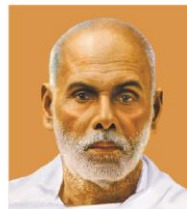


Sree Narayana Guru College of Engineering & Technology

CHALAKKODE P.O., KOROM, PAYYANUR, KANNUR-670 307



IQAC- MEETING MINUTES



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY

SNGCET/AC/26/2023

10-08-2023

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The Internal Quality Assurance Cell (IQAC) is hereby reconstituted as directed by APJAKTU to oversee and monitor all the academic activities including all internal evaluations and Examinations with the functions as below. The IQAC has to submit report to the undersigned every quarter so as to submit to the University.

• Dr. Leena. A.V, Principal	Chairperson
• Ms. MarySonia George, HOD CE	Coordinator
• Sri. CC Mohanan	Member/Management Representative
• Dr. Susan Abraham, Dean UG&PG	Member
• Ms. Leena Narayanan, AP ECE	"
• Mr. Abhirosh K , AP S&H	"
• Ms. Saritha Sasindran, AP CE	"
• Mr. Jacob Thomas, HOD ME	"
• Ms. Veena K K, AP CSE	"
• Mr. Jayadeep, Asst. Engineer, Kerala PWD	Member/industry
• Prof. T. Divakaran	Member/Professional body
• Sri Suresh Babu K V	Member/Local body
• Ms.Aswathi P I, S6 CSE	Student Member
• Mr. Sunder V	Member/Alumni
• Ms. Prabha Chandran , AP EEE	Convenor

Functions:

- Oversee and monitor all the academic activities including all internal evaluations and Examinations.
- Prepare academic audit statements in the formats prescribed by the University for each semester at regular intervals.
- Monitoring mechanism of activity points to be earned by the students through Co-curricular and Extra-curricular activities.

To

Chairperson and Members of committee
HODs/Department Notice Boards
President/Secretary for kind information


Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PATTANUR, KANNUR


PRINCIPAL



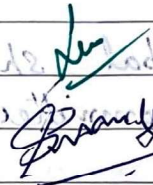
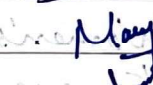
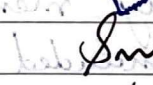
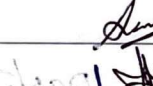



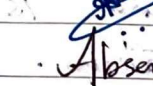
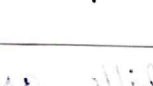
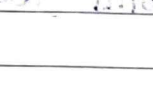

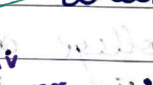
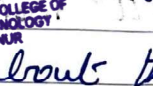
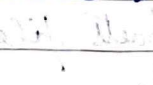
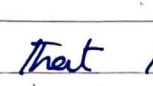
Minutes of IQAC Cell Meeting

Date: 19-10-2023

Name of the members of IQAC.

Name

1. Dr. Leena. A.V.
2. Shri. G.C. Mohanain
3. Prof. T. Divakaran
4. Dr. Susan Abraham
5. Ms. Mary Sonia George
6. Ms. Leena Narayanan
7. Mr. Sunder.V.
8. Ms. Saritha Sasindran
9. Mr. Jacob Thomas
10. Ms. Prabha Chandean
11. Mr. Abhisosh.K.
12. Ms. Veena.K.K.
13. Shri. Suresh Babu K.V.
14. Ms. Aswathi P.I.
15. Mr. Jayadeep. Kumar, AG, PWD

Discussions

1. The IQAC Chairman gave warm welcome to the members in the meeting.
2. The IQAC Co-ordinator briefed about the comments of the external auditors.
3. The external auditors mentioned that the complete details of the faculty who have gone for higher

- studies. by availing long leave should be mentioned in the register.
4. They have suggested that Action Taken can be mentioned in the same register itself as the meeting minutes are written in. Only the members present need to be mentioned in minutes.
 5. Principal should be the chair person in all the committees.
 6. In Women's Grievance Cell one or two male faculty members and female students should be included.
 7. As a part of Grievance Cell 'Grievance Boxes' and 'She Boxes' should be placed in the college campus to put their complaints.
 8. These Boxes are to be opened once in a semester; meeting is to be conducted and actions are to be taken.
 9. All Bills are to be included in Department Budget File.
 10. An active Staff club is to ~~be~~ constituted in the college and various activities like participating in KTV matches is to be ~~encouraged~~.
Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYANUR, KANNUR
 11. In Sports file all activities reports are to be placed.
 12. IQAC front page need to be incorporated in

internal examination file. The Readings need to mentioned properly the number of questions to be written in series Question Paper. Higher levels can be mentioned in Question paper as per syllabus.

