

INTERNAL QUALITY ASSURANCE CELL
Mannam Memorial NSS College
Kollam - 691 571, Kerala

Web: <http://mmnsscollege.ac.in/iqac.php>

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No: IQAC/2016/ ATR 002

Dated 31/03/2017

ACTION TAKEN REPORT FOR THE ACADEMIC YEAR 2016-17

To implement the decisions taken by the Internal Quality Assurance Cell (IQAC) meeting held during the academic year 2016-17 the following actions were taken:

Sl. No.	Decision	Action taken
1.	AQAR's of all five years to be submitted to NAAC	The AQAR's were prepared meticulously and submitted to NAAC
2	SSR preparation	The SSR was drafted and uploaded on the website
3	Releasing the seed money sanctioned by the UGC for setting up IQAC office	The IQAC Co-ordinator placed a request dated to the Principal to release the fund
4	Purchasing a computer, printer, scanner, pendrive, and external hard disk	Printer, scanner, pendrive, and external hard disk has been purchased. Since the price of a computer will exceed the maximum permissible limit for local purchases without tender process, it needs to be purchased through the college office. The next IQAC meeting should take a decision regarding the purchase of the computer.
5	Setting up the IQAC office in the college	A request was placed by the IQAC co-ordinator to the Principal for the same. A temporary office is already in place, and the process for setting up a permanent office room common for IQAC and NAAC Committee is on.
6	Separate window for IQAC in the institutional website	A separate website itself has been setup under the Institutional domain name. It is live at the URL http://mmnsscollege.ac.in/iqac.php
7	Collecting of reports of academic events in the college	All departments were requested to submit reports and data with regards to the various activities carried out at their departments

8	Starting interdisciplinary, institutional seminars/ workshops/ lectures by faculty/students	Various talks and department level seminars were held by all the departments
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The IQAC Co-ordinator
Dr. Ratheesh Kumar V
Assistant Professor of Physics

Chairperson of the IQAC
Dr. G Girijadevi
Principal