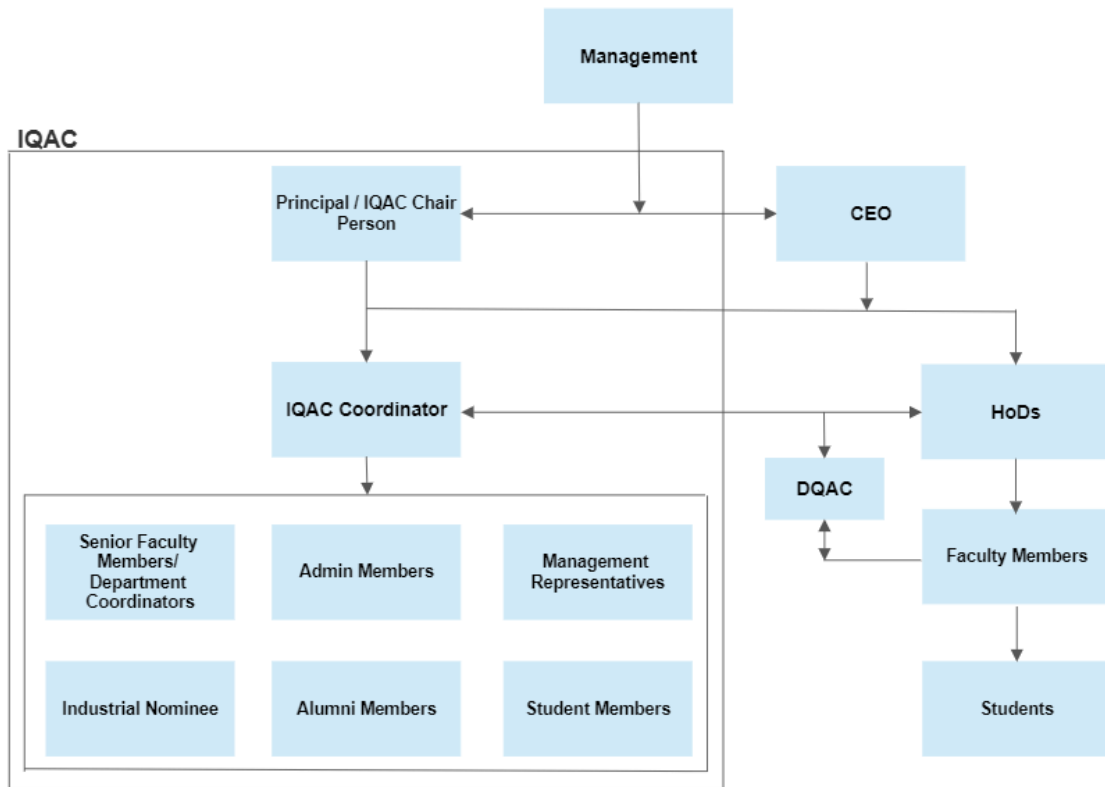


INTERNAL QUALITY ASSURANCE CELL





SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING, KADAYIRUPPU

Internal Quality Assurance Cell

IQAC of SNGCE plays an important role in improving and maintaining the quality of education delivery in the Institute. The prime task of the IQAC is to develop a system for conscious, consistent and catalytic improvement in the overall performance of the institution.

Vision

To develop systematic quality processes in the institution for evolving and sustaining excellence in its academic and administrative practices and ensuring their periodic evaluation.

Mission

- 1. To formulate and streamline the procedures and activities of the institution towards academic excellence.*
- 2. To ensure the readiness of the quality system for academic and administrative activities by periodic assessment and elimination of deficiencies.*



R. Jose

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IQAC Policy

The Internal Quality Assurance Cell (IQAC) of SNGCE was functioning since 2015 and was re-constituted on 17-09-2019 as per Academic audit manual published by KTU. The IQAC is committed to maintain quality by regularly improving all our activities. We shall endeavour to achieve expected level of satisfaction of our stakeholders by implementing a quality management system.

Quality policy of IQAC focuses on

- Internalisation of quality and act as a catalyst for the institution's performance improvement.
- Internal quality awareness while also establishing credibility for external quality assessment.
- Commitment to the creation of a culture that values quality and assures quality in the work place.
- Evaluation of students using a set of defined criteria, rules, and processes that are followed regularly.
- Organising programmes to improve the quality and competency of staff.
- Ensuring that the resources provided to aid student learning are sufficient and appropriate for each programme offered.
- Documentation for both the internal and external evaluations. The objective, procedures and content expectations for the self-evaluation process are documented.
- External quality assurance of the College and/or programmes would be performed. The duration of the cycle, as well as the review methods to be used, would be clearly established and made public ahead of time.
- Regular follow up of actionable recommendations and future action plan through a predefined follow-up procedure.



S. Anand
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Kadayiruppu, Kolenchery, 682311

Objectives of the IQAC


The IQAC of the College is constituted to achieve the following objectives:

- To ensure academic accountability.
- To monitor and enhance the quality of technical education through proper guidelines for both teaching faculty and students, so as to ensure that qualified engineers/researchers are passing out from the Institution.
- To define effectiveness of teaching learning process and to devise methodologies for confirming maximum output from faculty members as well as students.
- To ensure that the college is following OBE in its true spirit.
- To facilitate the integration of the various activities of the institution and institutionalize the best practices.
- To provide a sound basis for decision making imbibing all the dimensions of service quality to improve institutional functioning.
- To coordinate and improve internal communication to facilitate better policy implementation and quality assurance towards its stakeholders.

Functions of the IQAC

- Taking a lead role in undertaking Academic Audit and to give feedback with the purpose of devising quality enhancement programmes.
- Development and application of quality benchmarks/parameters for the various academic and administrative activities of the College.
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback responses from students, parents and other stakeholders on quality-related institutional processes.
- Dissemination of information on the various quality parameters of higher education.
- Organization of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles.
- Documentation of the various programmes/activities of the College, leading to quality improvement.
- Acting as a nodal agency of the College for coordinating quality-related activities, including adoption and dissemination of good practices.
- Development and maintenance of Institutional database through MIS for the purpose of maintaining/enhancing the institutional quality.
- Development of Quality Culture in the College.
- Preparation of the Annual Quality Assurance Report (AQAR) of the College based on the quality parameters/assessment criteria developed by the relevant quality assurance body (like NAAC, NBA, AB) in the prescribed format.




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The composition of the IQAC may be as follows:

1. Chairperson: Head of the Institution
2. Teachers to represent all level (Three to eight)
3. One member from the Management
4. Few Senior administrative officers
5. One nominee each from local society, Students and Alumni
6. One nominee each from Employers /Industrialists/Stakeholders
7. One of the senior teachers as the coordinator/Director of the IQAC

The membership of such nominated members shall be for a period of two years. The IQAC should meet at least once in every quarter. The quorum for the meeting shall be two-third of the total number of members. The agenda, minutes and Action Taken Reports are to be documented with official signatures and maintained electronically in a retrievable format.

Role and Responsibilities of different Committees

IQAC Core Committee

Sl No	Name & Designation	Role
1	Dr. Kemthose P Paul, Principal	Chairperson
2	Dr. E P Yesodharan , CEO	Member from Management
3	Mr. Suresh T.K.- Manager	Member from Management
4	Mr. Ajayan E.A, Administrative Officer	Administrative Officer
5	Dr. Alby S, Associate Professor, CA	Coordinator
6	Ms. Saritha Sathyan	Dept.Coordinator, EEE
7	Ms. Jeena Mathew	Dept.Coordinator,CE
8	Mr. Rajesh Kumar R	Dept.Coordinator,ME
9	Ms. Nimmy M K	Dept.Coordinator,CSE
10	Ms. Seena George	Dept.Coordinator,ECE
11	Mr. Ananthu C B	Dept.Coordinator,NASB
12	Ms. Gisha G R	Dept.Coordinator,S&H
13	Ms. Devi Sekhar	Dept.Coordinator,MS
14	Ms. Vincy Devi V K	Dept.Coordinator,CA
15	Ms. Reji Rajan	Member from Administrative Office
16	Ms. Ranjitha K.V, Ward Member	Nominee from Local Society
17	Ms. Keerthana Vinod	Nominee from Students
18	Mr. Najdan Waris	Nominee from Alumni
19	Mr. Jyothish V.G.	Nominee from Industry
20	Mr. Anish P. Kumar	Nominee from Professional Body



The main thrust areas improving through the above are:

1. Internal and External Audits
2. Academics
3. Documentation
4. Administration
5. Research
6. Quality Improvement Programs
7. Co-curricular and Extracurricular Activities

1. Internal and External Audits

Sectional Coordinator: Mr. Anandhu C B

Responsible to

- assist IQAC coordinator to carry out internal audits with members of IQAC Audit team and maintain the following documents:
 - ✓ Audit schedule
 - ✓ Audit Plan
 - ✓ Audit Report
 - ✓ Action Taken Report
- ensure that all documents as per KTU audit manual are prepared for external audit.

Academic audit shall cover

- i. Course delivery and adherence to the course plan, syllabus coverage, quality of question papers used for internal assessments, internal evaluation, maintenance of laboratory experimental set ups and equipment, practical assignments, mini projects and conduct of practical classes and their evaluation.
- ii. Co-curricular and Extra-curricular activities available for students, the monitoring mechanism of activity points to be earned by the students.
- iii. Academic functioning of the college encompassing students, faculty and college administration covering punctuality, attendance, discipline, academic environment, learning ecosystem, academic achievements and benchmarking.
- iv. The quality criteria prescribed by NBA/NAAC.

IQAC Internal Audit Team

Sl.No	Name & Designation	Department
1	Ms Saritha Sathyan , Associate.Professor	EEE
2	Ms Shemi P A, Asst.Professor	EEE
3	Ms Jeena Mathew , Asst.Professor	CE
4	Ms Manju P M , Associate.Professor	CE
5	Ms Nimmy M K, Asst.Professor	CSE
6	Mr Anil C B , Asst.Professor	CSE
7	Ms Divya K S, Asst.Professor	CSE
8	Ms Seena George, Asst.Professor	ECE
9	Ms Nitha S Unni , Asst.Professor	ECE
10	Ms Gisha G R, Asst.Professor	S&H



A. A. Cross

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11	Ms Reji P R , Asst.Professor	S&H
12	Mr Ananthu C B, Asst.Professor	NASB
13	Mr Rohith K Babu, Asst.Professor	NASB
14	Mr Rajesh Kumar R, Associate Professor	ME
15	Mr Vyshakh R Pillai, Asst.Professor	ME
16	Ms Devi Sekhar, Asst.Professor	MS
17	Ms Duniya P S, Asst.Professor	MS
18	Ms Vincy Devi V K, Asst.Professor	CA
19	Ms Anjali Sankar, Asst.Professor	CA

2. Academics

Sectional Coordinators: Ms. Vincy Devi V. K. & Mr. Rajeshkumar R

Responsible to ensure that all the documents listed below are updated/maintained properly.

- ✓ Semester Plan
- ✓ Lecture Plan
- ✓ Teaching Methodologies & Assessment Tools
- ✓ Target Levels
- ✓ Course Note File
- ✓ Question papers & scheme for Internal Exam, Assignments, Tutorials
- ✓ CO -PO Attainment
- ✓ Analysis & Action Taken

3. Documentation

Sectional Coordinators: Ms. Nimmy M. K. & Ms. Jeena Mathew

Responsible to ensure that all the documents listed below are updated/maintained properly.

- ✓ PAC
- ✓ DQAC
- ✓ Class Committee
- ✓ Course Committee
- ✓ PTA, Alumni
- ✓ Industry interaction
- ✓ Feedback (Students, Parents, Alumni, Exit, Industry), Analysis & Action Taken
- ✓ Placement & Higher Studies
- ✓ Programs/Activities

4. Administration

Sectional Coordinator: Ms. Reji Rajan

Responsible to ensure that all the documents listed below are updated/maintained properly.

- ✓ Academic Calendar
- ✓ Constitution /Reconstitution of All Bodies
- ✓ Minutes & Action Taken reports (Governing Body, Advisory Board, Council, Welfare, Discipline Committee, Anti-Ragging, Grievance Redressal, Arts, Sports, Women Cell, IQAC)



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- ✓ Teaching and Non-teaching staff details with acquaintance roll
- ✓ Service book
- ✓ SFR
- ✓ Budget
- ✓ Library & Central Computing facility details

5. Research

Sectional Coordinator: Dr. Devi Sekhar

Responsible to ensure that all the documents listed below are updated/maintained properly.

- ✓ Publications of Staff & students
- ✓ Research activities/Funded projects

6. Quality Improvement Programs

Sectional Coordinator: Ms. Saritha Sathyan & Ms. Seena George

Responsible to ensure that all the QIPs(Seminars/Webinars/Workshops/Conferences/FDPs) conducted /participated are documented properly.

7. Co-curricular and Extra-curricular Activities

Coordinator: Ms. Gisha G R

Responsible to ensure that all the Co-curricular and Extra-curricular activities conducted/participated are documented properly.