13. The CO and PO attainment should be by incorporating in any software with both direct and indirect methods.
14. Faculty Feedback need to be done in CMS software and then HOD's comment should be mentioned.
15. Students should be motivated to join for MOOC courses and NPTEL Courses. The fees for students will only be 50% as college has NPTEL Chapter.
16. A sheet to be mentioned in Projects showing the submission of three topics.
17. In Remedial Register topics are also to be mentioned.
18. Login - Register Book of Lab should be signed at the end of the semester.
19. The chairman then commented and concluded the meeting.

May 19
CO-ORDINATOR

Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYANUR, KANNUR

PRINCIPAL



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY, PAYYANUR

SNGCET/AC/01/2022

12-08-2022

OFFICE ORDER

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The internal quality assurance cell (IQAC) is hereby reconstituted as directed by KTU to oversee and monitor all the academic activities including all internal evaluations and examinations with the functions as below. The IQAC has to submit report to the undersigned every quarter so as to submit to the University.

Dr. Leena. A.V, Principal	Chairperson
Ms. MarySonia George, HOD CE	Coordinator
Sri. CC Mohanan	Member/Management Representative
Dr. Susan Abraham, Dean UG&PG	Member
Mr. Ashok Hegde L, AO	Member
Ms. Leena Narayanan, AP ECE	Member
Mr. Prabha Chandran, AP EEE	Member
Ms. Saritha Sasindran, AP CE	Member
Mr. Jacob Thomas, HOD ME	Member
Mr. Nikhil, HOD S&H	Member (Convenor)
Ms. Varsha M, AP CSE	Member
Smt. Shabna Manoj, Sr. Engineer, Keltron	Member industry
Prof. T.Divakaran	Member/Professional body
Sri Suresh Babu K V	Member/Local body
Ms. Aswathi P I, S5 CSE	Student Member
Mr. Sunder V	Member/Alumni


12/8/22
PRINCIPAL

To

Chairman and Members of committee
AO/HODs,
Department Notice Boards
President/Secretary for kind information


Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR



Minutes of IQAC Cell Meeting

Dated: 1-9-2021

Name of the members attended the meeting of IQAC in the Meeting Hall

Name	Signature
1. Dr. Leena A.V.	
2. Prof T. Divakaran	
3. Mr. Ashok Hegde L	
4. Dr. Susan Abraham	
5. Ms. Mary Sonia George.	
6. Ms. Saritha Sasindran	
7. Ms. Varsha M	
8. Ms. Leena Narayanan	
9. Ms. Prabha Chandan	
10. Mr. Nikhil M	
11. Mr. Jacob Thomas	
12. Sunder. Venkatchalam	
13. Aswathi P I	
14. Sri. C. C. Mohanan	

Discussions

1. The IQAC Chairman gave a warm welcome to the gathering. She briefed about the Agenda of the meeting.
2. The comments of the external auditors were discussed in the meeting. The auditors have requested to conduct ISO certification for the college.

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PAYANUR, KANNUR

3. The Bandwidth of the internet needs to be increased to 60 MBPs. Also they have asked for another internet service provider.
4. Budget proposal and Utilization charts need to be included.
5. The expense incurred for one student need to be calculated.
6. They have also suggested to subscribe for, Dell Net-e-Journals. A Library Room needs to be incorporated for the Utilization of the library.
7. Anti Ragging Squad should be formed and Signboard should be available in college premises.
8. All mandatory committees need to be formed.
9. Peer Evaluation process was highly appreciated.
10. Students feedback taken should also be made known to faculty members for improvement.
11. Index sheets to be maintained in Registers.
12. The concluded with a ~~note~~ of Thanks by Dr. Susan Abraham.

Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYANUR, KANNUR

Maryfy
11/9/2022

Sus
11/9/2022



SREE NARAYANA GURU COLLEGE OF ENGINEERING AND TECHNOLOGY
,PAYYANUR

OFFICE ORDER

SNGCET/AC/12/2022

4-05-2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

The internal quality assurance cell (IQAC) is hereby reconstituted as directed by KTU to oversee and monitor all the academic activities including all internal evaluations and examinations with the functions as below. The IQAC has to submit report to the undersigned every quarter so as to submit to the University.

