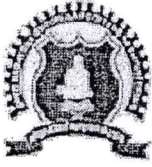


**SREE NARAYANA GURUKULAM COLLEGE OF
ENGINEERING, KADAYIRUPPU**

INTERNAL QUALITY ASSURANCE CELL (IQAC)

**Minutes of the Meeting #4
2023-2024**



SREE NARAYANA GURUKULAM COLLEGE OF ENGINEERING,
KADAYIRUPPU P.O., KOLENCHERY, ERNAKULAM DIST., KERALA

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

29/01/2024

Circular– Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled to be conducted on 31/01/2024, 2.45 pm at Board Room.

Agenda:

- Review of the previous meeting minutes
- 2nd internal audit analysis
- Long term internship for B.Tech students
- Planning of academic activities for the next month
- 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 # 4.

Venue : Board Room.





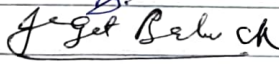

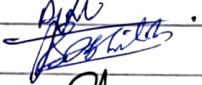
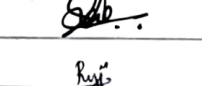



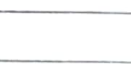
Date: 31-01-24

Time: 2.45 pm.

Agenda:

1. Review of the previous meeting minutes
2. 2nd internal audit analysis
3. Long term internship for B.Tech students
4. Planning of academic activities for the next month
5. Any other quality initiatives.

Members Present:

| | <u>Name.</u> | <u>Designation/Role.</u> | <u>Signature.</u> |
|-----|-------------------|-----------------------------|---|
| 1. | Dr. S. Jose. | Principal & Chairperson. |  |
| 2. | Nimmi. M.K | CSE |  |
| 3. | Gisha. G.R | SPH. |  |
| 4. | Loveleen. K.V | REE |  |
| 5. | Dr. Jagat Babu MR | NIASB |  |
| 6. | Dr. S. Usha | PB. |  |
| 7. | Arth. AV | CE |  |
| 8. | ABHILASH. P-S | ME |  |
| 9. | Seena George | EC |  |
| 10. | RETI RAJAN M. | Admin Office |  |
| 11. | Sruya K.S. | " " |  |
| 12. | Dr. Alby. S. | co-ordinator. |  |

MINUTES OF IQAC MEETING

| | | |
|----------------------------|----------------------|--------------|
| Subject: Quarterly Meeting | Meeting No:4/2023-24 | |
| Venue: Board Room | Date: 31/01/2024 | Time :2.45pm |



Members Present

- | | |
|--|--|
| <ol style="list-style-type: none"> 1. Dr. S Jose, Principal 2. Dr. Alby S – CA, Coordinator 3. Ms Loveleen – EEE 4. Ms. Nimmi M K - CSE 5. Dr. Usha S – HoD, CE 6. Mr. Abhilash P S – ME | <ol style="list-style-type: none"> 7. Dr. Jaget Babu N L - NASB 8. Mr. Ajith A V – CE 9. Ms Seena George - ECE 10. Ms Gisha G R - S&H 11. Ms. Surya K S – Admin. Office 12. Ms. Reji Rajan – Admin. Office |
|--|--|

Agenda:

- Review of the previous meeting minutes
- 2nd internal audit analysis
- Long term internship for BTech students
- Planning of academic activities for the next month
- Any other quality initiatives

| | Subject | Action By | Action Date |
|---|---|------------------|-------------|
| 1 | The meeting started with a silent prayer. Dr Alby S, 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 discussed and the follow-up actions were reviewed.</p> <p>As per the decision made in the previous meeting, an FDP on research publications is tentatively scheduled for 17-02-2024. The resource person is Dr Rajesh R, Christ University Bangalore.</p> <p>The minutes was approved by the members present in the meeting.</p> | IQAC | 17-02-2024 |
| 3 | <p><u>2nd Internal Audit analysis</u></p> <p>As per the analysis of 2nd internal audit, it was observed that a standardization needs to be brought in all documentation.</p> <p>Principal directed IQAC to ensure that from this semester onwards all the evaluations, assessments and monitoring should be only through ETLAB.</p> | IQAC coordinator | Immediate |
| 4 | <p><u>Long term internship for BTech students</u></p> <p>As per the KTU norms, the long-term internship for the 8th semester B Tech students can be permitted by the college. IQAC is entrusted the responsibility of verification of the eligibility of the interested candidates. The documents of the following students were verified and approved the eligibility for the long-term internship.</p> | Info | |

| | | | |
|--|--|-----------------------------------|-----------|
| | <ol style="list-style-type: none"> 1. Siva Krishnan M CSE 2. Sukrutha Suresh CSE 3. Goutham Krishna ECE | | |
| 5 | <p><u>Upcoming programs in February</u></p> <ul style="list-style-type: none"> • Training on Knimbus • FDP on Research publications | Coordinators | February |
| 6 | <p><u>Feedback</u> The faculty feedback from the students of the previous semester is to be consolidated, analyzed and the action taken based on the feedback must be recorded in the respective departments.</p> <p><u>Faculty Appraisal</u> Principal suggested to restructure the faculty appraisal format. It was advised to implement 360-degree feedback as per the recommendation by AICTE.</p> | Dept. coordinators IQAC | Immediate |
| 7 | Dr Alby S concluded the meeting by expressing the gratitude towards all the IQAC members for their active participation and support. | | |
| <p>Meeting adjourned at 3.25 pm</p> <div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  Dr. Alby S IQAC Coordinator </div> <div style="text-align: center;">  Dr. S Jose PRINCIPAL </div> </div> | | | |

ACTION TAKEN REPORT

The following gives a detailed report of the suggestions /decisions as received in the meeting held on 31/01/2024 and the action taken based on those suggestions /decisions by the committee.

| SL. No | SUGGESTIONS/DECISIONS | ACTION TAKEN | DATE |
|--------|---|--|------------|
| 1 | <ul style="list-style-type: none">• Training on Knimbus E- Resources• FDP on Research publications | Conducted as per schedule. | 7/02/2024 |
| 2 | The faculty feedback from the students of the previous semester is to be consolidated, analyzed and the action taken based on the feedback must be recorded in the respective departments | IQAC ensured that the feedback analysis was completed by respective departments. | 27/02/2024 |
| 3 | Principal directed IQAC to ensure that from this semester onwards all the evaluations, assessments and monitoring should be only through ETLAB. | Decided to conduct an interim academic audit by DQAC of respective departments. | 27/02/2024 |


IQAC Coordinator


PRINCIPAL