

**Minutes of the Internal Quality Assurance Cell meeting held on 11.01.2024 at 11.45 am in the
Principal's Chamber**

Agenda

1. SSR submission and IIQA
2. Seminar on IPR – proposal to KSCSTE
3. Other matters

Members present

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

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 on the decisions of the last meeting

1. Steps have been taken for the purchase of items under RUSA fund.
2. Steps for utilizing the accumulated PD fund are also started.

Decisions taken

1. IIQA will be submitted this month itself.
2. SSR may be submitted within the stipulated time after submission of IIQA.
3. A seminar on Intellectual Property Rights is planned. Dr. Supriya N.T. is entrusted with the duty of preparation and submission of proposal to KSCSTE
4. The work of setting up the new IQAC room may be speeded up.
5. Interactive boards purchased using RUSA fund may be installed in 5 UG, 5 PG and one seminar hall.
6. The college buildings may be painted.
7. Steps may be taken to purchase chairs to the seminar hall of new academic block.