Dr. Leena. A.V	Chairperson
Ms. Mary Sonia George,	Coordinator
Sri. C C Mohanan,	Member/Management Representative
Mr. Ashok Hegde L ,	Member/AO
Ms. Subitha M B, AP ECE	Member
Mr. Abhilash Krishnan, AP EEE	Member
Ms. Shilpa Valsakumar, AP CE	Member
Mr. Arjun Jayaprakash, AP ME	Member
Mr. Nikhil, AP SH	Member(Convenor)
Ms. Jinsha C J , AP CSE	Member
Smt. Shabna Manoj, Sr. Engineer, Keltron	Member/Industry
Prof. T. Divakaran	Member/Professional body
Sri Suresh Babu K V	Member/Local body
Ms. Aswathi P I , S4/CSE	Student Member
Mr. Prabha Chandran	Member/Alumni

Functions:

1. Taking lead role in undertaking Academic Audit and to give feedback with the purpose of devising quality enhancement programmes.
2. Facilitating the creation of a learner-centric environment conducive for quality education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.
3. Arrangement for feedback responses from students, on quality related institutional processes. Parents and other stakeholders
4. Dissemination of information on the various quality parameters of higher education.

To

Chairman and Members of committee
AO/HODs,
Department Notice Boards
CC President/Secretary for kind information

PRINCIPAL


Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR



Minutes of IQAC Cell Meeting.

2-6-2022

Venue: Principal Room

Time: 2-30 p.m.

Name of the members attending the meeting.

1. Dr. Leena A.V. (Chairman) *Leena*
2. Sri Ashok Hegde L (AO) *Ashok*
3. Mary Sonia George *Mary* (Co-ordinator)
4. Nikhil M *Nikhil* (Convenor)
5. Abhilash Krishnan *Abhilash* (EEE)
6. Arjun Jayaprakash *Arjun* (ME)
7. Subitha M.B *Subitha* (ECE)
8. Shripa Vatsakumar *Shripa* (CG)
9. Prabha Chandran *Prabha* (Alumini)
10. Ashwathi P I *Ashwathi* (Student representative)

Discussion:

1. The IQAC Chairman gave a warm welcome to the gathering. She briefed about the importance of IQAC Cell to all the new members.
2. The IQAC Co-ordinator told about the external audit schedule. The KTU has informed that Audit can be scheduled 8th of June to 17th June. *Leena*
3. The IQAC co-ordinator *Dr. LEENA A.V. PRINCIPAL, SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY, PAYANUR, KANNUR* informed that internal audit has been conducted from 30th of May onwards. The Department Auditors were asked the status of the audit. The report ~~was~~ is to be submitted by 4th of June.

4. The Department Auditors have not fully completed the audit and said would submit the report by 4th of June.
5. As we are trying for Accreditation certain discrepancies are still there in various departments one which we are working to improve it.
6. Suggestions were sought from the members and the Chairman informed that new CMS software would soon be taken available.
7. Also the Department Auditor from CSE Ms. Jinsha has relieved from the college and Ms. Nimisha would be the next Co-ordinator from CSE.

May 19
2/6/2022

Leena
2/6/22

Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY
PAYYANUR
OFFICE ORDER

SNGCET/AC/05/2020

1-02-2020

INTERNAL QUALITY ASSURANCE CELL(IQAC)



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Dr V K Janardanan, Principal	Chairman
Prof Mary Soniya George	Co-ordinator
Prof CC Mohanan	Member/MR
Lt Col Praveen	Member/Admn Officer
Prof Sreeraji Narayanan,CSE	Member/convener
Prof Leena Narayanan,ECE	Member
Prof Abhilashkrishnan,EEE	Member
Prof D Sujith,CSE	Member
Prof Shilpa Valsakumar,CE	Member
Prof Nikhil, SH	Member
Prof K Lipin ME	Member
Shri S Mukundan, Scientist,VSSC	Member/Industry
Dr B Santhosh	Member/Prof body
Smt Sobha Kaleeswaram	Member/Local body
Mr Junaith Ahemed KV, S3/ME	Student member
Mr Ayushraj PP	Member/Alumni

Functions:

- 1 Taking lead role in undertaking Academic Audit and to give feedback with the purpose of devising quality enhancement programmes.
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- 3 Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes.
- 4 Dissemination of information on the various quality parameters of higher education.

To All concerned/members
cc Director Academic, KTU
President/Secretary for kind information


PRINCIPAL 1/2


Online Minutes of IQAC meeting 21-10-2020

Name of the members of attending the meeting.

