

No: IQAC/2016/003

Mannam Memorial NSS College, Kottiyam

Dated 04/07/2016

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 05 July 2016. The agenda of the meeting will be the following:

Agenda

- Discussing the data collection for submission of SSR
- Any other matter permitted by the Chair

Venue : Principal's Room

Time : 3 PM

All the IQAC members are requested to kindly attend the meeting.

Dr. R Prakash Chandran
The Co-ordinator (IQAC)
Mannam Memorial NSS College,
Kottiyam

Copy to: All the IQAC members.

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Mannam Memorial NSS College, Kottiyam

Dated 05/07/2016

MINUTES

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 05/07/2016, 3 pm in the Principal's room. The following members of the IQAC participated in the meeting.

1. Dr. G.Girijadevi (Principal)
2. Dr. R. Prakash Chandran (Co-ordinator)
3. Smt. Jayalekshmi J
4. Smt. Meera K G

The meeting was chaired by Dr. G Girijadevi, the Chairperson of the IQAC. It discussed various measures to be taken as a part of data collection. The decisions taken were the following.

- Data regarding the students result, gender caste details need to be collected from the office.
- The details of AISHE should be collected from 2011 onwards.
- Each department should give a proposal about their extension activity on or before first term and should execute it on or before September second week
- English Department has proposed to conduct Spoken English as an extension activity.
- Physical education department has proposed to conduct an orientation class for free recruitment.

Dr. R Prakash Chandran

The Co-ordinator (IQAC)

Mannam Memorial NSS College,

Kottiyam