

Sree Narayana Gurukulam College of Engineering,
Kadayiruppu

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

03/12/2018

Notice – Internal Quality Assurance Cell (IQAC)

A meeting of Internal Quality Assurance Cell (IQAC) of SNGCE will be conducted on 05/12/2018, 1.30 pm at Seminar Hall.

Agenda:

1. New IAC coordinators
2. Academic audit manual



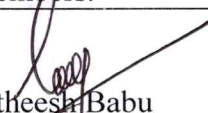
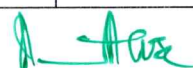
PRINCIPAL



Copy to:

1. Dr. Kemthose P Paul, Principal & Chairperson
2. Dr. Satheesh Babu P.K– HoD NASB, Coordinator
3. IAC Members
4. File

MINUTES OF IAC QUARTERLY MEETING

Subject: Quarterly Meeting	Meeting No:4/2018		
Venue : Seminar Hall	Date:05/12/2018	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
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	



ACTION TAKEN REPORT

Based on meeting held on 5/12/2018

- HODs were informed to propose New IAC members from each department.
- Decided to circulate Academic audit manual issued from the university in all departments.

IQAC Coordinator



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