1. Mary Sonia George (Co-ordinator)
2. Sreeraji Narayanan (CSE)
3. Leena Narayanan (ECE)
4. Abhilash Krishnan (EEE)
5. D. Sujith (System Administrator)
6. Shilpa Valsakumar (CE)
7. Nikhil (HRS)
8. K. Lipin (ME)


Due to
corona signatures
were not
taken

Discussion:

1. Now due to Corona only online meeting was conducted and the IQAC co-ordinator welcome the members.
2. A short meeting was conducted to decide the internal audit date as ~~for~~ ^{for} have asked to upload the internal ~~audit~~ ^{audit} report in the e-format.
3. The date of the internal audit through CMS was decided as 27-10-2020.
4. The concerns in the problem of ^{online} auditing was addressed.

by the system administrator.

May Sonia Gf
21/10/2020


Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR

SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY
PAYYANUR

OFFICE ORDER

SNGCET/AC/02/2019

16-09-2019

INTERNAL QUALITY ASSURANCE CELL(IQAC)

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Prof CC Mohanan	Member/MR
Lt Col Praveen	Member/Admn Officer
Prof Sreeraji Narayanan,CSE	Member
Prof Leena Narayanan,ECE	Member
Prof Abhilashkrishnan,EEE	Member
Prof D Sujith,CSE	Member
Prof Shilpa Valsakumar,CE	Member
Prof Nikhil, SH	Member
Prof T Sreenith, ME	Member/Convenor
Shri S Mukundan, Scientist,VSSC	Member/Industry
Dr B Santhosh	Member/Prof body
Smt Sobha Kaleeswaram	Member/Local body
Mr Junaith Ahemed KV, S3/ME	Student member
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- 3 Arrangement for feedback responses from students, parents and other stakeholders on quality related institutional processes.
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To All concerned/members
cc Director Academic, KTU for kind information

PRINCIPAL
16/9















Dr. LEENA A V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYYANUR, KANNUR

Minutes of first IQAC Meeting




Dated: 23/09/19.

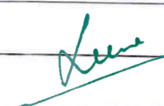
Name of the members attended the first meeting of Internal Quality Assurance Cell (IQAC) on 23/09/2019

Name	Sign
1 Dr. V. K. Samaradhasan (Chairman)	
2 Lt. Col. Praveen (Administrative officer)	
3 Prof. Mary Soniya George (Co-ordinator)	
4 Prof. Greenith P (Convenor)	
5 Prof. Sujith. D (System Admin)	
6 Prof. Abhilash. Krishnan (EEE)	
7 Prof. Greeraji Narayanan (CSE)	
8 Prof. Leena Narayanan (ECE)	
9 Prof. Nikhil. M (S&H)	
10 Prof. Shilpa Valsakumar (CE)	
11 Mr. Tareed Ahmed K. V (S&ME)	
12 Mr. Ayushraj. P. P (A Librarian)	

Invited Members

- 1 Dr. Leena A. V (NBA Co-ordinator)
- 2 Mr. Prakashan (Central Librarian)
- 3 Mr. Vyjith. A. N (Asst. Accounts officer)


 Dr. LEENA A. V
 PRINCIPAL
 SREE NARAYANA GURU COLLEGE OF
 ENGINEERING & TECHNOLOGY
 PAYANUR, KANNUR

Discussions/Decisions.

- 1) Principal, Dr. V.K. Sannandhanam Chairman of IQAC addressed the meeting.
- 2) Prof. Mary Sonia George B Co-ordinator of IQAC presented a PPT about Internal Quality Assurance Cell (IQAC) and briefed about new academic audit Manual.
- 3) Prof. Mary Sonia George B. briefed about the rules and regulation of Internal audit and it is decided to conduct first audit from 9/10/19 to 11/10/19 with NC clearing date of 15/10/19.
- 4) Prof. Mary Sonia George B briefed about college specific documents to be kept by office and central library. Mr. Drakashkumar who is in charge of central library asked queries about the maintenance of books.
- 5) Dr. Leena A.V (NBA Coordinator) asked the query about how to incorporate the IQAC with NBA cell for future purpose.
- 6) Principal, Dr. V.K. Sannandhanam asked some queries about IQAC and Co-ordinator's clarified it.

Mary Sonia
23/10/19

Leena
23/10/19

Leena
DR. LEENA A.V
PRINCIPAL
SREE NARAYANA GURU COLLEGE OF
ENGINEERING & TECHNOLOGY
PAYANUR, KANNUR