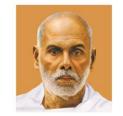


Sree Narayana Guru College of Engineering & Technology



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

MINUTES OF IQAC

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 | 15 |
| Mr. Abhirosh K , AP S&H | 33 |
| Ms. Saritha Sasindran, AP CE | 39 |
| Mr. Jacob Thomas, HOD ME | " |
| Ms. Veena K K, AP CSE | 23 |
| 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 Cocurricular and Extra-curricular activities.

To

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

PRINCIPAL PRINCIPAL

| 23 |
|---|
| Minutes of IRAC Cell Meeting |
| infinione of bluck and and ording Date: 19-10-2023 |
| in the register |
| Name of the members of IOAC. |
| 4. Then have suggested that Action taken can be |
| mentioned in the same register itself at the |
| nieting numeter are welter in . Only the small ne |
| much need to be mentioned in minutes |
| 1. Dr. heena. A.V. |
| 2. Shri. G. C. Mohanan & al Shade My Sadimos 3 |
| 3. Prof. T. Divakaian |
| 4. Dr. Sulan Abraham |
| 5. Mc. Mary Ponia George. |
| 6. Mis Leena Nacayanan |
| 7. Mr. Sunder V. |
| 8. Ms. Saeitha Basindean |
| 9. Mr. Jacoby Thomas |
| 1. Mr. Abhiosh K. |
| 12. Ms. Veena. K. K. |
| 13. Shei Swesh Balunk. V. |
| 4. Ms. Aswath: P.J. Bondons at A Misson |
| 15. Mr. Tayadeep. Kumar, AG, PWD Absent |
| |
| 9. All Bills are to be included in Department Budget |
| Discussions |
| |
| 1. The I QAC Chairman gave/in warm welcome. |
| 1. The I QAC Chareman gave in warm welcome. To the members in the meeting. Dr. LEEVA A principal sere marked and grounding of segments a technology by the phyving kanner phyving kanner. 2. The I QAC Co-me dinotes by the phyving kanner. |
| Dr. LEENA A PRINCIPAL OF SREE MARKED COLLEGE OF SREE MARKED AS A TECHNICIOGY |
| a. The IQAC Co-ordinator briefed about the comments |
| a. 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 |
| details of the faculty who have gone for higher |
| |

bludes by availing long leave should be maintend in the register. in the register. 4. They have suggested that Action taken can be mentioned in the same register itself as the mentioned meeting minutes are weiten in . Only the mention 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 member and female students should 7. As a part of Brievance Cell Brievance Boxes and 'She Boxes' should be placed in the Collège compus to put their complaints. These Boxes are to be opened once in a semestel; meeting is to be conducted and actions are to be taken. 9. All bills are to be included in Department Budget 10. An active Staff club is the be constituted in the college and valious activities like participal in KTO matches is to be see market and course of engineering activities activities and the participal in KTO matches is to be seen market and activities and activities a 11. In Sports file all activities reports are 6 be 12. IQAC port page need to be incorporated in.

| Action John Polar |
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| internal examination file. The headings need to |
| mentioned properly the number of guesting to be weiten |
| mentioned properly the number of guesting to be weitten in series Question Paper Higher levels can be mentioned |
| in Queetion paper as per Syllabus. |
| |
| in any software with both direct and indirect |
| in any software with both direct and married |
| methods. |
| 8. In almost all remitted Friends was the finite |
| 14. Faculty Predback need to be done in CMS software |
| and then HOD's comment should be mentioned. |
| out to it and a matriotal to inice for Mood corner |
| is and NPTED Course To leas be studente will |
| 15. Students Should be motivated to join for MOOC conings and NPTEL Courses? The fees for Students will only be 50% as college has NPTEL Chapter |
| |
| b. A sheet to be mentioned in Projects showing the belowision of these topics. |
| belowision of these topics. |
| 6. A Staff rue was beneal in 1/2 holinist out |
| 7. In Remedial Registre topice are also to be montionel |
| |
| 16 Legin - Register Book of Lab Should be signed at |
| The end of the semestie. |
| 19 000 alimate the commented and constituted |
| 19, The Chauman Then Commented and Concluded |
| the meeting |
| X |
| Dr. LEENA A V PRINCIPAL PR |
| PRINCIPAL SREE MARAYANA GURU COLLEGE OF ENGRAFRING & TECHNOLOGY PAYYANUR, KANNUR |
| PRINCIPAL |
| CO-ORDINATOR |
| |