IQAC Executive Committee

- Principal
- Dean UG
- Dean PG
- IQAC Coordinator

Responsible for

- **Initiating** academic & administrative policies, quality improvement & curriculum development programmes and research activity.
- **Internal monitoring** of academic programs, audits and general academic administration.



IQAC Coordinator



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POLICY FOR ACADEMIC AUDIT

IQAC, SNGCE has set its own standards and state of the art, policies and procedures for continuous quality improvement. It is made available to all stake holders for offering suggestions and to have awareness on the criteria based on which they are going to be assured. In a semester minimum 2 internal audits and one external audit will be conducted.

For internal, a panel of internal auditors is constituted and the members of the panel are from different programmes of the Institute. The audit will be scheduled in advance with the auditors from different department. Once the audit is completed the auditors will prepare an audit report pertaining to a particular department and these reports will be compiled and analyzed for further action based on the result of analysis. Once the semester is completed, the external audit will be scheduled with KTU assigned external auditors. This is all regarding the academic audit of IQAC.


IQAC Coordinator


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SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING

Internal Academic Audit 2022-2023

Department				
Internal Auditors :				
Sl.No	Visit Date			
	Key Aspects	Documents Verified	Rating: 5/4/3/2/1 (Excellent/Good/Fair/Poor/Very Poor)	Auditor's Remarks /Observations/Area to improve
1				
2	Compliance to the Academic Calendar of KTU			
3	Functioning of students grievances and appeal committee			
4	Functioning of Academic Discipline & Welfare committee			
5	Facility for co- curricular and extracurricular activities			
6	Teaching and technical staff details with acquittance roll			
7	Average student to faculty ratio, Number of qualified technical staff , Faculty Qualification Index			
8	Facility of central library with respect to volume and title of books, online & print journals			
9	Functioning of IQAC and Progress of IQAC report uploading			
10	Institution Budget			
11	Details of Central Computing facility			
		Average Rating:		

Signature of:



Auditee

Auditors

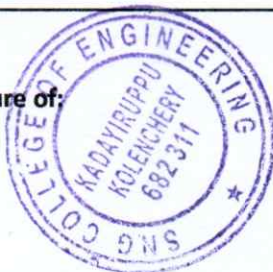
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SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING

Internal Academic Audit 2022-2023


Department & Course		Visit Date:	
Semester :		No. Of Students:	
Internal Auditors :			
Sl. No	Key Aspects	Documents Verified	Rating: 5/4/3/2/1 (Excellent/Good/Fair/Poor/Very Poor) Auditor's Remarks Observations/Area to improve
1	Class/Course committee meetings and action taken report		
2	Advisory meetings and action taken report		
3	Syllabus coverage of theory course as per course plan		
4	Conduct of series tests and evaluation of answer scripts		
5	Conduct of tutorial classes		
6	Syllabus coverage and conduct of practical course		
7	Evaluation of students performance in practical classes		
8	Conduct of remedial /minor/honours classes		
9	Maintanance of course diary		
10	Assessment of Outcomes		
11	Conduct of Seminar & Mini project/Project		
12	Students attending MOOC or other online courses		
13	Faculty evaluation & remarks by HoD		
14	Faculty with Ph.D for the program		
	Facility in the department library for references		
15	Placement / Higher education of Students		
16	Result analysis		
		Average rating :	

Signature of:



Auditee

Auditors


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 College of Engineering
 Kadayiruppu, Kolenchery.

SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING

Internal Academic Audit 2022-2023

Department and Course:			
Semester :			
Internal Auditors :			
Visit Date			
SI No.	Subject name with code	Faculty Name	Assessment
Theory			
SI No.	Subject name with code	Documents verified	Remarks/Obsevatons
1		Course diary (Attendance, lecture plan, Syllabus, timetable, Topics covered, Mode of instruction, Marks etc.) Course notes Question paper and Scheme for internal exam Questions and scheme for Assignment Evidence related to assessment tools for Cos and POs Sample answer scripts and assignments Details of Tutorials Weak student analysis / remedial action	
2		Course diary (Attendance, lecture plan, Syllabus, timetable, Topics covered, Mode of instruction, Marks Course notes Question paper and Scheme for internal exam Questions and scheme for Assignment Evidence related to assessment tools for Cos and POs Sample answer scripts and assignments Details of Tutorials Weak student analysis / remedial action	
3		Course diary (Attendance, lecture plan, Syllabus, timetable, Topics covered, Mode of instruction, Marks Course notes Question paper and Scheme for internal exam Questions and scheme for Assignment Evidence related to assessment tools for Cos and POs Sample answer scripts and assignments Details of Tutorials Weak student analysis / remedial action	

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 Kadayiruppu, Kolenchery-682 311



4			Course diary (Attendance, lecture plan, Syllabus, timetable, Topics covered, Mode of instruction, Marks	
			Course notes	
			Question paper and Scheme for internal exam	
			Questions and scheme for Assignment	
			Evidence related to assessment tools for Cos and POs	
			Sample answer scripts and assignments	
			Details of Tutorials	
			Weak student analysis / remedial action	
			Course diary (Attendance, lecture plan, Syllabus, timetable, Topics covered, Mode of instruction, Marks etc.)	
5			Course notes	
			Question paper and Scheme for internal exam	
			Questions and scheme for Assignment	
			Evidence related to assessment tools for Cos and POs	
			Sample answer scripts and assignments	
			Details of Tutorials	
			Weak student analysis / remedial action	
Lab				
1			Course diary	
			Lab manual	
			Performance evaluation	
			Question paper for lab exam	
			Sample record	
2			Course diary	
			Lab manual	
			Performance evaluation	
			Question paper for lab exam	
			Sample record	

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Signature of:

Auditee

Auditors

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No. SNGCE/AD/B-3/FL003/2019-20/01

17/09/2019

CIRCULAR - Internal Quality Assurance Cell (IQAC)

The internal Quality Assurance Cell (IQAC) at SNGCE has been re-constituted as per the Academic audit manual published by KTU, with the following members

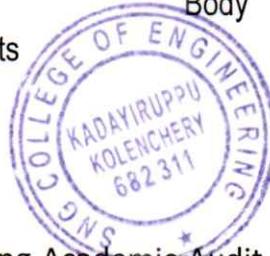
1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Satheesh Babu P.K, HoD – NASB- Coordinator
3. Faculty Members:-
 - a. Ms. Saritha Sathyan- EEE
 - b. Ms. Silpa Muraliraj - CSE
 - c. Ms. Jeena Mathew – CE
 - d. Ms. Renju S. KARtha – ECE
 - e. Mr. Sibin B – ME
 - f. Ms. Deepthi V.S – S&H
 - g. Mr. Lijo Joseph – NASB
 - h. Ms. Reji P.R – MS
 - i. Ms. Smitha K.S – CA
4. Adv. T.A Vijayan - Management Representative
5. Mr. Ajayan E.A - Administrative Officer
6. Mr. K.K. Raju - Community Representative
7. Ms. Ann Mary – Nominee from students
8. Mr. Najdan Waris – Nominee from Alumni
9. Mr. N. Suresh – Nominee from Industry
10. Mr. Alex S – Nominee from Professional Body



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Functions :-

- Taking a lead role in undertaking Academic Audit and to give feedback with the purpose of devising quality enhancement programmes.
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes.
- Dissemination of information on the various quality parameters of higher education.



Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No. SNGCE/AD/B-3/FL003/20-21

24/11/2021

CIRCULAR - Internal Quality Assurance Cell (IQAC)

The internal Quality Assurance Cell (IQAC) at SNGCE has been re-constituted as per the Academic audit manual published by KTU, with the following members

1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Alby S, Associate Professor, CA- Coordinator
3. Faculty Members:-
 - l. Ms. Saritha Sathyan- EEE
 - m. Ms. Nimmi M.K - CSE
 - n. Ms. Jeena Mathew – CE
 - o. Ms. Seena George – ECE
 - p. Mr. Rajeshkumar R – ME
 - q. Ms. Deepthi V.S – S&H
 - r. Mr. Anu Suguthan – NASB
 - s. Ms. Reji P.R – S&H
 - t. Ms. Smitha K.S – CA
 - u. Ms. Devi Sekhar - MS
4. Adv. T.A Vijayan - Management Representative
5. Mr. Ajayan E.A - Administrative Officer
6. Ms. Ranjitha K.V. - Community Representative
7. Ms. Keerthana Vinod – Nominee from students
8. Mr. Najdan Waris – Nominee from Alumni
9. Mr. N. Suresh – Nominee from Industry
10. Mr. Kiran Vijay – Nominee from Professional Body



PRINCIPAL

Copy to:- To circulate among above all members

Functions :-

- Taking a lead role in undertaking Academic Audit and to give feedback with the purpose of devising quality enhancement programmes.
- Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
- Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes.
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Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No. SNGCE/AD/B-3/FL003/21-22

24/06/2022

CIRCULAR - Internal Quality Assurance Cell (IQAC)

The internal Quality Assurance Cell (IQAC) at SNGCE has been re-constituted as per the Academic audit manual published by KTU, with the following members

1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Alby S, Associate Professor, CA- Coordinator
3. Faculty Members:-
 - a. Ms. Gisha G.R, S&H
 - b. Ms. Saritha Sathyan- EEE
 - c. Ms. Nimmi M.K - CSE
 - d. Ms. Jeena Mathew – CE
 - e. Ms. Seena George – ECE
 - f. Mr. Rajeshkumar R – ME
 - g. Ms. Deepthi V.S – S&H
 - h. Mr. Anu Suguthan – NASB
 - i. Ms. Reji P.R – S&H
 - j. Ms. Smitha K.S – CA
 - k. Dr. Devi Sekhar - MS
4. Mr. Suresh T.K.- Manager
5. Mr. Ajayan E.A - Administrative Officer
6. Ms. Ranjitha K.V. - Community Representative
7. Ms. Keerthana Vinod – Nominee from students
8. Mr. Najdan Waris – Nominee from Alumni
9. Mr. Jyothish V.G – Nominee from Industry
10. Mr. Anish P. Kumar – Nominee from Professional Body


PRINCIPAL

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Functions :-

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- Dissemination of information on the various quality parameters of higher education.



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #1
2018-2019**

Sree Narayana Gurukulam College of Engineering, Kadaviruppu

No.SNGCE/AD/B-3/FL003/2017-18

16/02/2018

Notice – Internal Quality Assurance Cell (IQAC)

The quarterly meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 19/02/2018, 12.30 pm at NASB Conference Room.

Agenda:

- External audit & Internal audit
- Proper Documentation



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Copy to:

1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Satheesh Babu, Coordinator
3. Circulate among IQAC members
4. File

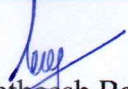

SL No.	NAME OF THE MEMBER	DEPARTMENT	DESIGNATION	SIGNATURES
1.	Prof. SATHRESHABABO P.K	NASB - H.O.D	COORDINATOR	
2.	Smitha K.S	MCA	Asst. Prof.	Signature
3.	Reji. P.K	SH	Asst. prof.	Signature
4.	Preetha Prabhakaran	Civil Engg.	Assoc Prof.	Signature
5.	Deepa Ashokkumar	MBA	Asst Prof	Signature
6.	Pramod K.B	NASB	CONVENOR	Signature

~~Signature~~
 IAC CONVENOR
 PRAMOD K.B

~~Signature~~
 TAC Coordinator
 HOD (NASB)
 Prof. Sathesh Babo P.K.

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



	be vigilant for external audit.		
3	Dr Satheesh Babu concluded the meeting by expressing the gratitude towards all the members.		
 Dr. Satheesh Babu (IAC Coordinator)		 Dr. Kemthose P Paul PRINCIPAL	




ACTION TAKEN REPORT

Based on meeting held on 19/02/2018

- Completed internal audit and submitted the reports by IAC auditors.
- External audit was conducted as per schedule.


IQAC Coordinator


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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #2
2018-2019**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No.SNGCE/AD/B-3/FL003/2018-19

05/11/2018

Notice – Internal Quality Assurance Cell (IQAC)

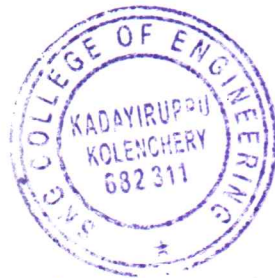
The quarterly meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 09/11/2018, 1.00 pm at NASB Conference Room.

Agenda:

- External audit & Internal audit
- Functions of IQAC
- Academic audit manual
- Responsibilities of coordinators



PRINCIPAL



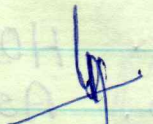

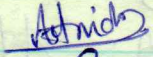


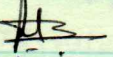
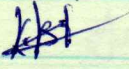
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1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Satheesh Babu, Coordinator
3. Circulate among IQAC members
4. File

DATE 09/11/18.

