

Minutes of the meeting of the Internal Quality Assurance Cell, held at IQAC office, Sree Sankara Vidyapeetom College, Valayanchirangara, Perumbavoor on 1st March 2018 at 3.00 pm

Agenda:

1. Workshop on NAAC- revised framework
2. Action Taken Report.
3. Academic Audit
4. Next year's action Plan.
5. Personal Profile update.
6. Academic Calendar Preparation

Minutes of the meeting

1. Workshop on NAAC- revised framework

Arrangements for the workshop were found satisfactory.

2. Action taken report

It was decided that all departments have to submit the action taken report for the current academic year before the commencement of summer holidays.

3. Academic Audit

The meeting discussed the need to conduct academic audit.

4. Next year's action plan.

It was decided that the action plans of all departments for the year 2019-20 should be collected and assessed before the commencement of summer holidays.

5. Personal Profile update

Decided that IQAC would evaluate the updated personal profiles of the faculty.

6. Academic Calendar Preparation

Mr. Lijo Johny was assigned to prepare and submit Academic calendar 2019-20 before April 2019.

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. K. V. Neelakandan
4. Anup Jain M. J.
5. Lijo Johny
6. Suchitra A.

7. Sreelekshmi A. R.
8. Anjana Jayan