

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

# **INTERNAL QUALITY ASSURANCE CELL (IQAC)**

**Minutes of the Meeting #1  
2022-2023**

No.SNGCE/AD/B-3/FL003

7/06/2022

**Notice – Internal Quality Assurance Cell (IQAC)**

A meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 10/06/2022, 2.30 pm at Seminar Hall (Administrative Block). The meeting will be chaired by Principal.

Agenda:

- Review of minutes of previous meeting.
- Review of Internal academic audit
- Review of Feedback collected
- International Conferences and Other Academic activities



PRINCIPAL



Copy to:

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

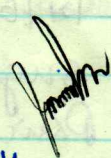
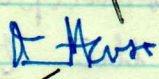
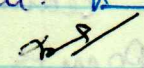
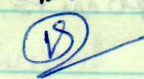

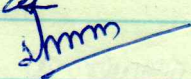
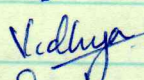
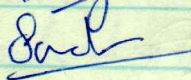
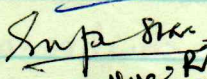
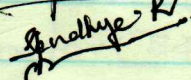

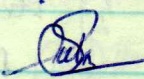

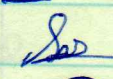

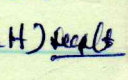

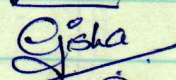


Date: 10/06/2022.

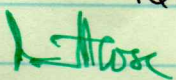
IQAC Meeting # 25

Venue : Board Room.

Agenda : Review of internal academic audit  
by IQAC and Feedback  
: International conferences, upcoming events.

Members Present:

1. Mr. Suresh T.k. Manager 
2. Prof. Dr. Kenthose P. Paul Principal. 
3. Dr. Usha S. Head, CE 
4. Prof. Jayasree S. Head, ME 
5. Dr. Reshmi S. Head, EE 
6. Prof. Deepak Head, EC 
7. Dr. Vidhya P.M Head, CBE 
8. Dr. Surendran S. Head, NASB. 
9. Dr. Suprabha T. Head, SH 
10. Dr. Sandhya R. Head, MCA 
11. Dr. Milna Susan Joseph Head, MBA 
12. Dr. Alby S. IQAC coordinator. 
13. ~~Dr. Suprabha T~~ Head
13. Smriti K S IQAC Dept. coordinator (CA) 
14. Saritha Sathyan IQAC Dept. coordinator (EEE) 
15. Nimmi. M K IQAC Dept Coordinator (ESE) 
16. Deepthi V. S. IQAC Dept. co-ordinator (SEH) 
17. Reji P.R IQAC member (SEH) 
18. Gisha G.R IQAC Member (SEH) 
19. Dr. Deni Sekhar R IQAC Dept. coordinator (MBA) 
20. ~~Arindha Joseph~~ /
21. Teena Mathew IQAC Dept. coordinator (CE) 