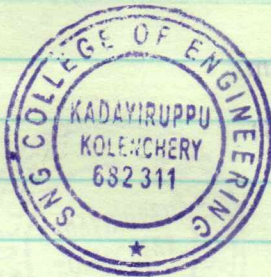
IAC MEETING NO: 15

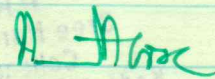
NASB CONFERENCE ROOM ³¹

SL No.	NAME OF IAC MEMBER	DEPT.	DESIGNATION	SIGNATURE
1.	Dr Satheshbabu P.K	NASB	IAC-coordinator	
2.	Sangeeta Srinivas	CSE	"	
3.	Dr. Bindusree A.R.	MS	"	
4.	Saritha Satyan	EEG	"	
5.	Smitha K.S	CA	"	
6.	Poetha Prabhakaran	CE	IAC-coordinator	
7.	Pranod K.B	NASB		

~~Signature~~
IAC coordinator
PRANOD K.B

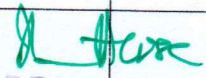
~~Signature~~
IAC coordinator
H.O.D (NASB)
Prof. (Dr.) Satheshbabu P.K.




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Kadayiruppu, Kolenchery-682 311

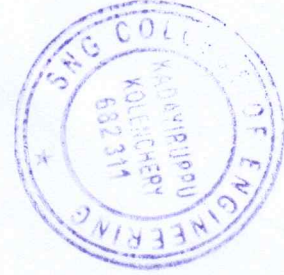
MINUTES OF IAC QUARTERLY MEETING

Subject: Quarterly Meeting	Meeting No:2/2018		
Venue : NASB Conference Room	Date:09/11/2018	Time :1.30pm	
Members Present			
<ol style="list-style-type: none"> 1. Dr. Satheesh Babu - NASB, IAC Coordinator 2. Ms Sangeetha Sreenivasan- CSE 3. Dr Bindusree A R – MS 4. Ms Saritha Sathyan -EEE 	<ol style="list-style-type: none"> 5. Ms Smitha K S – CA 6. Ms . Preetha Prabhakaran -CE 7. Mr. Pramod K B - NASB 		
Agenda: <ol style="list-style-type: none"> 1. External audit 2. Completion of Internal audit 			
	Subject	Action By	Action Date
1	Dr. Satheesh Babu -NASB, IAC Coordinator welcomed IAC members to the meeting.		
2	Date of external audit was announced by the University – 28 th November. So all the department coordinators should ensure that all the documents in the department are ready for audit.	HoDs	Immediate
3	All the members have to complete the internal audit in designated departments and submit report by 22 nd November.	IAC members	Immediate
4	All IAC members should be present during the audit. And all members have to be vigilant for external audit.	IAC members	
5	Special attention to Project/ Seminar mark evaluation		
6	List of files to be prepared in all departments were discussed.		
7	IAC members have to act as department coordinators during the audit.	IAC members	During audit
5	Dr Satheesh Babu concluded the meeting by expressing the		


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	gratitude towards all the members.		
Dr. Sathesh Babu (IAC Coordinator)		Dr. Kemthose P Paul PRINCIPAL	

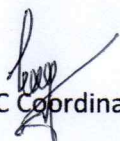



K. P. Paul
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ACTION TAKEN REPORT


Based on meeting held on 09/11/2018

- Completed internal audit and submitted the reports by IAC auditors.
- External audit was conducted as per schedule.


IQAC Coordinator


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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #1
2019-2020**

Sree Narayana Gurukulam College of Engineering, Kadaviruppu

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

02/09/2019

Notice – Internal Quality Assurance Cell (IQAC)

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

Agenda:

- New IQAC coordinators
- Academic audit manual
- Checklist for audit of department and administration office



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Kadaviruppu, Kolenchery-682-311



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


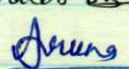
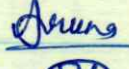
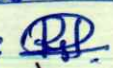
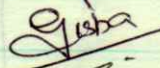
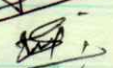
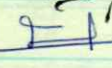
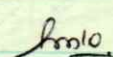
1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Satheesh Babu, Coordinator
3. Circulate among IQAC members
4. File

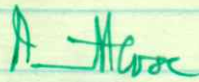
Date: 5/9/19

Time: 1:30 pm

33

IAC Meeting No. 16

	<u>Name</u>	<u>Dept.</u>	<u>Designation</u>	<u>Signature</u>
1.	Dr Sathesh Babu PK	NASB	HOD	
2.	Reji P.R	M/S	IAC-co-ordinator	
3.	B. Sibin	ME	IAC Dept. Co-ordinator	
4.	Jena Mathew	CE	IAC Dept. coordinator	
5.	Deepthi V.S	S&H	IAC Dept Co-ordinator or substitute	
6.	Aruna TA	EEE	substitute	
7.	Romya S. Kartha	ECE	IAC Dept. Coordinator	
8.	Gisha G.R	SFH		
9.	Silpa Muralraj	CSE	IAC Dept Coordinator	
10.	LISO JOSEPH	NASB	IAC Dept. Co-ordinator	
11.	Smitha KS	CA	IAC Dept. coordinator	

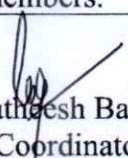
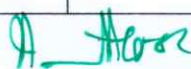


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Kadayiruppu, Kolenchery-682 311



MINUTES OF IAC QUARTERLY MEETING

Subject: Quarterly Meeting	Meeting No:1/2019		
Venue : Seminar Hall	Date:05/09/2019	Time :1.30pm	
Members Present			
<ol style="list-style-type: none"> 1. Dr. Satheesh Babu - NASB, IAC Coordinator 2. Ms Areena T A - EEE 3. Ms Silpa Muraliraj - CSE 4. Ms Jeena Mathew- CE 5. Ms. Deepthi V S - SH 	<ol style="list-style-type: none"> 6. Ms Renju S Kartha- ECE 7. Mr. Sibin B, ME 8. Ms Gisha G R - S&H 9. Ms Reji P R - MS 10. Ms Smitha K S - CA 11. Mr. Lijo Joseph - NASB 		
Agenda: <ol style="list-style-type: none"> 1. New IAC coordinators 2. Academic audit manual 			
	Subject	Action By	Action Date
1	Dr. Satheesh Babu -NASB, IAC Coordinator welcomed IAC members to the meeting.		
2	Discussed the role of IAC coordinators. New IAC coordinators have to be appointed for the smooth functioning of IAC.	HoDs	Immediate
3	Members discussed the academic audit manual issued by the university. The documents listed are to be taken care by the IAC members.	IAC coordinators	Immediate
4	All IAC members should be present during the audit. Coordinator explained the duties and responsibilities of IAC members during the audit.		
5	Dr Satheesh Babu concluded the meeting by expressing the gratitude towards all the members.		
 Dr. Satheesh Babu (IAC Coordinator)		 Dr. Kemthose P Paul PRINCIPAL	

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ACTION TAKEN REPORT

Based on meeting held on 5/9/2019

- New IAC members were appointed.
- Academic audit manual issued from the university was circulated in all departments.

IQAC Coordinator

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #2
2019-2020**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

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

1/10/2019

Notice – Internal Quality Assurance Cell (IQAC)

The quarterly meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 03/10/2019, 1.15 pm at Board Room. The meeting will be chaired by Principal.

Agenda:

- Formation of IQAC as per KTU guidelines
- Scheduling of Internal audit
- OBE based Question paper format



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Copy to:


1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Satheesh Babu, Coordinator
3. Circulate among IQAC members
4. File

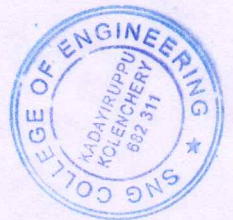
Internal Quality Assurance Cell (IQAC)

Agenda for the Meeting on 03 Oct 19

1. Formation of IQAC as per KTU guidelines
2. Function of IQAC
3. Formation of Department Advisory Committee
4. Outcome Based Education – Modification of question papers with Knowledge Level and Course objectives
5. Scheduling of Internal Audit
6. Check List for audit of Department and Administration Office


01/10/19
Dr Satheesh Babu
HoD NASB
IQAC Coordinator
SNGCE


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College of Engineering
Kadayiruppu, Kolenchery-682 311


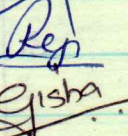
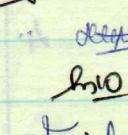
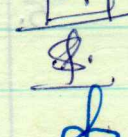
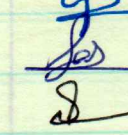

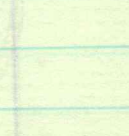

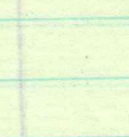
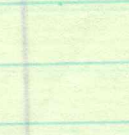
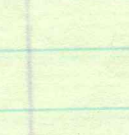



minutes?
A/T response

Date: 03-10-2019

Time: 1.15 PM ³⁵

IAC Meeting - 17

Name	Dept.	Designation	Signature
1. Kemthosa P. Paul		Principal	
2. Dr Sathesh Babu	NASB	HOD NASB	
3. Reji P.R	MS & A	IAC Co-ordinator	
4. Gisha G.R	SH		
5. Deepthi V.S	SGH	IAC Dept. Co-ordinator	
6. Smitha K S	MCA	IAC Dept. Co-ordinator	
7. LIJO JOSEPH	NASB	IAC Dept. Co-ordinator	
8. Silpa Muraliraj	CSE	IAC Dept. Co-ordinator	
9. Teena Mathew	CE	IAC Dept. Co-ordinator	
10. Saritha Sathyan	EEE	IAC Dept. Co-ordinator	
11. Ranju S. Kaethe	ECE	IAC Dept. Co-ordinator	
12. B. Sibin	ME	IAC Dept. Co-ordinator	




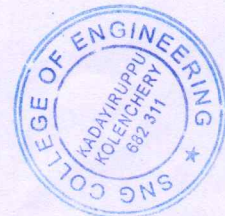


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Kadayiruppu, Kolenchery-682 311

MINUTES OF IQAC Meeting

Subject: First Meeting	Meeting No :1/2019	
Venue :Board Room	Date :03/10/2019	Time :1.00 pm
Members Present		
<ol style="list-style-type: none"> 1. Dr. Kemthose P Paul, Principal & Chairperson 2. Dr. SatheeshBabu P.K, HoD NASB- Coordinator 3. Ms. SarithaSathyan- EEE 4. Ms. SilpaMuraliraj - CSE 5. Ms. Jeena Mathew – CE 6. Ms. Renju S. KARtha – ECE 	<ol style="list-style-type: none"> 7. Mr. Sibin B – ME 8. Ms. Deepthi V.S – S&H 9. Mr. Lijo Joseph – NASB 10. Ms. Reji P.R – MS 11. Ms. Smitha K.S – CA 12. Ms.Gisha G.R –S&H 	
Members Absent		
Representatives from Management and Alumni		
Agenda		
<ol style="list-style-type: none"> 1. Formation of IQAC as per KTU guidelines 2. Function of IQAC. 3. Formation of Department Advisory Committee 4. Outcome based Education- Modification of question paper with knowledge level and course objectives. 5. Scheduling of internal Audit 6. Check List for audit of Department and Administration office. 		
1	Subject and Decision	Action By
2	Action Date	
1	The meeting started with a silent prayer. Principal welcomed committee members to the meeting.	
2	Formation of IQAC as per KTU guidelines <ul style="list-style-type: none"> • Principal discussed about the formation of IQAC at SNGCE and its responsibilities. • IQAC coordinator discussed the goals, benefits of IQAC and the submission of reports of IQAC, as per the KTU audit manual. 	
3	Function of IQAC <ul style="list-style-type: none"> • The functions of IQAC were explained to the committee members. 	



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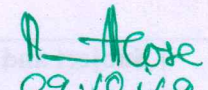


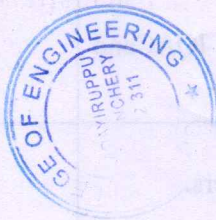
4	Formation of Department Advisory Committee <ul style="list-style-type: none"> The committee has decided to constitute a Department Advisory committee for each and every department 	Dept. Members	15.10.19
5	Outcome based Education <ul style="list-style-type: none"> Details of OBE were discussed and it was decided to implement the same from the batch joined in 2019. Every first year teaching faculty must prepare the internal question paper as per KTU guidelines based on knowledge level and course objectives, specified in the syllabus. 	All First year faculty	15.10.19
6	Scheduling of internal Audit <ul style="list-style-type: none"> The committee has decided to conduct an internal audit as per the schedule promulgated by KTU. Also auditors for every department were finalized. 		14, 15 Oct 2019.
7	Check List for audit of Department and Administration office. <ul style="list-style-type: none"> IQAC coordinator has discussed the list of items to be checked during the internal audit according to the KTU Audit manual. 		


Dr. Satheesh Babu P.K, IQAC Coordinator concluded the meeting by expressing the gratitude towards all the members for their active participation, valuable guidance and support.

The meeting was adjourned at 2 PM.


