

No: IQAC/2016/017

Mannam Memorial NSS College, Kottiyam

Dated 18/10/2016

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 19th October 2016. The agenda of the meeting will be the following:

Agenda

- Problems faced regarding submission of AQAR
- Any other matter permitted by the Chair

Venue : Principal's Room

Time : 3 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/2016/018

Mannam Memorial NSS College, Kottiyam

Dated 19/10/2016

MINUTES

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 19/10/2016, 3 pm in the Principal's room. The following members of the IQAC participated in the meeting.

- Dr. G. Girijadevi (Principal)
- Dr. Anu Vijayan
- Dr. Sreeja V
- Dr. Beena K S
- Dr. T S Sujatha
- Dr. Syamkrishnan
- 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 discuss the issue that AQAR was only uploaded on website and did not forward the same to NAAC. The decisions taken were the following.

- Principal gave orders to the coordinator to submit the AQAR's to NAAC office by email and discussed that there was a big delay in submission and needed to be speeded up.
- Dr. Anu Vijayan spoke on behalf of the Co-ordinator and informed that All the data mentioned in the AQAR's were almost collected and ready for SSR, except for some financial a/c's clarification to be made from the office. The website links to upload the same are also made ready.

Dr. Ratheesh Kumar V

The Co-ordinator (IQAC)

Mannam Memorial NSS College,

Kottiyam