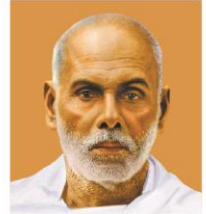


# **Sree Narayana Guru College of Engineering & Technology**

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

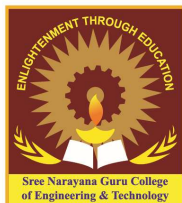


## **6.5: Internal Quality Assurance System**

### **6.5.2: Quality assurance initiatives of the institution**

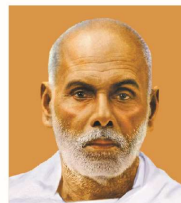
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# **Sree Narayana Guru College of Engineering & Technology**

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



## **IQAC**



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  
PAYANUR, 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

*[Signatures]*  
 Present  
 Absent

## 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.
  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  
BREE MARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PATTANUR, KANNUR  
PRINCIPAL





**SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY, PAYYANUR**

**SNGCET/AC/01/2022**

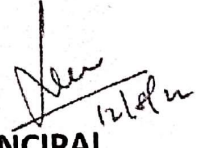
**OFFICE ORDER**

**12-08-2022**

**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, Principal                | Chairperson                      |
| Ms. MarySonia George, HOD CE             | Coordinator                      |
| Sri. C C 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                    |

  
**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. Venkateshachalam |           |
| 13. Aswathi P I              |           |
| 14. Sri. C. C. Mohanan       |           |

## Discussions

1. The IQAC Chairman gave ~~Leena~~ 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.

Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYYANUR, 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 Vote of Thanks by Dr. Susan Abraham.

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

Maryfy  
11/9/2022

Leena  
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)**

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|  |                                  |
|--|----------------------------------|
| 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 (Co-ordinator) *Mary*
4. Nikhil M (Convenor) *Nikhil*
5. Abhilash Krishnan T R (EEE) *Abhilash*
6. Arjun Jayaprakash (ME) *Arjun*
7. Subitha M.B (ECE) *Subitha*
8. Shripa Vatsakumar (CG) *Shripa*
9. Prabha Chandran (Alumini) *Prabha*
10. Ashwathi P I (Student representative) *Ashwathi*

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 8<sup>th</sup> of June to 17<sup>th</sup> June. *Leena*
3. The IQAC co-ordinator *Dr. LEENA A.V. PRINCIPAL, SREE NARAYAN GURU COLLEGE OF ENGINEERING & TECHNOLOGY, PATTANUR, KANNUR* informed that internal audit has been conducted from 30<sup>th</sup> of May onwards. The Department Auditors were asked the status of the audit. The report ~~was~~ is to be submitted by 4<sup>th</sup> 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

Leena  
Dr. LEENA A V  
PRINCIPAL  
SREE NARAYANA GURU COLLEGE OF  
ENGINEERING & TECHNOLOGY  
PAYANUR, 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.
- 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, 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~~ <sup>for</sup> have asked to upload the internal ~~audit~~ <sup>audit</sup> 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 <sup>online</sup> 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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|                                 |                     |
|---------------------------------|---------------------|
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| Prof Mary Soniya George         | Co-ordinator        |
| 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      |
| Mr Ayushraj PP                  | Member/Alumni       |

**Functions:**

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

PRINCIPAL















*Leena*  
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 Luminari)          |  |

## Invited Members

- 1 Dr. Leena A. V (NBA Co-ordinator)
- 2 Mr. Prakashan (Central Library)
- 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 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