 Dr. Satheesh Babu P.K (H.O.D NASB)
 (IQAC Coordinator)


 09.10.19
 PRINCIPAL




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 Viruppu, Chittoor - 522 311

ACTION TAKEN REPORT

Based on meeting held on 03/10/2019

- Schedule of internal audit is prepared and circulated.
- Question paper format was circulated


IQAC Coordinator


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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #3
2019-2020**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

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

04/10/2019

Notice – Internal Quality Assurance Cell (IQAC)

The quarterly meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 06/10/2019, 2.00 pm at Board Room. The meeting will be chaired by Principal.

Agenda:

- Internal e-audit
- External Audit
- Indirect survey



PRINCIPAL



Copy to:

1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Satheesh Babu, Coordinator
3. Circulate among IQAC members
4. File

DATE : 06/10/19

TIME 2-PM 37

IQAC Meeting (No 17)

Name	Dept	Designation	Signature
1.			
2. Dr Sathesh Babu PK	NASB	HOD	
3. Anoopkumar. M	MCA	Asst. Prof	
4. GILSHA. G.R.	SIT	Asst. Prof	Gilsha
5. Swapna Sasikumar	CSE	Computer Programmer	Sy
6. Saritha Satyan	EEG	Assoc. Prof.	Sy
7. Jena Mathew	CE	Asst. Professor	Sy
8. B. Sibir	ME	Asst. Professor	Sy



A. Alex

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College of Engineering
Kadayiruppu, Kolenchery-682 311

MINUTES OF IAC QUARTERLY MEETING

Subject: Quarterly Meeting	Meeting No:3/2019	
Venue : Seminar Hall	Date:06/10/2019	Time :2.00pm

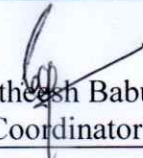
Members Present

<ol style="list-style-type: none"> 1. Dr. Satheesh Babu -NASB, IAC Coordinator 2. Ms Saritha Sathyan – EEE 3. Ms Swapna Sasikumar – CSE 4. Ms Jeena Mathew– CE 	<ol style="list-style-type: none"> 5. Mr. Sibin B, ME 6. Ms Gisha G R - S&H 7. Mr. Anoopkumar M – CA
--	---

Agenda:

1. External audit
2. Indirect Survey

	Subject	Action By	Action Date
1	Dr. Satheesh Babu -NASB, IAC Coordinator welcomed IAC members to the meeting.		
2	The readiness for external audit was reviewed.	Dept.coordinators	Immediate
3	A circular for schedule of external audit was conveyed.		
4	Next internal audit is scheduled from 06 December 2019.	Internal Auditors	
5	The procedure for taking indirect survey from students for outcome measurement was discussed.	IAC coordinator	
6	Dr Satheesh Babu concluded the meeting by expressing the gratitude towards all the members.		


 Dr. Satheesh Babu
 (IAC Coordinator)



 Dr. Kemthose P Paul
 PRINCIPAL



ACTION TAKEN REPORT

Based on meeting held on 06/10/2019

- A circular for schedule of external audit was circulated.
- Schedule of internal audit is prepared and circulated.
- Procedure for taking indirect survey from students for outcome measurement was Conveyed.


IQAC Coordinator


PRINCIPAL



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #4
2019-2020**

Sree Narayana Gurukulam College of Engineering, Kadaviruppu

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

11/02/2020

Notice – Internal Quality Assurance Cell (IQAC)

The quarterly meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 14/02/2020, 1.00 pm at Board Room. The meeting will be chaired by Principal.

Agenda:

- Monthly report from each department
- Internal audit
- External Audit
- Feedback



PRINCIPAL





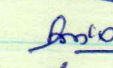
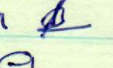

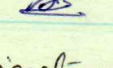
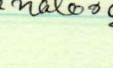
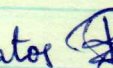
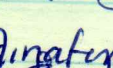
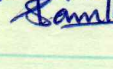

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- 1 Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Satheesh Babu, Coordinator
3. Circulate among IQAC members
4. File

Date: 14/2/20

Time: 1 PM 39

IQAC meeting No: 18

	Name	Dept	Designation	Signature
1				
2	Dr Seltheesh Babu	NASB	IQAC Coordinator	
3	Reji P.R	MS	IAC dept co-ordinator	
4	Smitha Ks	EA	IAC Dept. coordinator	
5	Swapsa Sasikumar	CSE	Substitute for IQAC coordinator	
6	Gisha G.R	SEH	Coordinator (SH)	
7	Sooritha Sathyan	EEE	IQAC Dept coordinator	
8	Deepthi V.S	SEH	IQAC Dept. co-ordinator	
9	Jayashree S.	Mech.	HOD (ME)	
10	Ranjin S. Karthe	ECE	IQAC dept. coordinator	
11	Samithamol Salim	CE	for IQAC dept. coordinator	
12	Kenehose P. Paul	Principal		



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



MINUTES OF IQAC QUARTERLY MEETING

Subject: Quarterly Meeting	Meeting No:1/2020	
Venue : Seminar Hall	Date:14/02/2020	Time :1.00pm

Members Present

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Dr. Kemthose P Paul, Principal 2. Dr. Satheesh Babu -NASB, IQAC Coordinator 3. Ms Saritha Sathyan – EEE 4. MsSwapna Sasikumar – CSE 5. MsSamithamol Salim– CE 6. Ms. Deepthi V S - SH | <ol style="list-style-type: none"> 7. Ms Renju S Kartha- ECE 8. Prof Jayasree S –HoD, ME 9. MsGisha G R - S&H 10. Ms Reji P R – MS 11. Ms Smitha K S - CA |
|---|--|


Members Absent

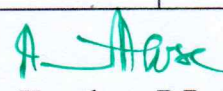
Members from admin office, management and alumni

Agenda:

1. Internal Audit
2. External Audit
3. Students Feedback
4. First Internal Examination

No	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Dr. Kemthose P Paul , Principal welcomed IQAC members to the meeting.		
2	Next internal audit is scheduled from March 1 st . All department coordinators have to ensure that the files in the departments are updated.	Dept.coordinators	Immediate
3	External audit will be conducted during the first week of April. Discussed the list of documents and files to be ready for the external audit.		
4	Feedback from students should be collected. Format will be circulated.		
5	First internal examination is scheduled from 24 th February.		
3	Coordinator concluded the meeting by expressing the gratitude towards all the members .		


 Dr.Satheesh Babu
 (IQAC Coordinator)


 Dr. Kemthose P Paul
 PRINCIPAL

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



ACTION TAKEN REPORT

Based on meeting held on 14/02/2020

- Schedule of internal audit is prepared and circulated.
- Schedule of external audit is prepared and circulated.
- Collected feedback from students and analysed.
- Time table and duty list for internal exam are prepared and circulated.

IQAC Coordinator

PRINCIPAL

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Sree Narayana Engineering College
Kadayiruppu, Kolenchery-682 311



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #1
2020-2021**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

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

27/05/2020

Notice- Internal Quality Assurance Cell (IQAC)

The quarterly meeting of internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 01/06/2020, 1.00 pm through online.

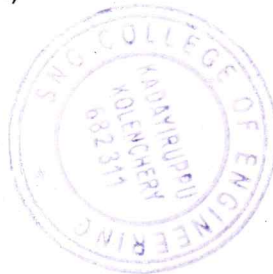
All members are requested to be present in the meeting.


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 :01/06/2020

Time 3.00pm

Members Present:

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



A. J. J.

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

MINUTES OF IQAC QUARTERLY MEETING

Subject: Quarterly Meeting	Meeting No:2/2020	Mode : Online
Platform : Google Meet	Date:01/06/2020	Time :3.00pm

Members Present

- | | |
|---|--|
| <ol style="list-style-type: none"> 1. Dr. Kemthose P Paul, Principal 2. Dr. Satheesh Babu -NASB, IQAC Coordinator 3. Ms Saritha Sathyan – EEE 4. Ms. Deepthi V S - SH | <ol style="list-style-type: none"> 5. Ms. Jeena Mathew- CE 6. Prof Jayasree S –HoD, ME 7. MsGisha G R - S&H 8. Ms Reji P R – MS 9. Ms Smitha K S - CA |
|---|--|

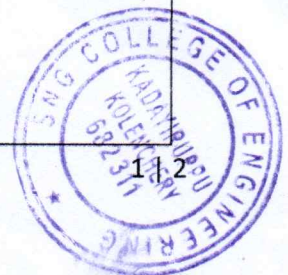
Agenda:


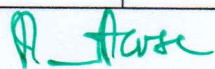
1. Online Cass
2. E - Audit

	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Dr. Kemthose P Paul, Principal welcomed IQAC members to the meeting.		
2	<p>Points discussed:</p> <ul style="list-style-type: none"> • As we all of us aware, the regular classes in offline mode is suspended all of a sudden due to COVID -19 pandemic by the Govt. • IQAC has decided to direct all members of faculty to switch to online mode by creating google classroom for the courses they handle. • Students can access and join the class room once they are given permission. • All the presentation, lecture notes, assignments etc. can be shared and evaluated through the classroom without diluting the teaching – learning process. • The above decision is to be implemented with immediate effect. 	Dept.coordinators	Immediate

A. Madan

PRINCIPAL
 Sri Narayana Gurukulam
 College of Engineering
 K. S. Nagarajapuram, Bangalore - 562 311



	<p>HoDshave to ensure that the online classes are conducting properly and attendance is taking correctly.</p> <p>HoDshave to ensure that the students are attending the classes and faculty is following the schedule of online classes.</p>	HoDs	Immediate
3	Dr Satheesh Babu concluded the meeting by expressing the gratitude towards all the members .		
<p> Dr. Satheesh Babu (IQAC Coordinator)</p>		<p> Dr. Kemthose P Paul PRINCIPAL</p>	

PRINCIPAL
Sree Narayana Gurukulam
College of Engineering
Kollam, Kerala



ACTION TAKEN REPORT

Based on meeting held on 01/06/2020

- All faculty members were directed to create google class room for the courses they handle and to switch the classes to online mode.
- HoDs were entrusted to ensure that the online classes are conducting properly and attendance is taking correctly.
- HoDs were entrusted to ensure that the students are attending the classes and faculty is following the schedule of online classes.

IQAC Coordinator

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Kadayiruppu, Kolenchery-682 311

**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, 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.

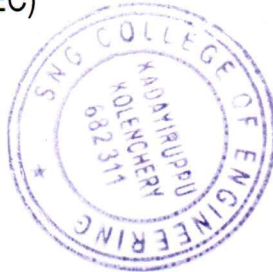


PRINCIPAL

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

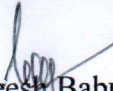
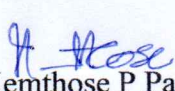
Members Present:

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/-




A handwritten signature in green ink, appearing to be "R. Alex".

PRINCIPAL
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Kadayiruppu, Kolenchery-682 311

	programs in online mode like webinars.	HoDs	Immediate
3	Dr Satheesh Babu concluded the meeting by expressing the gratitude towards all the members .		
 Dr.Satheesh Babu (IQAC Coordinator)		 Dr. Kemthose P Paul PRINCIPAL	

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 04/11/20	10/11/20	13/11/20
2	28/12/20 to 31/12/20	08/01/21	14/01/21


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ACTION TAKEN REPORT

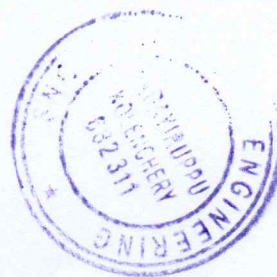
Based on meeting held on 12/09/2020

- 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.

