

**Minutes of the Internal Quality Assurance Cell meeting held on 13.11.2023 at 03.0`0 pm in the
Principal's Chamber**

Agenda

1. SSR preparation
2. Other matters

Members present

Members present

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

Action taken report

1. SSR templates are being filled up and documents are being properly set up.
2. Management Office is ready for functioning. It will be inaugurated soon.
3. The work on IQAC room has started.
4. Arrangements are made for submission of revised DPR for RUSA for facilitating purchase utilizing the fund.

Decisions taken

1. The IIQA will be submitted by the 15th of December.
2. Steps for purchase of items under RUSA fund may be taken so that the purchases may be made as and when the DPR is approved.
3. Items to be purchased utilizing the accumulated PD fund has been planned.