

No: IQAC/2016/009

Mannam Memorial NSS College, Kottiyam

Dated 11/08/2016

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 12 August 2016. The agenda of the meeting will be the following:

Agenda

- Verification of documents from AQAR 2011-12
- Any other matter permitted by the Chair

Venue: Principal's Room

Time: 03.30 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/2016/010

Mannam Memorial NSS College, Kottiyam

Dated 12/08/2016

MINUTES

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 12/08/2016, 03.30 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. Jayalekshmi J
- Dr. Beena K S
- Smt. Meera K G

The meeting was chaired by Dr. G Girijadevi, the Chairperson of the IQAC. It verified the documents required for SSR from AQAR 2011-12. The decisions taken were the following.

- To identify and make separate files
- To identify different extension activities and best practices
- To collect all documents related to Women study Unit from all the coordinators who were charge of WSU
- A NAAC expert can conduct a class to guide the staff in preparing files
- Counseling to be carried out for students
- Check in the NAAC report the changes or issues listed and prepare an action taken report of the same
- The AQAR 2011-12 which was uploaded earlier on the website need to be sent to NAAC also, as not done by earlier Co-ordinators.
- The SSR work from 2012-13 to start on 16/08/2016
- Next meeting is scheduled to be held on 23/08/2016

Dr. Ratheesh Kumar V

The Co-ordinator (IQAC)

Mannam Memorial NSS College,
Kottiyam