IQAC Coordinator



PRINCIPAL



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #3
2020-2021**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

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

04/02/2021

Notice- Internal Quality Assurance Cell (IQAC)

The quarterly meeting of internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 08/02/2021, 2.00 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 : 08/02/20201

Time 2.00pm

Members Present:

- | | |
|--|--------|
| 1. Dr. Kemthose P Paul, Principal | - Sd/- |
| 2. Dr. Satheesh Babu -NASB, IQAC Coordinator | - Sd/- |
| 3. Ms Saritha Sathyan – EEE | - Sd/- |
| 4. Ms. Deepthi V S – SH | - Sd/- |
| 5. Ms. Jeena Mathew- CE | - Sd/- |
| 6. Mr. Rajeshkumar R, ME | - Sd/- |
| 7. Ms Gisha G R - S&H | - Sd/- |
| 8. Ms Reji P R – MS | - Sd/- |
| 9. Ms Smitha K S – CA | - Sd/- |
| 10. Mr. Lijo Joseph – NASB | - Sd/- |



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MINUTES OF IQAC QUARTERLY MEETING

Subject: Quarterly Meeting	Meeting No:1/2021	Mode : Online	
Platform : Google Meet	Date:08/02/2021	Time :2.00pm	
Members Present			
<ol style="list-style-type: none"> 1. Dr. Kemthose P Paul, Principal 2. Dr. Satheesh Babu -NASB, IQAC Coordinator 3. Ms Saritha Sathyan – EEE 4. Ms. Deepthi V S - SH 	<ol style="list-style-type: none"> 5. Ms. Jeena Mathew- CE 6. Mr. Rajeshkumar R, ME 7. MsGisha G R - S&H 8. Ms Reji P R – MS 9. Ms Smitha K S – CA 10. Mr. Lijo Joseph - NASB 		
Members Absent			
Members from management and alumni			
Agenda: 1. 2 nd E – Audit			
	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Dr. Kemthose P Paul, Principal welcomed IQAC members to the meeting.		
2	Points discussed: <ul style="list-style-type: none"> ○ The 2nd e-audit is to be conducted by the internal auditors as per the KTU guidelines and the reports are to be forwarded to the Principal by 12th February 2021. ○ Additional auditors from all departments are nominated to conduct the e-audit smoothly. ○ The 2nd audit may also give a brief write-up about <ol style="list-style-type: none"> 1. Conduction and evaluation of practical classes 2. Student's responses about the contact classes. 3. General Feedback about the online Classes by first semester students. 	Dept.coordinators	Immediate

A. Hase

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 Sri Narayana Gurukulam
 College of Engineering
 Kadayiruppu, Kolachery-682 311



3	Dr Satheesh Babu concluded the meeting by expressing the gratitude towards all the members .		
<p>Dr.Satheesh Babu (IQAC Coordinator)</p>		<p> Dr. Kemthose P Paul PRINCIPAL</p>	

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Bree Narayana Gurukulam
College of Engineering
Viluppuru, Kanchery-682 311



ACTION TAKEN REPORT

Based on meeting held on 08/02/2021

- Prepared and circulated the schedule and list of newly nominated auditors for the 2nd e-audit among the members.

IQAC Coordinator

PRINCIPAL



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #4
2020-2021**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No.SNGCE/AD/B-3/FL003/2020-21

01/04/2021

Circular – Internal Quality Assurance Cell (IQAC)

A planning meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 05/04/2021, in online mode.

Meeting link : <https://meet.google.com/mky-mwdg-pzg>

All are requested to be present in the meeting.

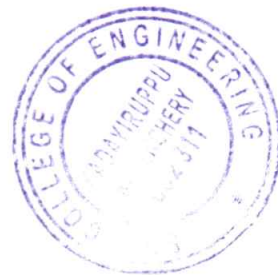
Agenda:

New format for monthly report


PRINCIPAL

Copy to:

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



Date: 05/04/2021

Time: 7.00 pm.

43

IQAC Meeting # 19

Platform: Google meet.

Meeting link: <https://meet.google.com/mky-mwdg-pzg>.

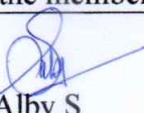

Agenda: New format for monthly report.


Name.	Dept.	Designation	Sign.
1. Dr. Alby S.	CA	IQAC Co-ordinator	
2. Gisha GR	SH	member	
3. Nimmy MK.	CS	Dept Coordinator	
4. Smitha K.S	CA	Dept. coordinator	
5. Seena George.	EC	Dept Coordinator	
6. Deepthi V.S.	SH	Dept. Co-ordinator	
7. Saritha Sathyan	EEE	Dept. coordinator	
8. Teena Mathew	CE	Dept. Coordinator	
9. Lijo Joseph.	NASB		
10. Reji P. R	SH	Dept. co-ordinator	
11. Rajeshkumar R.	ME	"	

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College of Engineering
Kadayiruppu, Kotenchery-682 311



MINUTES OF IQAC QUARTERLY MEETING

Subject: Quarterly Meeting	Meeting No:1/2021	Mode: Online	
Platform: Google Meet	Date:05/04/2021	Time :7.00pm	
Members Present			
1. Dr. Alby S – CA, IQAC Coordinator 2. Ms Saritha Sathyan – EEE 3. Ms Nimmi M K – CSE 4. Ms Jeena Mathew – CE 5. Ms. Deepthi V S - SH	6. Ms Seena George - ECE 7. Mr Rajesh Kumar R– ME 8. Ms Gisha G R - S&H 9. Ms Reji P R – MS 10. Ms Smitha K S - CA		
Members Absent			
1. Mr Lijo Joseph- NASB 2. Members from management and alumni			
Agenda:			
1. New format for monthly report			
	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Dr Alby S welcomed IQAC members to the meeting.		
2	The committee discussed: o New format for monthly report.	IQAC coordinator	Immediate
3	Dr Alby S concluded the meeting by expressing the gratitude towards all the members .		
 Dr. Alby S (IQAC Coordinator)		 Dr. Kemthose P Paul PRINCIPAL	


PRINCIPAL
Sree Narayana Gurukulam
College of Engineering
Thrippa, Kollenchery




ACTION TAKEN REPORT

Based on meeting held on 05/04/2021

- As per the discussion and decision in the meeting, new format for monthly report is prepared and circulated by IQAC coordinator
- Department coordinators are directed to submit the monthly report of respective department as early as possible.


IQAC Coordinator


PRINCIPAL


PRINCIPAL
Sree Narayana Gurukulam
College of Engineering
Kadaiyiruppu, Kotenchery-682 311



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #1
2021-2022**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No.SNGCE/AD/B-3/FL003/2021-22

07/07/2021

Circular – Internal Quality Assurance Cell (IQAC)

The quarterly meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 12/07/2021, 3pm in online mode. The meeting will be chaired by Principal.

Meeting link will be shared in the official WhatsApp group of IQAC. All are requested to be present in the meeting.

Agenda:

1. Monthly report from each department
2. Internal e-audit



PRINCIPAL

Copy to:

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



Sree Narayana Gurukulam College of Engineering, Kadayiruppu

IQAC Meeting

Date : 12/07/2021

Time 3.00pm

Members Present:

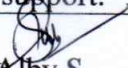

1. Dr. Kemthose P Paul, Principal & Chairperson -Sd/-
2. Dr. Reshmila R, HoD EEE -Sd/-
3. Prof. Jayasree K S, HoD, ME -Sd/-
4. Dr Usha S, HoD , CE -Sd/-
5. Dr. Sandhya R, HoD MCA -Sd/-
6. Dr. Alby S – CA, IQAC Coordinator -Sd/-
7. Ms Saritha Sathyan – EEE -Sd/-
8. Ms Sindhu M P – CSE -Sd/-
9. Ms Jeena Mathew – CE -Sd/-
10. Ms Seena George – ECE -Sd/-
11. Mr Rajesh Kumar R– ME -Sd/-
12. Ms Jisha G R - S&H -Sd/-
13. Ms Reji P R – MS -Sd/-
14. Ms Smitha K S – CA -Sd/-

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



MINUTES OF IQAC QUARTERLY MEETING

Subject: Meeting with Academic council	Meeting No:2/2021	Mode: Online	
Platform: Google Meet	Date:12/07/2021	Time :3.00pm	
Members Present			
1. Dr. Kemthose P Paul, Principal & Chairperson 2. Dr. Reshmila R, HoD EEE 3. Prof. Jayasree K S, HoD, ME 4. Dr Usha S, HoD , CE 5. Dr. Sandhya R, HoD MCA 6. Dr. Alby S – CA, IQAC Coordinator 7. Ms Saritha Sathyan – EEE 8. Ms Sindhu M P – CSE 9. Ms Jeena Mathew – CE	10. Ms Seena George - ECE 11. Mr Rajesh Kumar R– ME 12. Ms Jisha G R - S&H 13. Ms Reji P R – MS 14. Ms Smitha K S - CA		
Members Absent			
1. Ms Nimmy K – CSE 2. Ms Deepthy V S- S&H 3. Mr Lijo Joseph- NASB			
Agenda: 1. Preparation of Academic calendar for the academic year 2021- '22 2. Planning of the activities for the academic year 2021-22			
	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Principal welcomed academic council and IQAC members to the meeting.		
2	The committee discussed: <ul style="list-style-type: none">○ The major activities and holydays to be incorporated in the academic calendar for the year2021-22.○ Schedule of offline classes are to be prepared.	IQAC	Immediate
3	Dr Alby S concluded the meeting by expressing the gratitude towards all the members for their active participation and support.		
 Dr. Alby S (IQAC Coordinator)		 Dr. Kemthose P Paul PRINCIPAL	

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College of Engineering
Kadayiruppu, Kolenchery-682 311



ACTION TAKEN REPORT

Based on meeting held on 12/7/2021

- Department coordinators are entrusted to convey the importance of internal audit and documentation of every activity in the department.
- Department coordinators are directed to submit the monthly report of respective department as early as possible.


IQAC Coordinator


PRINCIPAL


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



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #2
2021-2022**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No.SNGCE/AD/B-3/FL003/2021-22

11/08/2021

Circular – Internal Quality Assurance Cell (IQAC)

The quarterly meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 13/08/2021, 3pm in online mode. The meeting will be chaired by Principal.

Meeting link will be shared in the official WhatsApp group of IQAC. All are requested to be present in the meeting.

Agenda:

1. Monthly report from each department
2. Internal e-audit



PRINCIPAL

Copy to:

1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Alby S – CA, Coordinator
3. Faculty Members: -
 - a. Ms Saritha Sathyan – EEE
 - b. Ms Nimmi M K – CSE
 - c. Ms Jeena Mathew – CE
 - d. Ms Seena George - ECE
 - e. Mr Rajeshkumar R – ME
 - f. Ms Deepthy V S- S&H
 - g. Ms Jisha R - S&H
 - h. Mr Lijo Joseph- NASB
 - i. Ms Reji P R – MS
 - j. Ms Smitha K S - CA



1. File
2. Reception

Date: 13/8/21

Time: 3 pm. 45

IOAC Meeting # 20

Platform: Google Meet.

Meeting link: <https://meet.google.com/zqz-mdod-hvj>

Agenda: Monthly report.

Name	Dept.	Designation	Sign.
1. Dr. Kenthose P. Paul.	Principal.		
2. Dr. Alby S	CA.	IOAC coordinator	
3. Ms Saritha Sathyan	EEE	Dept. Coordinator	
4. Ms Sindhu M.P.	CSE	"	
5. Ms. Jeena Mathew	CE	"	
6. Ms. Seena George	EC	Dept co-ordinator	
7. Mr. Rajesh Kumar R.	ME	"	
8. Ms. Gisha G. R.	SH	(Dept. coordinator) Member	
9. Ms. Reji P.R	SH.	Dept. co-ordinator	
10. Ms. Smitha K.S.	CA.	Dept. coordinator	
11. Nimmi M.K	CS	Dept Coordinator	
12. Deepthi V.S.	SIT	Dept. co-ordinator	

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



MINUTES OF IQAC MEETING

Subject: Quarterly Meeting	Meeting No:3/2021	Mode : Online
Platform: Google Meet	Date:13/8/2021	Time :3.00pm

Members Present

- | | |
|---------------------------------|--------------------------|
| 1. Dr. Kemthose P Paul | 7. Ms Reji P R - MS |
| 2. Dr. Alby S – CA, Coordinator | 8. Ms Seena George – ECE |
| 3. Ms. Saritha Sathyan – EEE | 9. Deepthi V S – S&H |
| 4. Sindhu M P – CS | 10. Ms Jeena Mathew – CE |
| 5. Ms Smitha K S – CA | 11. Ms Gisha G R |
| 6. Mr. Rajesh Kumar R– ME | 12. Nimmi M K - CS |

Members Absent

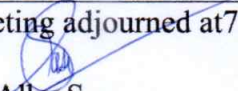
1. Mr. Lijo Joseph – NASB


Agenda:

1. Monthly Report
2. Importance of internal audit process and proper documentation
3. Planning for next year events

	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Dr Kemthose P Paul, Principal welcomed the IQAC team members to the meeting.		
2	Principal conveyed the importance of quarterly meeting and internal audit. All department coordinators have to ensure that every activity conducted by the department should be documented properly.	Dept. coordinators	Immediate
3	Committee discussed about the completion of monthly report on a timely manner.	Dept. coordinators	Immediate
4	Each department has to ensure the compliance of all the documents required for the audit.	Dept. coordinators	Immediate
5	Dr Alby S concluded the meeting by expressing the gratitude towards all the members.		

