

**Minutes of the Internal Quality Assurance Cell meeting held on 07.10.2022 at 03.30 pm
in the Principal's Chamber**

Agenda

1. Minutes of the last meeting
2. Action taken report
3. AQAR submission
4. SSR preparation and submission
5. Planning for the year
6. Other matters

Members present

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

Dr. K.V. Murali, Principal and the Chairman of the Committee welcomed all members.

Decisions Taken

1. The Departments should submit the DAQAR 21-22 at the earliest for enabling submission of AQAR 2021-2022 of the College.
2. Decided to request for permission to extend the date of submission of IIQA and SSR to the NAAC.
3. Decided to work out the answers to points in SOP as per a schedule given by IQAC. The Departments have to prepare in a time bound manner.
4. Decided to entrust Sri Vijayakumar V., Assistant Professor of Commerce to co-ordinate the activities of UGC-Paramarsh scheme.
5. The plan of action for the academic year was approved.
6. Decided to recommend to the College Management to complete the work of the Indoor Stadium.
7. Decided to conduct extension activities under the NOOP.
8. Decided to conduct Meeting and interactions of Academic Monitoring Committee with Departments and staff for ensuring effective curriculum transaction.
9. Decided to recommend the College Management to complete repair and maintenance of the buildings in a time bound manner. The work of renovation of the Office and the Principal's Cabin may be completed and opened for use. The

inauguration of the new Computer Laboratory may be arranged after completing the final finishing work.

10. The gardening and beautification work of the campus may be completed in a time bound manner.
11. Purchase of teaching and research equipments under DST-FIST scheme may be done immediately.
12. Toilets may be constructed in sufficient number to meet the requirements of all students and staff ensuring facilities for differently abled people.
13. The library building may be expanded with a spacious reference section.
14. Facilities for the conduct of HSSTTP programme (Refresher Course in Statistics for Higher Secondary School teachers) and the seminar sponsored by KSCSTE may be ensured.
15. Necessary steps may be taken for improvement of sports facilities in the campus and thereby achieve more in sports and games.
16. The teachers who are awarded guideship for research may be encouraged to continue their research work through the scholars under their guidance and other Ph.D. holders may do the necessary steps for getting guideship. All the staff members may be encouraged to involve in active research.

The Co-ordinator of IQAC read out the minutes of the last meeting.