

No: IQAC/2016/001

Mannam Memorial NSS College, Kottiyam

Dated 06/06/2016

## **NOTICE**

A meeting of the Internal Quality Assurance Cell (IQAC) will be held on 07 June 2016. The agenda of the meeting will be the following:

### **Agenda**

- Discussing various aspects of data collection
- 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. R Prakash Chandran  
The Co-ordinator (IQAC)  
Mannam Memorial NSS College,  
Kottiyam

Copy to: All the IQAC members.

No: IQAC/2016/002  
Kottiyam

Mannam Memorial NSS College,  
Dated 07/06/2016

### MINUTES

A meeting of the Internal Quality Assurance Cell (IQAC) was held on 07/06/2016, 2 PM in the Principal's room. The following members of the IQAC participated in the meeting.

1. Dr. G. Girijadevi (Principal)
2. Dr. R. Prakash Chandran (Co-ordinator)
3. Smt. Jayalekshmi J
4. Dr. Ratheesh Kumar V
5. Dr. K. Syam Krishnan
6. Smt. Kavitha L

The meeting was chaired by Dr. G. Girijadevi, the Chairperson of the IQAC. It discussed various measures to be taken as a part of submission of SSR mentioned in the AQAR's from the year 2011-12 to 2015-16. The decisions taken were the following.

- The work for NAAC should be completed by June
- Data collection should be completed by 14.06.2016.
- Final documentation should be completed on 24.06.2016.
- Biogas plant should be constructed for waste disposal.
- Ramps should be constructed for physically challenged students.
- Bathrooms should be renovated. There is an urgent need for a common bathroom and rest room.
- A notice regarding data collection need to be circulated in every department.

Dr. R Prakash Chandran  
The Co-ordinator (IQAC)  
Mannam Memorial NSS College,  
Kottiyam