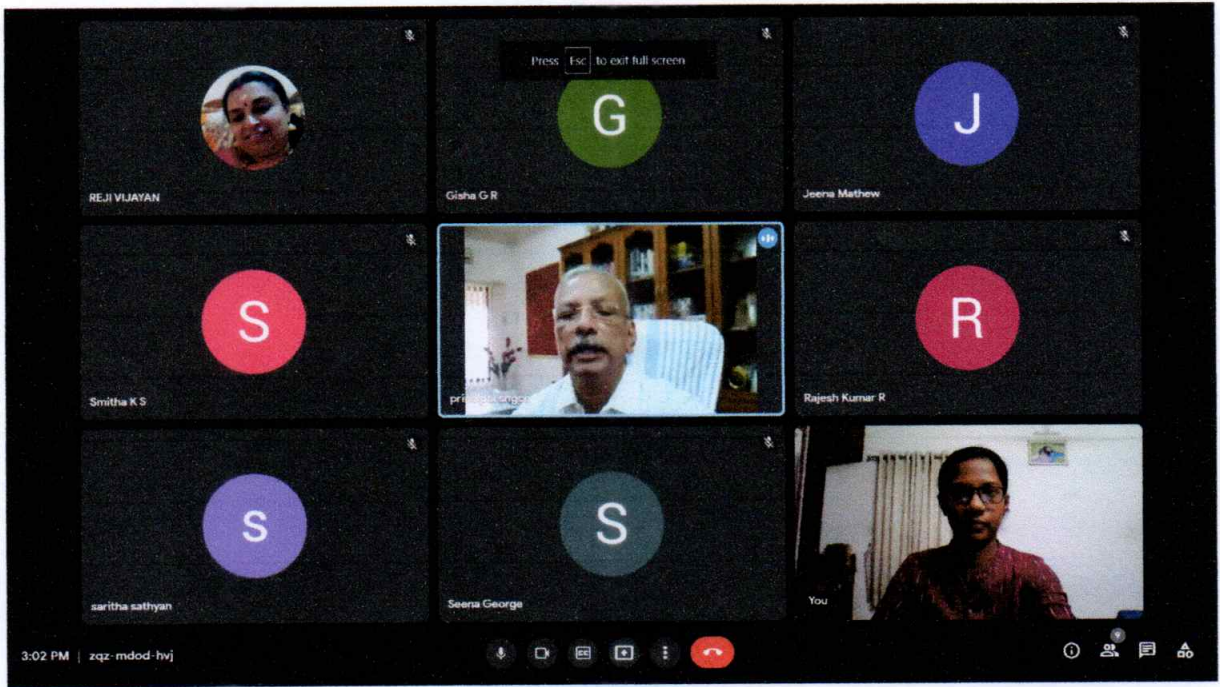
Meeting adjourned at 7.30pm


Dr. Alby S
(IQAC Coordinator)


Dr. Kemthose P Paul
PRINCIPAL

PRINCIPAL
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College of Engineering
Kadayiruppu, Kolenchery-682 011





ACTION TAKEN REPORT

Based on meeting held on 13/8/2021

- Department coordinators are entrusted to convey the importance of internal audit and documentation of every activity in the department.
- Department coordinators are directed to submit the monthly report of respective department as early as possible.


IQAC Coordinator


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College of Engineering
Kadayiruppu, Kolenchery-682 311




PRINCIPAL

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #3
2021-2022**

Sree Narayana Gurukulam College of Engineering, Kadaviruppu

No.SNGCE/AD/B-3/FL003/2021-22

11/10/2021

Notice – Internal Quality Assurance Cell (IQAC)

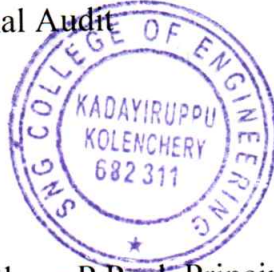
An online meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 12/10/2021, 7.00 pm. The meeting will be chaired by Principal.

Meeting link : <https://meet.google.com/axk-zrgv-rqw>

Agenda:

- Internal Audit


PRINCIPAL



Copy to:

1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Alby S – CA, Coordinator
3. Faculty Members: -
 - k. Ms Saritha Sathyan – EEE
 - l. Ms Nimmy K – CSE
 - m. Ms Jeena Mathew – CE
 - n. Ms Seena George - ECE
 - o. Mr Rajeshkumar R – ME
 - p. Ms Deepthy V S- S&H
 - q. Ms Jisha R - S&H
 - r. Mr Lijo Joseph- NASB
 - s. Ms Reji P R – MS
 - t. Ms Smitha K S – CA

1. File
2. Reception

Date: 12/10/2021

Date: Time: 7pm 47

IQAC Meeting # 21

Platform: Google meet.

Meeting link: <https://meet.google.com/azk-zxgv-zqvn>

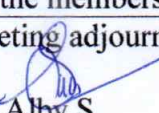
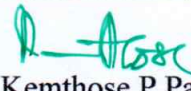
Agenda: Internal audit.

Name:	Dept.	Designation	Sign.
1. Dr Alby.s	CA.		
2. Ms. Seena George	ECE	Dept-Co-ordinator	
3. Ms. Jeena Mathew	CE	"	
4. Mr. Rajesh Kumar R.	ME	"	
5. Ms. Gisha G R	SH	Dept. Coordinator	
6. Mr. Lijo Joseph.	NASB		
7. Ms. Saritha Sathyan	EEE	Dept coordinator	
8. Ms. Deepthi V.S.	SH	Dept co-ordinator	
9. Ms. Smitha K.S.	CA.	Dept. Coordinator	
10. Ms. Reji P.R.	SH.	Dept. co-ordinator	
11. Ms. Nimmy M.K.	CS.	Dept Coordinator	



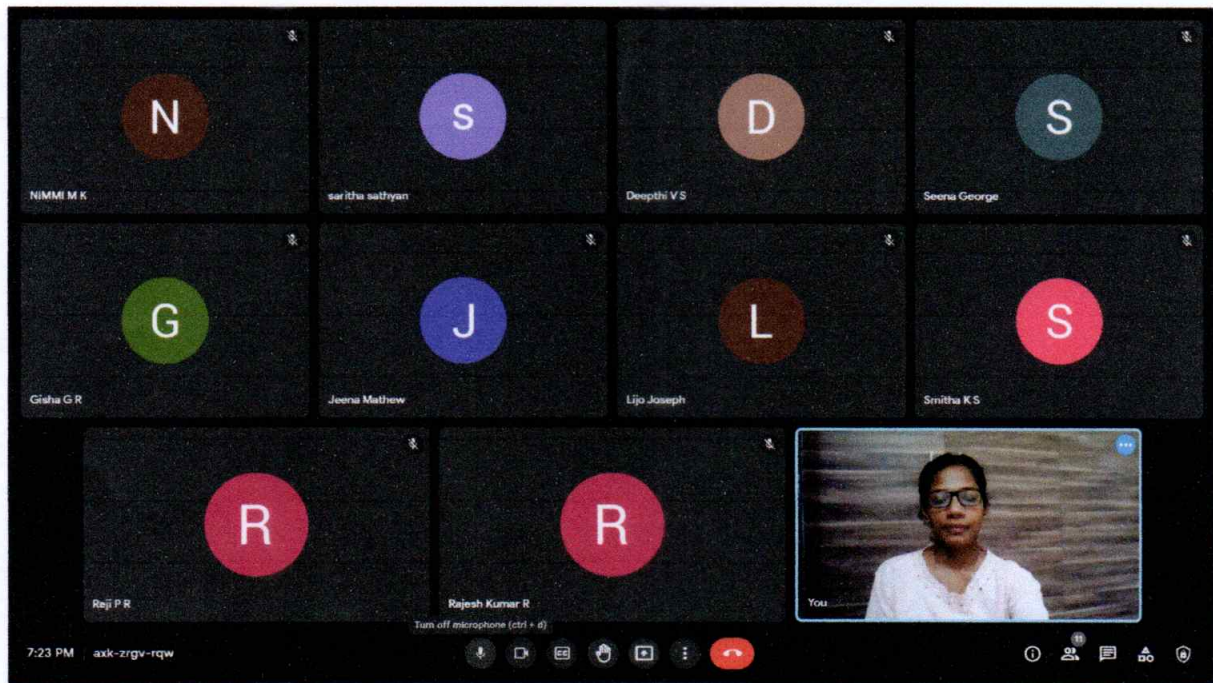
PRINCIPAL
Sree Narayana Gurukulam
College of Engineering
Kadayiruppu, Kolenchery-682 311

MINUTES OF IQAC MEETING

Subject: Quarterly Meeting	Meeting No:4/2021	Mode : Online	
Platform: Google Meet	Date:12/10/2021	Time :7.00pm	
Members Present			
1. Dr. Alby S – CA, Coordinator 2. Ms. Saritha Sathyan – EEE 3. Nimmi M K– CS 4. Ms Smitha K S – CA 5. Mr.Lijo Joseph– NASB 6. Mr. Rajesh Kumar R– ME	7. Ms Reji P R - MS 8. Ms Seena George – ECE 9. Deepthi V S – S&H 10. Ms Jeena Mathew – CE 11. Ms Gisha G R		
Members Absent			
Members from admin office, alumni and management			
Agenda: 1. Internal audit			
	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Dr Alby Swelcomed the IQAC team members to the meeting.		
2	Internal audit for the academic year 2020-2021 is tentatively scheduled during 08/11/2021 – 11/11/2021 in offline mode.	IQAC auditors	08/11/2021 – 11/11/2021
3	List of files to be maintained in departments is discussed and finalized.		
4	Google Class room for every subject can be verified by the auditors during the audit.		
5	Class committee meetings and course committee meetings should be completed as per the date given by university.	Dept. coordinators	As per schedule
4	Dr Alby S concluded the meeting by expressing the gratitude towards all the members.	IQAC team	Immediate
Meeting adjourned at 7.30pm			
 Dr. Alby S (IQAC Coordinator)		 Dr. Kemthose P Paul PRINCIPAL	

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Kadayiruppu, Kolenchery-682 311





ACTION TAKEN REPORT

Based on meeting held on 12 /10/2021

Department coordinators are directed to observe the audit reports prepared by auditors and take necessary steps to improve the quality and make up the deficiencies if any.


IQAC Coordinator


PRINCIPAL

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College of Engineering
Kadayiruppu, Kolenchery-682 311



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #4
2021-2022**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No.SNGCE/AD/B-3/FL003/2021-22

28/10/2021

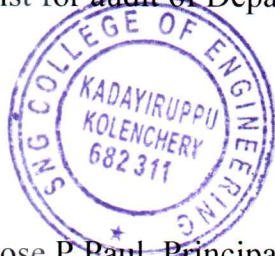
Notice – Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 01/11/2021, 2pm at board room. The meeting will be chaired by Principal.

Agenda:

- Internal Audit
- Checklist for audit of Department and Administration office


PRINCIPAL



Copy to:

1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Alby S – CA, Coordinator
3. Faculty Members: -
 - a. Ms Saritha Sathyan – EEE
 - b. Ms Nimmy K – CSE
 - c. Ms Jeena Mathew – CE
 - d. Ms Seena George - ECE
 - e. Mr Rajeshkumar R – ME
 - f. Ms Deepthy V S- S&H
 - g. Ms Jisha R - S&H
 - h. Mr Lijo Joseph- NASB
 - i. Ms Reji P R – MS
 - j. Ms Smitha K S – CA

1. File
2. Reception

Date: 1/11/2021

Time: 2.00 pm. 49

IQAC Meeting # 22

Venue: Board Room

Agenda: Checklist for internal Audit.

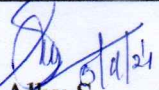
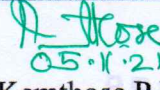
	<u>Name</u>	<u>Dept.</u>	<u>Designation</u>	<u>Sign.</u>
1.	Dr. kemthrose P. Paul.	Principal		A. Acorn
2.	Dr. Alby.s.	CA	IQAC coordinator	Alby
3.	Ms Saritha Sathyan	EEE	Dept. Coordinator	Sar
4.	Ms. Nimmy. M k.	CSE	Dept Coordinator	Nimmy
5.	Ms. Jeena Mathew	CE	"	Jeena
6.	Ms Seena George	ECE	Dept. Co-ordinator	Seena
7.	Ms. Rajesh kumar R.	ME	"	Rajesh
8.	Ms Gisha G R.	S&H	Dept. Coordinator	Gisha
9.	Ms. Lijo Joseph	NASB	"	Lijo
10.	Ms. Reji P. R	S&H	Dept. Co-ordinator	Reji
11.	Ms. Smitha k. S.	CA	Dept. coordinator	Smitha
12.	Ms Deepthi V.S.	S&H	Dept. Co-ordinator	Deepthi

A. Acorn

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



MINUTES OF IQAC MEETING

Subject: Quarterly Meeting	Meeting No:2/2021	Mode: Offline	
Venue: Board Room	Date:01/11/2021	Time :2.00pm	
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 Gisha G R - S&H 9. Mr Lijo Joseph - NASB 10. Ms Reji P R – MS 11. Ms Smitha K S - CA 		
Members Absent			
Nil			
Agenda:			
<ol style="list-style-type: none"> 1. Internal audit 2. Checklist for internal audit 			
	Subject	Action By	Action Date
1	<p>The meeting started with a silent prayer. Principal welcomed committee members to the meeting. Principal conveyed that management has decided to go for NBA accreditation in the near future. As KTU has revised the format of documentation in compliance with NBA format, all IQAC coordinators must ensure that all files in the department are maintained in the prescribed format.</p> <p>The internal audit is scheduled to be carried out on 8/11/2021, 9/11/2021, and 10/11/2021.</p>		
2	<p>The committee discussed:</p> <ul style="list-style-type: none"> ○ The checklist for internal audit and the key aspects to be audited. ○ Identified the documents whose hard copy are to be maintained in the file. ○ The audit has to be completed before 11/11/2021 and will have a concluding meeting on the same day. 		
3	Dr Alby S concluded the meeting by expressing the gratitude towards all the members for their active participation and support.		
 Dr. Alby S (IQAC Coordinator)		 Dr. Kemthose P Paul PRINCIPAL	



ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as received in the meeting held on 1/11/2021. and the action taken based on those suggestions /decisions by the institution/ department/committee.

