

No: IQAC/2016/011

Mannam Memorial NSS College, Kottiyam

Dated 22/08/2016

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 23 August 2016. The agenda of the meeting will be the following:

Agenda

- Verification of documents from AQAR report 2012-13 and 2013-14
- Any other matter permitted by the Chair

Venue : Principal's Room

Time : 03.15 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 23/08/2016, 03.15 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. Anu Vijayan
- Dr. Sreeja V
- Dr. Beena K S
- Smt. Kavitha L
- Dr. T S Sujatha

The meeting was chaired by Dr. G Girijadevi, the Chairperson of the IQAC. It verified the documents required for submission of SSR for cycle 2 Accreditation. The decisions taken were the following.

- An expert to be called to get information on NAAC visit as presently all teachers have joined in service in recent years
- Dr. Sudarshan from M G College to be invited for the purpose of NAAC visit but he was not available till Onam holidays
- Website updation to be done and all matters related to the AQAR's and SSR to be uploaded on the website by a professional. Mr. Ananthu and Mr. Suyodh contacted for the same.
- Office details and library details of 2012-13 were to be collected.
- Documents of Babu sir's and Govindan Kutty sir's minor /major project to be collected
- Usha Rani to be called for soft toys training and fabric painting.
- Thyroid checking and medical consultation for female students and also for their mothers to be planned.
- Dr. Anu Vijayan was appointed as NAAC steering committee coordinator.

- Documents of 2013-14 and 14-15 to be made ready by 9/9/2016.
- Activities like Planting small plant for absorbing poisonous gases, rain water harvesting, Water management/Waste management, environmental auditing, clean campus, naming the trees in the campus etc.

Dr. Ratheesh Kumar V

The Co-ordinator (IQAC)

Mannam Memorial NSS College, Kottiyam