SREE NARAYANA GURU COLLEGE OF ENGINEERING & TECHNOLOGY, PAYYANUR

SNGCET/AC/01/2022

OFFICE ORDER

12-08-2022

INTERNAL QUALITY ASSURANCE CELL (IQAC)

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Chairperson

Ms. Mary Sonia George, HOD CE

Coordinator

Sri. C C Mohanan

Member/Management Representative

Dr. Susan Abraham, Dean UG&PG

Member

Mr. Ashok Hegde L., AO

Member

Member

Ms. Leena Narayanan, AP ECE

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 BabuK V

Member/Local body

Ms. Aswathi P I, S5 CSE

Student Member

Member/Alumni

Mr. Sunder V

To

Chairman and Members of committee AO/HODs.

Department Notice Boards

President/Secretary for kind information

| | Minutes of ZOAC Cell Meeting | Dated: 1-9-20 | | |
|------------|--|--|--|--|
| | Name of the members altended the m I arc in the Meeting Hall | realizing of | | |
| | Name | Signature | | |
| 1, | Dr Leena A.V. | dies 0 | | |
| 2. | Prof T. Divakasan | Dulan | | |
| 3. | Mr. Ashok Hegde L | Block | | |
| 4. | De Susan Abraham | Broadley! | | |
| | Mr. Mary Sonia George. | Laught. | | |
| 6. | | della | | |
| | Ms. Vassha.M | Value | | |
| | Ms. Leina Novayanan | 1 Ludy | | |
| 9 | Ms. Prabha Chandran | An . | | |
| | Mr. Nikhil m | La- | | |
| | Mr. Jacob Thomas | the same of the sa | | |
| 10 | Sunder. Venkitachalam | Smeluldi 1/4/3 | | |
| | | 2 | | |
| 13. | Aswathi Pl | Am | | |
| 14. | Sri. C. C. Mohanan | Jan P | | |
| | Discussions | | | |
| 1. | The IQAC Chairman gave de wal | m welcome le | | |
| | The IGAC Chairman gave a wal the gathering, She briefed about of the meeting. She briefed about principal special properties of the meeting. She briefed about principal special partyana aging control of the meeting. | The Agenda | | |
| | | | | |
| Q . | The conments of the external of discussed in the meeting. The requested to conduct I'so certifications | auditors wer | | |
| | discussed in the meeting. The | auditors have | | |
| | requested to conduct I'so certifi | lication for the | | |
| | college. | U | | |
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| 3, | The Bandwidth of the internet needs to be | |
|---------------|--|---|
| ا توا الو يور | The Bandwith of the internet needs to be increased to 60 MBPs. Also they have asked for another internet service provider. | 99 |
| | another internet service provider. | |
| | | |
| Д- | Budget proposal and Utilization chaelt need to | |
| | to be uncluded | |
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| C | The expense incurred for one student need to be calculated. | |
| | ha coloudated. | |
| F - | De catalog. | |
| 6 | They have the a screen of the heart of her | |
| 0. | They have also suggested to substitute got | <u>, </u> |
| | Dell va 1 - Journals. 11 Library Roll needs 1 | , |
| | They have also suggested to subscile for Dell Net e - Townals: A Library Rosy needs to be incoeperated for the Utteration of the library. | |
| | | |
| | Anti Ragging Squad Should be Joemed and Signt Should be available in college premises. | 104 |
| | should be available in collège premises. | - |
| | the state of the s | |
| | All mandatory conmittees need to be formed. | |
| | | |
| | Peer Evaluation process was highly appreciated | - |
| | | |
| ιυ. | Students Feedback raken should also be made known to Laculty men ley / | 1 |
| | made known to faculty members for improvon | I |
| 11. | Tonday at to 15 1 . Till 's | _ |
| H | Index sheets to be maintained in Registers | _ |
| /3 | . The concluded with a late of I be live | _ |
| | The wife of hanks by | _ |
| | Dr. LEENA V PRINCIPAL PRIN | _ |
| | PRINCIPAL SREE NARAYANA GURU COLLEGE OF BIGINEERING & TECHNOLOGY PAYYANUR, KANNUR | _ |
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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 herby 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

