

SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING, KADAYIRUPPU

INTERNAL QUALITY ASSURANCE CELL (IQAC)

Minutes of the Meeting #2 2020-2021



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/FL003/2019-20

08/09/2020

Notice- Internal Quality Assurance Cell (IQAC)

The quarterly meeting of internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 12/09/2020,3.00 pm through online.

All members are requested to be present in the meeting.

PRINCIPAL

1. Dr. Kemthose P Paul, Principal & Chairperson

2. Dr. Satheesh Babu P.K, HoD – NASB- Coordinator Faculty Members:-

- 1. Ms. Reji P.R., Asst. Prof. (MS)
- 2. Ms. Saritha Sathyan, Assoc. Prof. (EE)
- 3. Ms. Nimmi M.K., Asst. Prof. (CSE)
- 4. Ms. Deepthy V.S, Asst. Prof. (S&H)
- 5. Ms. Smitha K.S., Asst. Prof. (CA)
- 6. Ms. Jeena Mathew, Asst. Prof. (CE)
- 7. Mr. Sibin B, Asst. Prof. (ME)
- 8. Ms. Renju S. Kartha, Asst. Prof. (EC)
- 9. Mr. Lijo Joseph, Asst. Prof. (SB)
- 10. Ms. Gisha G.R, Asst. Prof. (S&H)



Sree Narayana Gurukulam College of Engineering, Kadayiruppu

IQAC Meeting

Date :12/09/2020

Time 3.00pm

Members Present:

- 1. Dr. Satheesh Babu -NASB, IQAC Coordinator- Sd/-
- 2. Ms Saritha Sathyan EEE- Sd/-
- 3. Ms. Deepthi V S-SH-Sd/-
- 4. Ms. Jeena Mathew- CE- Sd/-
- 5. Prof Jayasree S -HoD, ME- Sd/-
- 6. Ms Gisha G R S&H- Sd/-
- 7. Ms Reji P R MS- Sd/-
- 8. Ms Smitha K S CA- Sd/-



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

| Subject: Quarterly Meeting | | Meeting No:2/2020 | | Mode : Online | | |
|---|--|--|--|------------------|-------------|--|
| Platform : Google Date: 12 Meet | | Date:12/09/2 | 020 | Time :3.00pm | | |
| | | L | Member | s Present | | |
| Dr. Satheesh Babu -NASB, IQAC Coordinator Ms Saritha Sathyan – EEE Ms. Deepthi V S - SH | | | Ms. Jeena Mathew- CE Prof Jayasree S –HoD, ME Ms Gisha G R - S&H Ms Reji P R – MS Ms Smitha K S - CA | | | |
| | | | Members A | bsent | | |
| 1 | genda: . E – Audit . Feedback | And the second second second second second second second second second | | Action Dec | A stime Det | |
| 1 | prayer. D Coordinator | ng started wit r. Satheesh | Babu , | Action By | Action Date | |
| 2 | online ma to conduc also in or • KTU ann e- audit. • 1st e -aud 21 is sche from 27/2 • All depar hereby di the docur uploaded created b • Faculty h activity r | liscussed: e all are taking classes in e mode, KTU has decided aduct the academic audit n online mode. announced the schedule for | | Dept.coordinator | s Immediate | |
| P | • HoD s ha | lass, attendance ave to verify the ts in online mo | ese | HoDs | Immediate | |

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|--------------------|---|--|------------|-----------|--|--|
| | • Departments can arrange | | | | | |
| | programs in online mode like webinars. | | | | | |
| | | | | | | |
| | • Committee analyzed feedback | U.D. | | T 1. | | |
| | from students and other | HoDs | | Immediate | | |
| | stakeholders. | | | | | |
| | Main concerns from students | | | | | |
| | side are: | | | | | |
| | Syllabus revision does not | | | | | |
| | include more relevant | | | | | |
| | industry- oriented topics. | | | | | |
| | • Limited number of core | | | | | |
| | placements. | | | | | |
| | • Curriculum is not updated | | | | | |
| 7 | • to the current industrial | | | | | |
| | standard. | | | | | |
| | | | | | | |
| | | | | | | |
| 3 | Dr Satheesh Babu concluded the | | | | | |
| | meeting by expressing the gratitude | | | | | |
| | towards all the members . | | 0 | M | | |
| | | | H | Have | | |
| | CE OF | NG | | | | |
| Dr. Satheesh Babu | | 15/1100 | Dr. Kemtho | | | |
| (10 | QAC Coordinator) | test will | PRINCI | PAL | | |
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E - Audit Schedule

| Audit No | Period of Audit | Last Date for Submission of Report | Last Date for response of the Principal |
|----------|-------------------------------------|--|---|
| 1 | 27/10/20 to | 10/11/20 | 13/11/20 |
| 2 | 04/11/20 28/12/20 to 31/12/20 | 08/01/21 | 14/01/21 |

ACTION TAKEN REPORT

Based on meeting held on 12/09/2020

- All faculty members were directed to prepare activity report and upload documents in google class room for the courses they handle.
- HoDs were entrusted to ensure that verify the documents uploaded by each faculty.
- IQAC coordinators were entrusted to make ready the documents for the e audit.
- Based on feedback analysis, following actions were taken:
 - Industry oriented add on courses were given.
 - More number of off campus and on campus placementopportunities and trainings were given for junior batches.
 - The faculty undergoes regular training programs toupgrade their teaching skills and techniques, whichhelps them to deliver a better learning experience tostudents. The college also ensures that the curriculumis updated regularly to align with industry standardsand provide the latest knowledge to students.

IQAC Coordinator



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