

**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)**

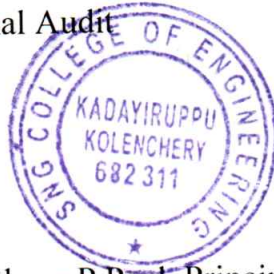
An online meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 12/10/2021, 7.00 pm. The meeting will be chaired by Principal.

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	



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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

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Dr. Alby S – CA, Coordinator</li> <li>2. Ms. Saritha Sathyan – EEE</li> <li>3. Nimmi M K– CS</li> <li>4. Ms Smitha K S – CA</li> <li>5. Mr.Lijo Joseph– NASB</li> <li>6. Mr. Rajesh Kumar R– ME</li> </ol> | <ol style="list-style-type: none"> <li>7. Ms Reji P R - MS</li> <li>8. Ms Seena George – ECE</li> <li>9. Deepthi V S – S&amp;H</li> <li>10. Ms Jeena Mathew – CE</li> <li>11. Ms Gisha G R</li> </ol> |
|--|---|

### Members Absent

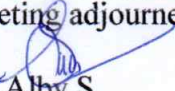
Members from admin office, alumni and management

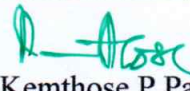
Agenda:

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

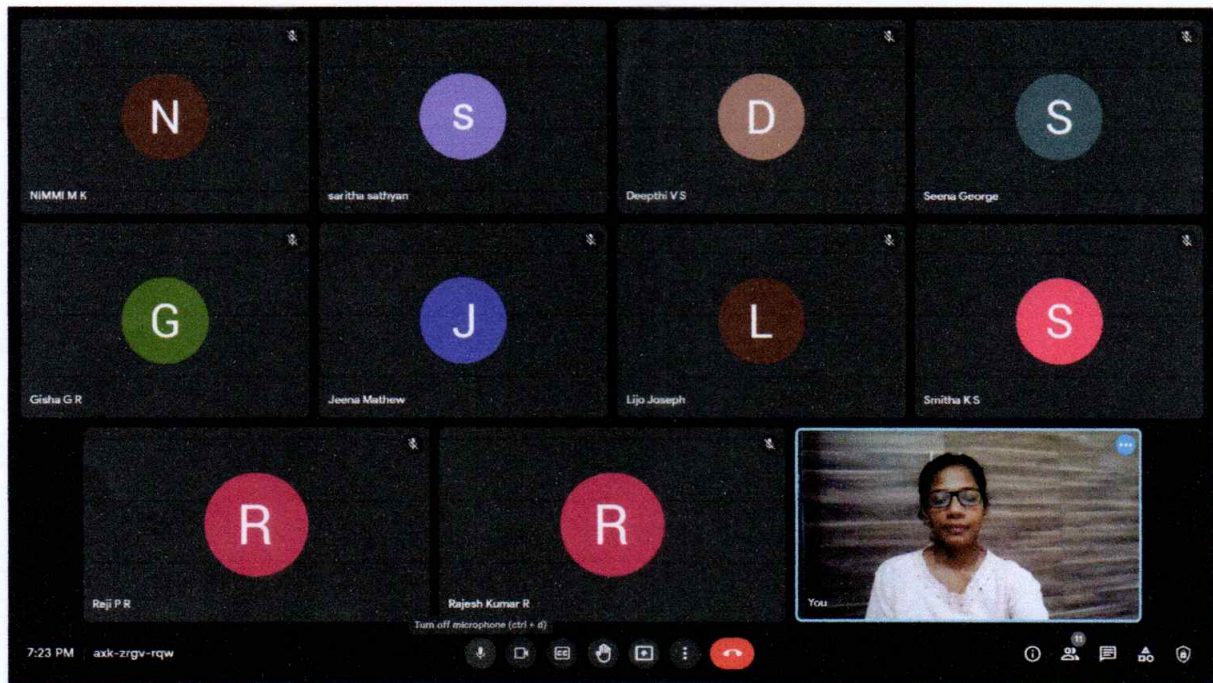
Meeting adjourned at 7.30pm

  
 Dr. Alby S  
 (IQAC Coordinator)

  
 Dr. Kemthose P Paul  
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## 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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