

No: IQAC/2016/007

Mannam Memorial NSS College, Kottiyam

Dated 04/08/2016

NOTICE

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

Agenda

- Action Plan for submission of SSR for cycle 2 accreditation
- Action taken report of 2 earlier meetings
- Plan of Action of 2016-17
- 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.

No: IQAC/2016/008

Mannam Memorial NSS College, Kottiyam

Dated 05/08/2016

MINUTES

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 05/08/2016, 11.30 pm in the Principal's room. The following members of the IQAC participated in the meeting.

- Dr. G. Girijadevi (Principal)
- Dr. Ratheesh Kumar V (IQAC Coordinator)
- Dr. AnuVijayan
- Dr. Sreeja V
- Smt. Kavitha L

The meeting was chaired by Dr. G Girijadevi, the Chairperson of the IQAC. It discussed Action Plan for submission of SSR. The decisions taken were the following.

- To form an advisory committee, consisting of senior teachers, Dr. P. Geetha, Dr. Sujatha T. S., Dr. Beena K. S.
- The Action taken report of two earlier meetings was discussed.
- The plan of action for the academic year 2016-17 was presented in this meeting.
- Work of documentation of the various criteria of SSR was allotted to different members of IQAC.
 - Dr. AnuVijayan: Criterion I
 - Smt. Jayalekshmi J: Criterion II
 - Dr. Sreeja V and Kavitha L: Criterion III
 - Dr. T S. Sujatha, Dr. K. Syam Krishnan: Criterion IV
 - Dr. P. Geetha: Criterion V
 - Smt. Meera K G : Criterion VI
 - Dr. K S Beena: Criterion VII

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