

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

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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

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, 1.30 pm at NASB Conference Room.

Agenda:

1. External Audit
2. Completion of Internal Audit
3. Feedback analysis



PRINCIPAL



Copy to : Dr. Kemthose P Paul , Principal

Dr. Satheesh Babu P K, IQAC Coordinator

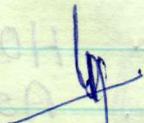
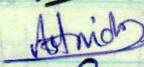
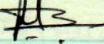
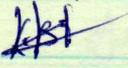
IQAC Members

File

DATE 09/11/18.

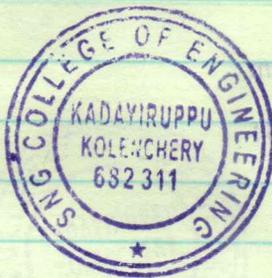
IAC MEETING NO: 15

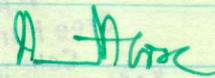
NASB CONFERENCE ROOM ³¹

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	EEB	"	
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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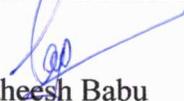
MINUTES OF IQAC QUARTERLY MEETING

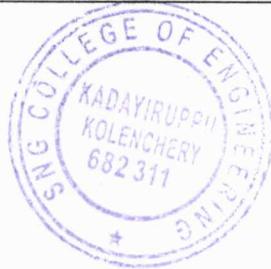
Subject: Quarterly Meeting	Meeting No:2/2018		
Venue :NASB Conference Room	Date:09/11/2018	Time :1.30pm	
Members Present			
1. Dr. Satheesh Babu -NASB, IQAC Coordinator 2. Ms Sangeetha Sreenivasan- CSE 3. Dr Bindusree A R – MS 4. Ms Saritha Sathyan -EEE		5. Ms Smitha K S – CA 6. Ms . Preetha Prabhakaran -CE 7. Mr. Pramod K B - NASB	
Agenda: 1. External audit 2. Completion of Internal audit 3. Feedback Analysis			
	Subject	Action By	Action Date
1	Dr. Satheesh Babu -NASB, IQAC Coordinator welcomed IQAC 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 IQAC members should be present during the audit. And all members have to be vigilant for external audit.	IQAC 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
8	IQAC analyzed the feedback	IQAC	

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	<p>collected from stakeholders. The following concerns raised by students were discussed.</p> <ul style="list-style-type: none"> ○ Limited number of CoCurricular andextracurricular activities. ○ Lack of adequate lab facility and ICT enabled teaching. <p>And also students raised some concerns about syllabus revision and placement training activities.</p> <p>Committee decided to bring to the notice of the concerned and The committee has decided to bring a matter to the attention of the relevant parties and take action accordingly.</p>	<p>coordinator</p>	
<p>9</p>	<p>Dr Satheesh Babu concluded the meeting by expressing the gratitude towards all the members.</p>		
<p> Dr. Satheesh Babu (IQAC Coordinator)</p>		<p> Dr. Kemthose P Paul PRINCIPAL</p>	



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.
- Arts fests and Tech fests were organized.
- Soft skill and placement hours were incorporated in curriculum
- Portable laptops and projectors were made available for every class. Highly configured systems were purchased to incorporate new analysis and design software.
- Laboratory hours were rescheduled to satisfy the needs of students.
- Faculties were asked to complete portions as early and conduct revision classes.
- Student Improvement Program was introduced in the college timetable.

IQAC Coordinator



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