

**Minutes of the meeting of the Internal Quality Assurance Cell, held at IQAC office, Sree Sankara Vidyapeetom College, Valayanchirangara, Perumbavoor on 15 May 2019 at 10.00 am**

**Agenda:**

1. AQAR Preperation.
2. Academic Audit Review
3. Next year's IQAC action Plan Preparation
4. Academic Calendar Finalisation

**Minutes of the meeting**

**1. AQAR Preparation**

Mr. Lijo Johny and Ms. Sreelekshmi AR are assigned to compile and create AQAR from the action taken report provided by various clubs and departments.

**2. Academic Audit Review**

The meeting reviewed the Academic audit of all the activities of the year 2018-19. Feedbacks were given to the concerned departments, committees, clubs and forums.

**3. IQAC action Plan Preparation for 2019-20**

Based on the review of the academic audit, IQAC prepared the action plan for 2019-20.

**4. Academic Calendar Finalisation**

The meeting finalised the Academic calendar 2019-20 prepared by Mr. Lijo Johny.

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

**Attendance**

1. Dr. Padma P. (Principal)
2. Prof. S. K. Krishnan
3. Manusankar C. (IQAC Coordinator)
4. Dr. Poornima R.
5. Anup Jain M. J.
6. Lijo Johny
7. Suchitra A.
8. Sreelekshmi A. R.
9. Arun N.
10. Dileep P.
11. K. V Neelakandan