members Absent

1. Ms. Nimmi M K – CSE
2. Mr. Rajesh Kumar R– ME

Agenda:
1. Review of previous meeting minutes and programs conducted last month.
2. Planning of upcoming events
   - Computer Literacy for non-teaching staff
   - Skill development workshop for teaching staff
   - Orientation for newly joined staff
   - ETLab – ERP software
3. Documentation for accreditation and 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	**Review of previous meeting minutes** 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	Planning and nominating the coordinators for different quality improvement programs upcoming was fixed as below: * Computer literacy program for office staff – * Skill development program/workshop for teaching staff – * Orientation of newly joined staff –	Asst. Prof. Nimmy M K Asst. Prof Vincy V K Dr Devi Sekhar	March

	All the programs are to be organized in the month itself. *Management has taken the final decision on new ERP software ETLab. Faculty will be given a training on this software,		
4	Dr Alby S concluded the meeting by expressing the gratitude towards all the members for their active participation and support.		

Meeting adjourned at 11.30 am

Dr. Alby S
(IQAC Coordinator)

Dr. Kemthose P Paul
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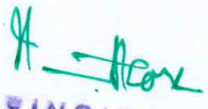Kadayiruppu, Kolenchery-682 311

ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as reived in the meeting held on 17/03/2023. and the action taken based on those suggestions /decisions by the institution/ department/committee.

SL. No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	Computer Skill Development program for non- teaching staff	As per the decision made in the last meeting, Computer skill development program was organized by CSE Dept.	21/03/2023
2	Skill development workshop for teaching staff	An FDP on "Authoring and publishing books" was conducted by Assoc. Professor Rajesh Kumar R	25-03-2023

IQAC Coordinator

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