

**Minutes of the meeting of the Internal Quality Assurance Cell, held at IQAC office, Sree Sankara Vidyapeetom College, Valayanchirangara, Perumbavoor on 14<sup>th</sup> September 2018 at 3.00 pm**

**Agenda:**

1. To organise seminars and workshops
2. NIRF Application
3. Departmental Meetings
4. Innovation Council Formation

**Minutes of the meeting**

**1. Organising seminars and workshops**

The coordinator introduced several new schemes by various funding agencies and requested the members for conducting at least two events during this academic year. Ms. Suchitra A. was assigned to coordinate these activities.

**2. NIRF Application**

Following the discussion on the necessity of applying for NIRF, Mr. Anup Jain M. J. and Mr. Adarsh K. S. were assigned to carry out the necessary procedures for collecting the required database and processing them.

**3. Departmental Meetings**

It was decided to held departmental meetings at the IQAC. The coordinator was given charge to arrange a systematic procedure regarding the same.

**4. Innovation Council Formation**

It was decided to set up an institution innovation cell at the college.

Having discussed the most relevant aspects, the meeting ended with a vote of thanks.

**Attendance**

1. Dr. Padma P. (Principal)
2. Manusankar C. (IQAC Coordinator)
3. Dr. Poornima R.
4. Anup Jain M. J.
5. Lijo Johny
6. Suchitra A.
7. Sreelekshmi A. R.
8. K.V. Neelakandan
9. Anjana Jayan