

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #3
2023-2024**

Sree Narayana Gurukulam College of Engineering, Kadayiruppu

No.SNGCE/AD/B-3/FL003/2023-24

13/12/2023

Circular– Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled to be conducted on 14/12/2023, 11.00. am at Board Room.

Agenda:

- Review of the previous meeting minutes
- 1st internal audit analysis
- Planning of academic activities for the next month
- 2nd internal audit
- Any other quality initiatives



PRINCIPAL



Copy to:

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

IQAC Meeting # 3.

Venue: Board Room.

Date: 14-12-2023

Time: 11.00 am.

Agenda:

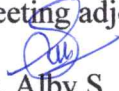

1. Review of previous meeting minutes
2. 1st Internal audit analysis.
3. Planning of activities for the next month
4. 2nd Internal Audit.
5. Any other.

Members Present:

Name	Designation/Role	Signature
1. Prof. Dr. Kenneth P. Paul	Principal	K. Paul
2. Dr. Alby S.	IQAC Co-ordinator	Alby S.
3. Nimmi M.K	AP, IQAC Dept Coordinator	Nimmi
4. Dhanya Sukumaran	AP, IQAC Dept Coordinator	Dhanya
5. Saritha Sathyan	Assoc. Prof / IQAC Dept. Coordinator	Saritha
6. Dr. Jagat Babu ML	Prof NARS do	Jagat Babu
7. Reji P.R	Asst professor / Auditor	Reji
8. Seena George.	Asst. Professor / IQAC dept co-ordinator	Seena
9. Teena Mathew	Asst Professor / IQAC dept. Coordinator	Teena
10. Dr. Rajani Sunny T	Asst. Prof MBA Dept / IQAC Co-ordinator	Rajani
11. DUNIVA PS	Asst. Prof MBA Dept Auditor	Duniva

MINUTES OF IQAC MEETING

Subject: Quarterly Meeting		Meeting No:3/2023-24	
Venue: Board Room		Date:14/12/2023	Time :11.00am
Members Present			
1. Dr. Kemthose P Paul, Principal 2. Dr. Alby S – CA, Coordinator 3. Ms Saritha Sathyan – EEE 4. Ms Dhanya Sukumaran – CA 5. Ms Nimmi M K - CSE 6. Ms Rajani T Sunny – MBA		7. Ms Reji P R – S&H 8. Dr. Jaget Babu N L - NASB 9. Ms Jeena Mathew – CE 10. Ms Seena George - ECE 11. Ms Duniya P S - MBA	
Agenda: 1. Review of previous meeting minutes 2. 1 st internal audit analysis 3. 2 nd internal audit 4. Planning for the activities for the nest month 5. Any Other			
	Subject	Action By	Action Date
1	The meeting started with a silent prayer Principal Dr. Kemthose P Paulwelcomed 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	Submitted SSR on 11-12-2023. Principal congratulated all the IQAC members for the well-done job and discussed about bringing new multidisciplinary courses in to the campus. Principal delightfully declared that Michigan University, USA has signed MoU with SNGCE to transfer the credits of MBA and MCA students so that they can continue their studies under Michigan University.	Info	
4	<u>1st internal audit analysis</u> Principal entrusted the IQAC coordinator to conduct a follow-up audit to ensure that the corrections and suggestions identified in the previous audit have been effectively implemented. The last date for the completion of the follow-up audit and verification of corrections is 21-12-2023.	IQAC Coordinator	Next week

5	2nd internal audit The second internal academic audit of ODD semester 2023-2024 will be conducted during the first week of January 2024.	IQAC Coordinator	First week of January 2024.
6	Planning of Activities <ul style="list-style-type: none"> FDP on Research publications Motivational talk for the staff members 	Coordinators	January
7	Dr Alby S concluded the meeting by expressing the gratitude towards all HoDs and the IQAC members for their active participation and support.		
<p>Meeting adjourned at 12.30 pm</p> <p>  Dr. Alby S (IQAC Coordinator) </p> <p>  Dr. Kemthose P Paul PRINCIPAL </p>			

ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as reived in the meeting heldon 14/12/2023. and the action taken based on those suggestions /decisions by the institution/ department/committee.

SL. No	OBSERVATIONS/DECISIONS	ACTION TAKEN	DATE
1	Follow up audit	Prepared schedule and informed the audit team.	14/12/2023
2	The second internal academic audit of ODD semester 2023-2024 will be conducted during the first week of January 2024.	Informed the internal audit team and the faculty members. <i>Conducted on 8/1/24 & 9/1/24.</i>	14/12/2023


IQAC Coordinator


PRINCIPAL