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SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING, KADAYIRUPPU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting #1
2019-2020

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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)

No.SNGCE/AD/B-3/FL003/2019-20   02/09/2019

<u>Notice – Internal Quality Assurance Cell (IQAC)</u>

The quarterly meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 05/09/2019, 1.30 pm at Seminar Hall.

Agenda:
1. New IQAC coordinators
2. Review of feedbacks from students and other stakeholders
3. Academic audit manual

PRINCIPAL

Copy to : Principal

IQAC Coordinator

IQAC Members

File
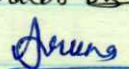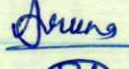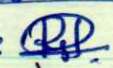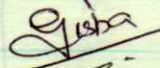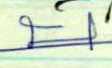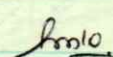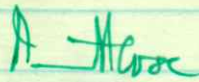
Date : 5/9/·19   Time : 1·30 pm

IAC Meeting No. 16.

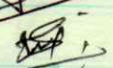|	Name	Dept.	Designation	Signature
1.	Dr Satheesh Baba pk	NASB	HOD	
2.	Reji · P·R	MS	IAC-Co-ordinator	
3.	B · Sibin	ME	IAC Dept. Co-ordinator	
4.	Tuna Mathew	CE	IAC Dept. coordinator	
5.	Deepthi V·S ·	S&H	IAC Dept Co-ordinator	
6.	Aruna T·A	EEE	Substitute	
7	Remya S.Kartha	ECE	IAC Dept. Coordinator	
8.	Gisha · G·R	S&H		
9.	Silpa Muraliraj	CSE	IAC Dept Coordinator	
10	LIJO JOSEPH	NASB	IAC Dept. Co-ordinator	
11	Smitha KS	CA	IAC Dept. coordinator	

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

MINUTES OF IQAC QUARTERLYMEETING

Subject: Quarterly Meeting	Meeting No:1/2019	
Venue : Seminar Hall	Date:05/09/2019	Time :1.30pm

Members Present

1. Dr. Satheesh Babu - NASB, IQAC Coordinator
2. MsAreena T A – EEE
3. MsSilpa Muraliraj – CSE
4. MsJeena Mathew– CE
5. Ms. Deepthi V S - SH
6. MsRenju S Kartha- ECE
7. Mr. Sibin B, ME
8. MsGisha G R - S&H
9. Ms Reji P R – MS
10. Ms Smitha K S – CA
11. Mr. Lijo Joseph - NASB

Agenda:
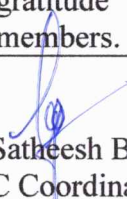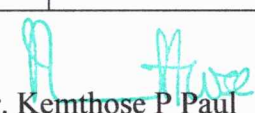1. New IQAC coordinators
2. Review of feedbacks from students and other stakeholders
3. Academic audit manual

	Subject	Action By	Action Date
1	Dr. Satheesh Babu -NASB, IQAC Coordinator welcomed IAC members to the meeting.		
2	Discussed the role of IQAC coordinators. New IQAC coordinators have to be appointed for the smooth functioning of IQAC.	HoDs	Immediate
3	Discussed the concerns raised by students in feedback. The main points are: ○ Lack of library books available. ○ Fees structure ○ Lack of new teaching methodologies ○ Curriculum is not effectively cover topics on fundamentals and latest technology. The committee has decided to bring a matter to the attention of the relevant parties and take action accordingly.	IQAC Coordinator	
4	Members discussed the academic audit manual issued by the university. The	IQAC coordinators	Immediate

	documents listed are to be taken care by the IAC members.		
5	All IQAC members should be present during the audit. Coordinator explained the duties and responsibilities of IAC members during the audit.		
6	Dr Satheesh Babu concluded the meeting by expressing the gratitude towards all the members.		
Dr. Satheesh Babu (IQAC Coordinator)		Dr. Kemthose P Paul PRINCIPAL	
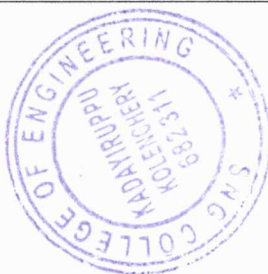
ACTION TAKEN REPORT

Based on meeting held on 5/9/2019

- New IQAC members were appointed.
- Photocopies were made available for specific books of which copies are not available.
- Two classrooms are transformed to smart classrooms.
- University has formed industry-oriented syllabus in 2019 which will address these concerns.
- Curriculum enrichment programmes are organised by the departments to make the Students industry ready.
- Academic audit manual issued from the university was circulated in all departments.

IQAC Coordinator

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