Ms. Mary Sonia George,

Sri. C C Mohanan,

Mr. Ashok Hegde L,

Ms. Subitha M B, AP ECE

Mr. Abhilash Krishnan, AP EEE

Ms. Shilpa Valsakumar, AP CE Mr. Arjun Jayaprakash, AP ME

Mr. Nikhil, AP SH

Ms. Jinsha C J , AP CSE

Smt. Shabna Manoj, Sr. Engineer, Keltron

Prof. T.Divakaran

Sri Suresh Babu K V Ms.Aswathi P I . S4/CSE

Mr. Prabha Chandran

Chairperson

Coordinator

Member/Management Representative

Member/AO

Member

Member

Member

Member

Member(Convenor)

Member

Member/Industry

Member/Professional body

Member/Local body

Student Member

Member/Alumni

Functions:

- 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.
- 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

| 8.3. | Minutes of Jaac Cell Meeting 2-6-2022 |
|---------|---|
| | Venue: Prinapal Room Time: 2-30 p.m. |
| | Nome of the members attending the |
| a. a.t. | meeting. |
| | 1. Dr. Leena. A.V. Chacemon Jan |
| | 2. Cri Achak Hander (AO) |
| | 3. May Jona yeage |
| | 4. Nikhil M (owend) |
| | 6. Ashilash Crisman Tok Okus albita (ME) |
| 2012 20 | 7. Subitha. M.B (ECE) |
| | |
| Na a | 9. Prabha Chandran. Japan (Alumini) |
| | 10. Ashwathi. Pl Student reprenentity |
| | Discussion! |
| | |
|]. | The I QAC Chairman gave a warm welcome |
| | of IGAC Cell to all the new members |
| | |
| 2, | The IGAC Co-ordinator told about the |
| | external audit Schedule. The KTU has |
| | informed that Audit can be scheduled 8th of June to 17th June, Lee |
| | V I |
| 3. | |
| | of May orwards. The Department Auditors were |
| * | asked the status of the audit. The report was |
| | is to be submitted by 4th of June. |
| He | |
| | |

| 4 | The Department Auditor have not July |
|---|--|
| | The Department Auditors have not fully completed the audit and said would submit the report by 4th of June. |
| le sel | the report by 4th of June. |
| | A MANAGETT CONTRACT NA NEW TOTAL |
| \$. | As we are trying for Accreditation contain discripencies are still there in various departments one which we are working to |
| | discripencies are still there in vacious |
| | departments one which we are working to |
| / | improve it. |
| | 2 |
| 6. | Suggestions were sought from the members and the Chairman informed that new CMS software would soon be taken Divailed |
| | and the Chairman informed that new |
| _ | CMS software would soon be taken availed |
| | |
| 7. | Also the Department Auditor from COE |
| | Also the Department Auditor from CSE Mr. Jinsha has relieved from the College and Mr. Ninisha would be the next Co-ordinator Lean CSE: |
| 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 | Ms. Nimisha would be the next Co-ordinator |
| , | feon CSE. |
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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:

- Taking lead role in undertaking Academic Audit and to give feedback with the 1 purpose of devising quality enhancement programmes.
- Facilitating the creation of a learner-centric environment conducive for quality 2 education and faculty maturation to adopt the required knowledge and technology for participatory teaching and learning process.

