

No: IQAC/2016/021

Mannam Memorial NSS College, Kottiyam

Dated 07/01/2017

NOTICE

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 8th January 2017. The agenda of the meeting will be the following:

Agenda

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 4th January 2017. It will be chaired by the Principal of the College. The agenda of the meeting will be the following:

Agenda

1. Utilization of fund sanctioned for IQAC for the purchase of office equipments/ICT devices etc.
2. Improving infrastructure and other facilities including the IT facilities - initiatives to be taken by the IQAC
3. Meeting between IQAC and college staff, and IQAC and students/students representatives to invite their suggestions to improve academic quality
4. Helping various departments to prepare proposals for plan fund for the next financial year, and submitting proposal from IQAC for improving common facilities
5. Co-ordination between IQAC and other clubs/cells in the college
6. Co-operation between IQACs in the other nearby colleges, especially Govt. Colleges in the same district/nearby districts
7. Collecting student feedback about teachers, and courses
8. Any other matter permitted by the Chair

Venue: Principal's Room

Time: 11 am

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 08/01/2017, 11 am in the Principal's room. The following members of the IQAC participated in the meeting.

1. Dr. G. Girijadevi (Principal)
2. Dr. Ratheesh Kumar V
3. Dr. AnuVijayan
4. Dr. Sreeja V
5. Dr. T S Sujatha
6. Dr. Syamkrishnan
7. Smt. Meera K G
8. Smt. Jayalekshmy J
9. Smt. Saritha K R

The meeting was chaired by Dr. G Girijadevi, the Chairperson of the IQAC. The meeting was held to discuss the various issues.

The main decisions were the following.

1. It was decided to get released the fund sanctioned towards the setting up of the IQAC. A seed money of 3,00,000/- sanctioned and transferred to the college by the UGC is already lying with the college. The co-ordinator was instructed to utilize this fund to meet the necessary expenses related to the setting up of the IQAC office/other purchases.
2. The funds can be used only after successfully uploading all the AQAR's from 2011-12 onwards on the college website as well as to NAAC Bangalore. So now the fund could be transferred and used
3. It was decided to purchase a computer, printer, scanner, pendrive, and external hard disk for IQAC from the fund sanctioned for IQAC, provided the rules permit to do so.
4. It was decided to take immediate steps to setup the IQAC office in the college.
5. It was decided to set up a separate window for IQAC in the institutional website.
6. It was decided to collect details of workshops/seminars/conferences/any other relevant events conducted in the college by various departments in last three years (from the academic year

2011-12 to this academic year). These details have to be digitalized and preserved by the IQAC as per the UGC guidelines.

7. Various departments should hand over the details of the above mentioned events with their brief reports, brochure, and photos (in a CD) at the earliest, in any case before the end of this Month to the IQAC Co-ordinator.
8. The Principal has agreed to instruct the departments that after the conduct of the seminars/workshops/conferences, a brief report with brochure and photos related to the event should be handed over to the IQAC in digital format (preferably, in CD). In particular, this will be made compulsory for the release of the final amount of grant sanctioned, if any, for the seminar from the college.
9. It was decided that a series of interdisciplinary, institutional seminars/workshops/lectures should be started. the departments should, either utilizing their faculty or their students present lectures/ demonstrations with the aim of giving a better understanding of their subjects by the other department members

The co-ordinator was instructed to take necessary steps to implement these decisions with the help of the other IQAC members at the earliest. The steps taken to implement these decisions are to be reported in the next IQAC meeting.

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