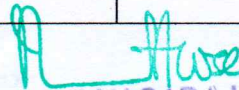
  
PRINCIPAL



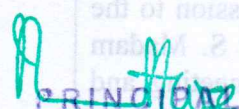
## MINUTES OF IQAC MEETING

Subject: Quarterly Meeting	Meeting No:3/2022		
Venue: Board Room Admn. Block	Date:10/06/2022	Time :1.00pm	
<b>Members Present</b>			
<ol style="list-style-type: none"> <li>1. Mr Suresh T K – Manager</li> <li>2. Dr. Kemthose P Paul – Principal</li> <li>3. Dr Usha S – Head, CE</li> <li>4. Prof Jayasree S – Head,ME</li> <li>5. Dr. Reshmila S – Head, EEE</li> <li>6. Prof Deepak – Head, ECE</li> <li>7. Dr. Vidhya P M – Head, CSE</li> <li>8. Dr. Surendran S , Head, NASB</li> <li>9. Dr. Subhrapha T – Head, SH</li> <li>10. Dr. Sandhya R , Head, CA</li> </ol>	<ol style="list-style-type: none"> <li>11. Dr. Milna Susan Joseph , Head-MS</li> <li>12. Dr. Alby S – CA, Coordinator</li> <li>13. Ms. Saritha Sathyan – EEE</li> <li>14. Nimmi M K – CS</li> <li>15. Ms Smitha K S – CA</li> <li>16. Ms Gisha G R - S&amp;H</li> <li>17. Dr. Devi Sekhar – MS</li> <li>18. Ms Seena George – ECE</li> <li>19. Deepthi V S – S&amp;H</li> <li>20. Jeena Mathew - CE</li> </ol>		
<b>Members Absent</b>			
<ol style="list-style-type: none"> <li>1. Mr. Anu Sugathan– NASB</li> <li>2. Mr. Rajesh Kumar R– ME</li> </ol>			
<b>Agenda:</b> <ol style="list-style-type: none"> <li>1. Review of previous meeting minutes</li> <li>2. Review of internal academic audit</li> <li>3. Review of Feedback collected</li> <li>4. International Conferences &amp; Association activities</li> </ol>			
	<b>Subject</b>	<b>Action By</b>	<b>Action Date</b>
1	Principal welcomed the special Invitee Mr. Suresh T K, Manager SNGCE, HoDs of all departments, IQAC coordinators and the team members to the meeting.		
2	As per the decision taken in the previous meeting the internal audit was scheduled for 6/6/2022 and 7/6/2022. The audit was conducted successfully. The decision taken and the follow-up action of the previous meeting is approved by the members present today. <b><u>PO Attainment</u></b> The target level for PO attainment for the current academic year was fixed as level 4.	Info	
3	Principal handed over the session to the IQAC coordinator Dr. Alby S. Madam briefed the agenda of the meeting and requested the auditors to present the		



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

	<p>report of the internal audit. The audit report presented by all auditors are satisfactory with minor suggestions and corrections.</p> <p>A general guideline regarding the area to be concentrated are :</p> <ul style="list-style-type: none"> <li>➔ As far as dept. files are considered, all files should include the action taken reports.</li> <li>➔ CO – PO – HoDs should consolidate</li> <li>➔ Curricular gaps should be consolidated.</li> <li>➔ As per the institution level files are concerned, files should be organized properly.</li> </ul>	Info	
4	<p>Feedback analysis was done in the meeting. Improvement required is in the infra-structure development and number of activities to be organized in the academic year.</p> <p>The committee has decided to organise more programmes in the coming semester to enable the students in co-ordinating and participating in various activities.</p>	Institution and Departments	Next Semester
5	<p>The international conference ICMIRD '22 was a successful program. HoDs are directed to plan more conferences for next year and conduct more quality improvement programs in the banner of association of respective departments.</p>	HoDs	Immediate
6	<p>The Manager, Mr Suresh T K concluded the meeting with following remarks:</p> <ul style="list-style-type: none"> <li>➔ All files and updations should be completed before 16/6/2022</li> <li>➔ KTU external audit is scheduled on 17/6/2022</li> <li>➔ Management offers all support for the upcoming events.</li> </ul>	HoDs and IQAC coordinators	Before 16/6/22
<p>Meeting adjourned at 2.00 pm</p> <p>Dr. Alby S (IQAC Coordinator)</p> <p>Dr. Kemthose P Paul PRINCIPAL</p>			

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



## ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as received in the meeting held on 10/06/2022. and the action taken based on those suggestions /decisions by the institution/ department/committee.

SL. No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	KTU external academic audit	Conducted successfully	17/6/22
2	Feedback from students	Different social and curriculum activities were organised by the departments and institution as a whole. Some of them are <ul style="list-style-type: none"><li>• Association inauguration and activities</li><li>• IT fest</li><li>• Arts fest</li><li>• Seminar</li><li>• Workshop etc.</li></ul> The request for development of infra structure like playground etc. are under processing by the management.	
3	Association activities	Project Expo by CSE Workshop on solar power plan design by EEE Inauguration of Hive is planned. AMICA association day is planned	25/6/22 18/6/22 November

  
IQAC Coordinator



  
PRINCIPAL