

**Minutes of the Internal Quality Assurance Cell meeting held on 12.09.2023 at 03.30 pm in the  
Principal's Chamber**

**Agenda**

1. SSR preparation
2. Other matters

**Members present**

1. Dr. K.V. Murali, Principal
2. Dr. Dinesh T., Co-ordinator, IQAC
3. Dr. Mohanan A.
4. Anjaly Nair M.K.
5. Dr. Supriya N.T.
6. Dr. Prajith P.K.
7. Balagopalan P.K.
8. Mithun A.V.

Dr. K.V. Murali, Principal and the Chairman of the IQAC welcomed the gathering. Dr. Dinesh T., Co-ordinator, IQAC read out the minutes of the last meeting.

**Action taken report**

1. Departments have been asked to speed up preparatory work for SSR. The arrangement of data for submission has started by a systematic approach involving naming of folders and files.
2. Renovation of Chemistry laboratory is going on fast.
3. Meetings of Academic Monitoring Council with Departments to discuss the results of internal examinations have started.
4. Work on seminar hall is nearing completion.
5. A Centre for differently abled students have been set up.
6. Convocation ceremony to honour the postgraduates was held.
7. Residential orientation camps were conducted for first year UG students. Students were given proper awareness on the facilities available in the Campus, curriculum and syllabi, evaluation procedure, opportunities for employment, scholarships, counselling and the like.

**Decisions taken**

1. Proper filling up of SSR templates may be started.
2. Setting up of Sports Academy may be speeded up.
3. The balance fund remaining under RUSA may be reallocated to purchase necessary items.
4. Steps may be taken for planning the purchase of items utilizing the accumulated fund under PD.
5. The work on Management Office is nearing completion. It may be inaugurated on a suitable date.
6. The work on IQAC room may be speeded up.