

No: IQAC/2016/015

Mannam Memorial NSS College, Kottiyam

Dated 25/09//2016

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 26th September 2016.

The agenda of the meeting will be the following:

Agenda

- Submission of all documents from AQAR 2012-13, 2013-14 and 2014-15
- Any other matter permitted by the Chair

Venue : Principal's Room

Time : 2 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 26/09/2016, 2 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. D Sheela Devi
- Dr. Beena K S
- Dr. T S Sujatha
- Smt. Jayalekshmi J
- Smt. Meera K G
- Smt. Kavitha L
- Dr. Geetha P

The meeting was chaired by Dr. G Girijadevi, the Chairperson of the IQAC. The meeting was held to collect all the documents mentioned in the AQAR 2012-13, 2013-14 and 2014-15. The decisions taken were the following.

- Principal suggested that IQAC meeting to be taken more seriously. Data to be submitted on time.
- Website updation of profiles were done
- Verification of data available on website to be checked
- 2013-14 NCC data to be collected
- 2012-13 NSS, Sports, Office data to be collected
- 2013-14 Library data also need to be collected
- 2010-11 CLMC files to be arrange to date.
- DLMC to assist CLMC

- Minor projects details to be added on website of various teachers (Dr. T S Sujatha, Dr. K. Syamkrishnan, Dr. Prakash Chandran, Dr. K S Beena, Kavitha L, Saritha K R and Meera K G)

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