

No: IQAC/2016/005

Mannam Memorial NSS College, Kottiyam

Dated 03/08/2016

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 04 August 2016. The agenda of the meeting will be the following:

Agenda

- Discussing the progress of data collection for submission of SSR
- Preparation of documents of various pending files
- Any other matter permitted by the Chair

Venue: Principal's Room

Time: 11.30 PM

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

Dr. Ratheesh Kumar V
The Co-ordinator (IQAC)
Mannam Memorial NSS College,
Kottiyam

Copy to: All the IQAC members.

MINUTES

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 04/08/2016, 11.30 pm in the Principal's room. The following members of the IQAC participated in the meeting.

1. Dr. G. Girijadevi (Principal)
2. Prof. R. Prasannakumar (Secretary of NSS Colleges' Central Committee)
3. Dr. G. Jagadeesh Chandran (Asst. Educational Secretary, NSS Colleges' Central Committee)
4. Dr. Ratheesh Kumar V (IQAC Coordinator)
5. All faculty members
6. Non Teaching staff

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 for SSR and also regarding documentation. The decisions taken were the following.

- UGC stock register updation was to be done by the month end
- One week report of IQAC and UGC to be made
- Proper documentation and filing of data regarding PTS meeting, feedback analysis, students redressal cell, discipline, maintenance etc should be done
- Teaching and evaluation details should be properly maintained properly and may be bound into a book
- Various extension activities with novelty may be done. Vegetable cultivation, thought of the day, coin a day for poor were few examples
- Research materials of faculties like thesis, publication, seminar reports should be collected and filed
- Action plan for the academic year to be made

Dr. Ratheesh Kumar V
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