SL. No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	Internal audit	Conducted as per schedule	8/11/21 – 10/11/21


IQAC Coordinator


PRINCIPAL

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

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #5
2021-2022**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No.SNGCE/AD/B-3/FL003/2021-22

18/11/2021

Notice – Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 19/11/2021, 1.00 pm. The meeting will be chaired by Principal.

Agenda:

- Review of Internal Audit



PRINCIPAL

Copy to:

1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Alby S – CA, Coordinator
3. Ms Saritha Sathyan – EEE
4. Ms Nimmy K – CSE
5. Ms Jeena Mathew – CE
6. Ms Seena George - ECE
7. Mr Rajeshkumar R – ME
8. Ms Deepthy V S- S&H
9. Ms Jisha R - S&H
10. Mr Lijo Joseph- NASB
11. Ms Reji P R – MS
12. Ms Smitha K S – CA

1. File
2. Reception



Date: 19/11/21

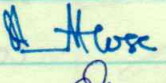

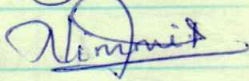
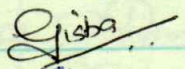


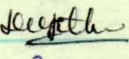

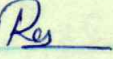
Time: 1:51 pm.

IQAC Meeting # 22

Venue - Seminar Hall

Agenda:

- Review of internal audit,
- Review of NBA accreditation process.

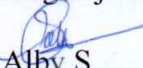
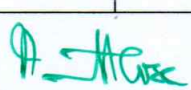
Name	Dept	Designation	Signature
1. Dr. Kenthose P. Paul		Principal	
2. Dr. Alby S.	CA	co-ordinator	
3. Nimmi M.R	CS	Dept Coordinator	
4. Gisha G.R	SH	Dept. Coordinator	
5. Seena George	ECE	Dept. Co-ordinator	
6. Saritha Sathyan	EEE	Dept. Co-ordinator	
7. Deepthi V.S	SBH	Dept. Co-ordinator	
8. Smitha K.S	CA	Dept. Co-ordinator	
9. Reji P.R	SH	Dept. Co-ordinator	



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



MINUTES OF IQAC MEETING

Subject: Quarterly Meeting	Meeting No:6/2021		
Venue : Seminar Hall	Date:19/11/2021	Time :1.00pm	
Members Present			
<ol style="list-style-type: none"> 1. Dr. Kemthose P Paul, Principal 2. Dr. Alby S – CA, Coordinator 3. Ms. Saritha Sathyan – EEE 4. Nimmi M K – CS 5. Ms Smitha K S – CA 	<ol style="list-style-type: none"> 6. Ms Reji P R - S&H 7. Ms Seena George – ECE 8. Deepthi V S – S&H 9. Ms Jeena Mathew – CE 		
Members Absent			
<ol style="list-style-type: none"> 1. Mr. Lijo Joseph – NASB 2. Mr. Rajesh Kumar R– ME 			
Agenda: <ol style="list-style-type: none"> 1. Review of Internal audit 2. Review of NBA accreditation process 			
	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Dr Kemthose P Paul , Principal welcomed the IQAC team members to the meeting.		
2	<p>Had a detailed review of internal audit and minutes of last meeting. The department coordinators have to observe the remarks by the auditors and suggest improvements to meet the quality of the contents presented.</p> <p>Department coordinators discussed the status of the documents in respective departments.</p> <p>Further actions to be taken were discussed.</p>	IQAC dept. Coordinators	Immediate
3	Special attention to CSE and NASB as they are going for NBA accreditation.		
4	Dr Alby S concluded the meeting by expressing the gratitude towards all the members.	IQAC team	Immediate
Meeting adjourned at 1.30pm			
 Dr. Alby S (IQAC Coordinator)		 Dr. Kemthose P Paul PRINCIPAL	



ACTION TAKEN REPORT

Based on meeting held on 19 /11/2021

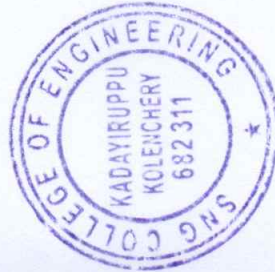
Department coordinators are directed to observe the audit reports prepared by auditors and take necessary steps to improve the quality and make up the deficiencies if any.



IQAC Coordinator



PRINCIPAL



ACTION TAKEN REPORT

Based on meeting held on 19 /11/2021

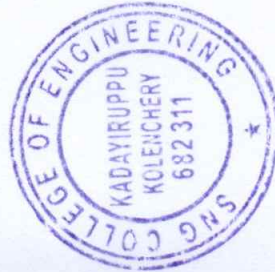
Department coordinators are directed to observe the audit reports prepared by auditors and take necessary steps to improve the quality and make up the deficiencies if any.



IQAC Coordinator



PRINCIPAL



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #6
2021-2022**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No.SNGCE/AD/B-3/FL003

07/03/2022

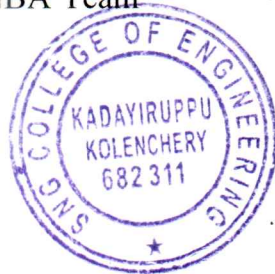
Notice– Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 08/03/2022, 2.30 pm at Seminar Hall (Administrative Block). The meeting will be chaired by Principal.

Agenda:

1. Internal Audit
2. Visit of NBA Team


PRINCIPAL



Copy to:

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


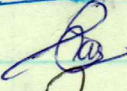


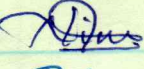







Date: 8/3/22.

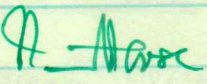
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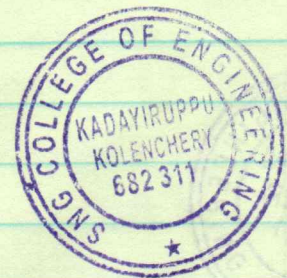
IQAC meeting # 23

Venue: Seminar Hall.

Agenda: Internal Audit
: ERP Software.

Name	Dept.	Designation	Signature
1. Dr. Kempthose P. Paul	Principal		
2. Dr. Alby S	CA, Co-ordinator		
3. Reji P.R	SH, Dept. Co-ordinator		
4. Deepthi V.S.	SH, Dept. Co-ordinator		
5. Nimmi M.K	CSE, Dept. Co-ordinator		
6. Gisha G.R	SH, Dept. Co-ordinator		
7. Rajeshkumar R	ME, Dept. Co-ordinator		
8. Seena George	EC, Dept. Co-ordinator		
9. Saritha Sathyan	EEE, Dept. Co-ordinator		
10. Smitha K.S	CA, Dept. Co-ordinator		
11. Teena Mathew	CE, Dept. Co-ordinator		
12. ANU SUGATHAN	NASB, Dept. Co-ordinator		


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MINUTES OF IQAC MEETING

Subject: Quarterly Meeting	Meeting No:1/2022	
Venue: Seminar Hall	Date:08/03/2022	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. MsGisha G R - S&H 9. MrAnu Sugathan- NASB 10. Ms Reji P R – MS 11. MsDevi Sekhar - MS |
|---|---|

Members Absent

1. Ms Smitha K S – CA
2. Ms Deepthi V S – S&H
3. Members from management and alumni



Agenda:

1. Internal audit
2. Visit of NBA Team

	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Principal welcomed new members Mr. Anu Sugathan and Ms. Devi Sekhar to IQAC team and all committee members to the meeting.		
2	<u>NBA Visit</u> In connection with NBA accreditation process we have submitted SAR of CSE & NASB in the first week of February '22. Five different sets of dates are proposed for the visit by NBA team which they will be informing later. The first set of proposed date comes in the month of March. Principal directed NBA coordinators to keep all the files and necessary documents ready for verification.	NBA coordinators	Immediate
3	<u>Internal audit</u> As we have completed the odd semester classes, the internal audit can be scheduled in the second week of March '22. In view with NBA accreditation, the internal audit should be dealt with the same seriousness of the external audit.	IQAC Members	
2	<u>Scheduling of internal audit</u> • The committee has decided to conduct the internal audit on 15/03/2022,		

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	16/03/2022, 17/03/2022 and 18/03/2022. <ul style="list-style-type: none"> • Auditors for every department were finalized. • The detailed schedule of the audit is to be circulated among the departments. 	IQAC coordinator	Immediate
3	Discussed the requirement of ERP software. Principal assured that this matter will be communicated with the management.	Principal	Immediate
3	Dr Alby S concluded the meeting by expressing the gratitude towards all the members for their active participation and support.		
 Dr. Alby S (IQAC Coordinator)		 Dr. Kemthose P Paul PRINCIPAL	

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ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as received in the meeting held on 08/03/2022. and the action taken based on those suggestions /decisions by the institution/ department/committee.

SL. No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	Internal audit	Conducted as per schedule	15/03/2022, 16/03/2022, 17/03/2022 and 18/03/2022.

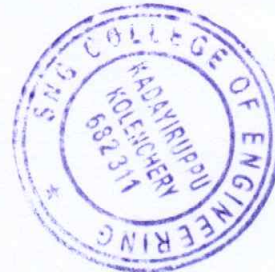


IQAC Coordinator



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #7
2021-2022**

Sree Narayana Gurukulam College of Engineering, Kadaviruppu

No.SNGCE/AD/B-3/FL003

25/05/2022

Notice – Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 27/05/2022, 2.30 pm at Seminar Hall (Administrative Block). The meeting will be chaired by Principal.

Agenda:

1. Review of minutes of previous meeting.
2. Internal academic audit
3. External academic audit



PRINCIPAL



Copy to:

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

Date : 27/5/22

55

IQAC Meeting #24

Venue : Seminar Hall (A103)

Agenda : 1. Review of Previous meeting Minutes
2. Internal & External academic audit in even Semester

1. Dr. Konthose P. Paul.
2. Dr. Alby S
3. Ms. Jeena Mathew
4. Mr. Rajesh Kumar R.
5. Ms. Saritha Sathyan.
6. Ms. Seena George.
7. Ms. Nimmy M. K.
8. Ms. Gisha G.R.
9. Mr. Anu Sugathan
10. Ms. Smitha K.S
11. Ms. Devi Shekhar

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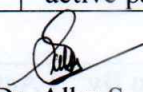
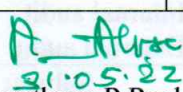
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	POs & PSOs in the class rooms and labs. All the COs can be given in the internal question paper.		
	Principal suggested that all departments should encourage their students to publish their works done during project as research papers.		
	IQAC coordinator advised the departments to collect the proof of their students going for higher education, getting placements etc. to substantiate the success data of the programme.		
4	External Audit As per the KTU notification the external academic audit of even semester will be carried during 08/06/2022 to 17/06/2022. IQAC team should ensure the preparedness for the smooth conduct of external audit.	IQAC coordinator	Immediate
5	Dr Alby S concluded the meeting by expressing the gratitude towards all the members for their active participation and support.		
 Dr. Alby S (IQAC Coordinator)		 Dr. Kemthose P Paul PRINCIPAL	




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ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as received in the meeting held on 27/05/2022. and the action taken based on those suggestions /decisions by the institution/ department/committee.

SL. No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	External audit	Scheduled as per the direction from university	June 8 th to 17 th 2022
2	COs in question paper	As per the discussion in the meeting, it is decided to include all CO s in the question paper. New format was circulated	30/5/2022
3	Display POs in class room and labs.	It is decided to proceed.	27/5/2022.



IQAC Coordinator



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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #3
2022-2023**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No.SNGCE/AD/B-3/FL003/2022-23

09/09/2022

Circular – Internal Quality Assurance Cell (IQAC)

A planning meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 16/09/2022, 1.00pm at CRC , PG Block.

All are requested to be present in the meeting.

Agenda:

1. Planning for FDP on OBE


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



Date: 16/9/22

IQAC Meeting # 28.

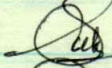
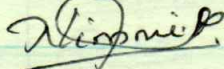
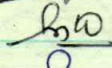
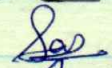

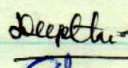

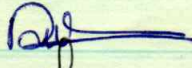

Venue: CRC PG. Block.

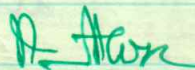
Time: 1.00pm.

Agenda:

Planning for FDP on OBE on 24/9/22.