Arrangement for feedback responses from students, parents and other 3 on quality related institutional processes. 4

Dissemination of information on the various quality parameters of higher

To All concerned/members

CC Director Academic, KTU President/Secretary for kind information

PRINCIPAL 1/2

| | Online Minutes of I. QAC meeting | 21-10-2020 |
|----|--|----------------------------|
| | say the commence will be a | Acres 14 |
| | V | 9 |
| | Name of the members of attending the | |
| | meeting. | |
| | | |
| | | |
| | 1 No. 10 Constitute | |
| 4 | 1 Mary Sonia George (Co-ordinator) | |
| | a. Steerage Navayanan ((SE) | |
| | 2. Sreoraji Nacayanan (CSE) 3. Leena Nacayanan (ECE) | - lo voluis |
| | 4. Abhilash Krishnan (EEE) | Due 301 |
| | 5. D. Sujet (System Administrator) | Due sonotius corral not |
| | 6. Shilpa Valsakuma (CE) | - Mike |
| - | 7. Nikhil (HRS) | ι. |
| | 8. K. Lipin (ME) | |
| 5 | | |
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| | Discussion: | |
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| | Now due to Corona only online m | eeting was |
| | Conducted and the IQAC co-ordinal | a welcome |
| | The members. | |
| | | |
| 2. | A short meeting was conducted to | a decide to |
| , | internal audit date as district | face ached |
| 4 | to able and the internal audit we | hat is Ha |
| | to upload the internal principal principal principal stee management of technology engineering a technology payvanir, kannir | pour in the |
| | ENGINEERING & TECHNICLUSY ENGINEERING & TECHNICLUSY PATYANUR, KANNUR | |
| 2. | The date of the internal and the | DAIC |
| J. | The date of the internal audit to was decided as 27-10-2020. | lough .CMJ |
| | was no used as 1-10- 8080. | |
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| 7, | The ancerps in the problem of audit | ng -was adolless |
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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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- Arrangement for feedback responses from students, parents and other stakeholders 3 on quality related institutional processes.

Dissemination of information on the various quality parameters of higher education. 4

All concerned/members To

Director Academic, KTU for kind information CC

| Monutes of Amort 1 QAC Meeting mines of more sure |
|--|
| Monules of front 1 QAC Meeting Dated. 93/09/19 |
| the meeting. |
| Name of the members attended the first meeting of |
| Interal Quality Assurance Cell (IQAC) on 23/09/2019 |
| 12 of about hard of temperation of the dear of the dear |
| Name 1 Dr. V. K. Janardhaman (Charman) 2 Lt. Col. Pravien (Administrative afficer) Ab 2319 |
| 1 Dr. V. K. Janardhanan (Charman) |
| 2 Lt. Col. Draveon (Adminstrate ather) |
| Prof. Mary Somya George (Co-ordinals) |
| U Deal Grant to C. |
| 5 Prof. Ocyith. D (System Admin) |
| 6 prof. Abhalash. Krushman. (EEE) 7 prof. Greeraji Narrayanan (CEE) 8 prof. Leene Narrayanan (ECE) 1 23419. |
| 7 prof. Greeraji Narraymon (CSB) hytologia |
| e prof. Leane Naranamer (ECE) |
| 9 pool. Nikkal. M (SAH) |
| 9 poof. Nikhal. M (SAH) w poof. Ohalpa Valsakumer (CE) |
| 11 Mr. Junaid Ahemiel K. V (SeME) |
| 12 Mr. Ayushraj P.P (Alumani) |
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| Is backer without the form the |
| 1 Dr. Leene A. V (NBA Co-ordinalia) |
| 2 Mr. Drakashan (Contral Library) Probe |
| 3 Mr. Vyjith. A.N (ASM. Accounts offices) |
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| June - |
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| Dr. LEENA V PRINCIPAL PRINCIPAL SREE MARYANA GURI COLLEGE OF SREE MARYANA GURI COLLEGE OF |
| SREE MARAYANA GURU OO'Y ENGAREERING & TECHNOLOGY PAYYANUR, KANNUR |
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| 2) Prof. Mary Sonia Georg | ge . B co. ordnalis a | IRAC prese | ented a |
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