Members Present:


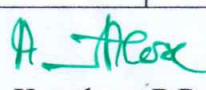
1	Dr. Alby. S.	IQAC co-ordinator.	
2	Nimmi. M K	CSE IQAC Coordinator	
3	Smitha K. S	C A IQAC coordinator	
4	Saritha Sathyan	ECE IQAC coordinator	
5	Reji P.R	SH IQAC coordinator	
6	Deepthi V.S.	SBH IQAC coordinator	
7	Seena George	ECE IQAC Coordinator	
8	Dr. Devi Selvar R	MS IQAC Coordinator	
9	Irene Mathew	CE IQAC "	



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MINUTES OF IQAC MEETING

Subject: Planning Meeting	Meeting No:5/2022		
Venue: CRC PG Block	Date:16/09/2022	Time :1.00pm	
Members Present			
1. Dr. Alby S – CA, Coordinator 2. Ms. Saritha Sathyan – EEE 3. Nimmi M K– CS 4. Ms Smitha K S – CA	5. Ms Reji P R - S&H 6. Dr. Devi Sekhar – MS 7. Ms Seena George – ECE 8. Deepthi V S – S&H 9. Ms Jeena Mathew – CE		
Members Absent			
1. Mr. Anu Sugathan– NASB 2. Mr. Rajesh Kumar R– ME			
Agenda: 1. Planning for FDP on OBE			
	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Dr Alby SIQAC Coordinator welcomed the IQAC team members		
2	As per the decision taken in the previous meeting, A faculty development program is scheduled to be conducted on 24-09-2022 in two sessions. Session 1 is for all the teaching and technical staff of the college. In session 2, a hands on training will be given to selected staff members from each department.		
3	After the discussion in the meeting, the resource person is finalized as Mr. Andrews Jose from Viswajyothi college.		
4	The various duties and responsibilities for the arrangement of FDP were assigned to the team members of IQAC.	IQAC team	Immediate
5	Dr Alby S concluded the meeting by expressing the gratitude towards all the members for their active participation and support.		
Meeting adjourned at 1.30pm			
 Dr. Alby S (IQAC Coordinator)		 Dr. Kemthose P Paul PRINCIPAL	

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ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as received in the meeting held on 16/09/2022. and the action taken based on those suggestions /decisions by the institution/ department/committee.

SL. No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	FDP on OBE	Conducted successfully	24-09-2022


IQAC Coordinator


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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #6
2022-2023**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No.SNGCE/AD/B-3/FL003/2022-23

13/02/2023

Notice – Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) core committee is scheduled to be conducted on 15/02/2023, 1.00 pm at CRC (PG Block).

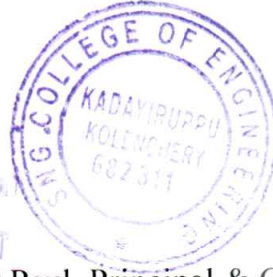
Agenda:

- Review of action items of the previous meeting
- Planning of upcoming events
- Internal 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: 15/2/2023

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IQAC Section Co-ordinators Meeting # 2

Venue : CRC , PG Block.

Time : 1.00 pm.

Agenda: Planning for upcoming events & internal audit.

: Women's day celebration.

Members Present:


Name	Dept.	Signature
1. Dr. Alby. S.	CA	
2. Viney Devi. V. K	CA	
3. Gaska. G.R	SH	
4. Sasitha Sathyan	EEE	
5. Teena Mathus	CE	
6. Rajesh Kumar R	ME	
7. Dr. Devi Selvar R	MS	
8. Nimmi. M.R	CSE	

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MINUTES OF IQAC MEETING

Subject: Coordinators Meeting	Meeting No:2/2023		
Venue: CRC PG Block	Date:15/02/2023	Time :1.00pm	
Members Present			
<ol style="list-style-type: none"> 1. Dr. Alby S – CA, Coordinator 2. Ms Saritha Sathyan – EEE 3. Ms Nimmi M K – CSE 4. Ms Jeena Mathew – CE 	<ol style="list-style-type: none"> 5. Mr Rajesh Kumar R– ME 6. Ms Vincy Devi V K – CA 7. Ms Gisha G R - S&H 8. Dr. Devi Sekhar – MS 		
Members Absent			
<ol style="list-style-type: none"> 1. Ms Seena George – ECE 2. Mr Anandhu C - NASB 			
Agenda: <ol style="list-style-type: none"> 1. Planning of upcoming events 2. Internal 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	<p><u>Review of previous meeting minutes</u></p> <p>The minutes of the previous meeting was read and the follow-up actions were reviewed.</p> <p>The minutes was approved by the members present in the meeting.</p>		
3	As per the strategic plan, for the different sub committees constituted section coordinators were assigned and their roles and responsibilities were discussed.		
4	<p>For the members of non-teaching staff, a computer awareness and skill development program is to be organized.</p> <p>Decided to organize women's day celebration in association with women's club.</p> <p>A talk on Mindfulness for teaching staff is planned.</p>	IQAC team	In the month of March
5	For teaching faculty, an fdp in their recent trends and technology is to be organized soon. The coordinators of	IQAC team	In the month of March


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	different committees and departments were assigned the responsibility of coordinating the same.		
6	<u>Planning for next internal audit</u> The internal audit of the current semester is to be scheduled to be conducted on 22 nd , 23 rd and 24 th of February 2023.	IQAC Coordinators	February last week
7	Dr Alby S concluded the meeting by expressing the gratitude towards all the members for their active participation and support.		
Meeting adjourned at 1.30 pm			
Dr. Alby S (IQAC Coordinator)		 Dr. Kemthose P Paul PRINCIPAL	


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ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as reived in the meeting held on 15/02/2023. and the action taken based on those suggestions /decisions by the institution/ department/committee.

SL. No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	FDP for teaching staff	As per the decision made in the last meeting, as a part of quality improvement for faculty, National Seminar on NEP 2020 was organized by Dr. E Balagurusamy as the resource person.	04/03/2023
2	Academic Internal audit	Academic Internal Audit was conducted as per schedule made in the last meeting	22/02/2023 - 24/02/2023
3	Talk on Mindfulness	A talk on mindfulness was conducted for the staff of SNGCE . Dr. K.S. Krishnakumar, Associate Professor, SNM Training college, Moothakunnam delivered the talk.	25/2/2023.


IQAC Coordinator


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**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, 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

R. Alby S

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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

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IQAC Section Coordinators Meeting # 3


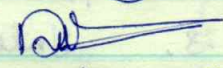
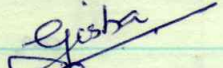


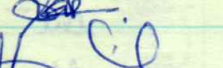

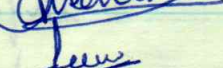

Venue: CRC, PG Block.

Time: 11.00 am.

Agenda

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

Members Present:

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

R. Arun

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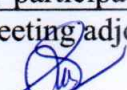
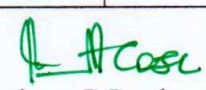



MINUTES OF IQAC MEETING

Subject: Coordinators Meeting	Meeting No:3/2023		
Venue: CRC PG Block	Date:17/03/2023	Time :11.00am	
Members Present			
<ol style="list-style-type: none"> 1. Dr. Alby S – CA, Coordinator 2. Ms Saritha Sathyan – EEE 3. Ms Jeena Mathew – CE 4. Lisha Kurian - CS 	<ol style="list-style-type: none"> 5. Ms Vincy Devi V 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			
<ol style="list-style-type: none"> 1. Ms. Nimmi M K – CSE 2. Mr. Rajesh Kumar R– ME 			
<p>Agenda:</p> <ol style="list-style-type: none"> 1. Review of previous meeting minutes and programs conducted last month. 2. Planning of upcoming events <ul style="list-style-type: none"> • 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	<p><u>Review of previous meeting minutes</u></p> <p>The minutes of the previous meeting was read and the follow-up actions were reviewed.</p> <p>The minutes was approved by the members present in the meeting.</p>		
3	<p>Planning and nominating the coordinators for different quality improvement programs upcoming was fixed as below:</p> <ul style="list-style-type: none"> * Computer literacy program for office staff – * Skill development program/workshop for teaching staff – * Orientation of newly joined staff – 	<p>Asst. Prof. Nimmy M K</p> <p>Asst. Prof Vincy V K</p> <p>Dr Devi Sekhar</p>	March


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	<p>All the programs are to be organized in the month itself.</p> <p>*Management has taken the final decision on new ERP software ETLab.</p> <p>Faculty will be given a training on this software,</p>		
4	<p>Dr Alby S concluded the meeting by expressing the gratitude towards all the members for their active participation and support.</p>		
<p>Meeting adjourned at 11.30 am</p> <p>  Dr. Alby S (IQAC Coordinator) </p> <p>  Dr. Kemthose P Paul PRINCIPAL </p>			


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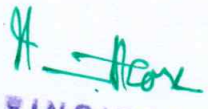


ACTION TAKEN REPORT

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #8
2022-2023**

Sree Narayana Gurukulam College of Engineering, Kadaviruppu

No.SNGCE/AD/B-3/FL003/2022-23

19/05/2023

Notice– Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) core committee is scheduled to be conducted on 22/05/2023, 12.30 pm at CRC (PG Block).

Agenda:

- Review of the previous meeting minutes
- Review of the preparation for NAAC visit
- Internal academic audit
- KTU External audit

R. A. Paul

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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: 22/5/23

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IQAC Core Committee Meeting

4

Venue : CRC PG, Block.

Time : 12.30 pm.

Agenda: 1. Review of the preparation for NAAC visit.

2. Review of previous meeting minutes

3. Internal Academic audit.

4. KTU External Audit
5. ETAB - software training.

Members Present:

1. Principal Dr. Kumbhose . P. Paul. V. K. Kose
2. Manager Mr. Suresh T. K
3. Dr. Alby S. IQAC - coordinator.
4. Vinay Devi. V. K IQAC - Dept CA
5. Teena Mathes IQAC - Dept - CE
6. Dr. Devi Selvar R IQAC - Dept - MS.
7. Reji . P. R IQAC Auditor Dept S & H
8. Rajesh Kumar R IQAC - MB Dept
9. Gisha . G. R IQAC - Dept S & H.
10. Saritha Sathyan IQAC - Dept EEE
11. Seena George. IQAC , Dept ECE
12. Lisha Kuedan " CSE
13. Surya K. S. AO incharge
14. REJI RAJANI M. Admin. Office

[Handwritten signatures and initials of the members listed in the meeting minutes.]

[Handwritten signature]
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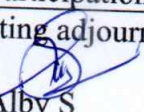




MINUTES OF IQAC MEETING

Subject: Quarterly Meeting	Meeting No:4/2023		
Venue: CRC PG Block	Date:22/05/2023	Time :12.30pm	
Members Present			
<ol style="list-style-type: none"> 1. Dr. Kemthose P Paul, Principal 2. Dr. Alby S – CA, Coordinator 3. Ms Saritha Sathyan – EEE 4. Ms Jeena Mathew – CE 5. Lisha Kurian – CS 6. Mr. Rajesh Kumar R– ME 7. Ms Vincy DeviV K – CA 	<ol style="list-style-type: none"> 8. Ms Gisha G R - S&H 9. Dr. Devi Sekhar – MS 10. Ms Seena George – ECE 11. Reji P R – S&H 12. Surya K S – AO in charge 13. Reji Rajan – Admin office 		
Members Absent			
<ol style="list-style-type: none"> 1. Mr. Suresh T K 2. Ms. Nimmi M K – CSE 3. Mr. Anandhu C - NASB 			
Agenda: <ol style="list-style-type: none"> 1. Review of previous meeting minutes and programs conducted last month. 2. Review of the preparation for NAAC visit. 3. Internal academic audit 4. KTU external Academic Audit 			
	Subject	Action By	Action Date
1	The meeting started with a silent prayer. Dr Kemthose P Paul, Principal welcomed all members present to the meeting.		
2	<u>Review of previous meeting minutes</u> 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	NAAC preparation is progressing well. Principal said that all departments have to work hard to secure A++ accreditation.	All Departments	
4	Internal Academic audit is scheduled to be conducted on 29 th , 30 th and 31 st of May 2023.	IQAC coordinators	29/5/2023 - 31/5/2023
5	KTU has published the notification regarding the external audit. As per the notification, the external audit will be in 3 rd week of June.		
6	New ERP software is ready to upload	X IQAC <i>[Signature]</i>	Immediate

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	data. All department coordinators are directed to inform respective department and ask every faculty member to update the data in software.	coordinators	
4	Dr Alby S concluded the meeting by expressing the gratitude towards all the members for their active participation and support.		
Meeting adjourned at 1.15pm			
 Dr. Alby S (IQAC Coordinator)		 Dr. Kemthose P Paul PRINCIPAL	


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ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as reived in the meeting held on 22/05/2023. and the action taken based on those suggestions /decisions by the institution/ department/committee.


SL. No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	Internal audit	Scheduled as per the decision	29-05-2023 to 31-05-2023
2	ERP software updation.	Informed all department regarding ERP software updation and data entry is progressing	Going on



IQAC Coordinator



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