


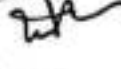




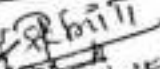



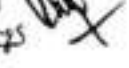
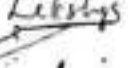
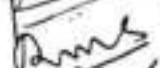
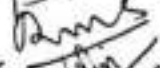
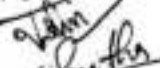
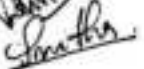
INTERNAL QUALITY ASSURANCE CELL  
MMNSS COLLEGE KOTTIYAM

Date: 9 July 2021  
Time: 2.00 pm

**AGENDA**

1. Welcoming new members of IQAC
2. Presentation of new data entry format for AQAR 2020-2021 by IQAC Convenor
3. Discussion on uploading of the AQAR of the previous year
4. Allocation of members for AQAR 2020-2021 criteria data collection
3. Any other item permitted by the Chair.

**Members Present**

Dr Satheesh E N (Principal)   
Dr. Kishore Ram (Coordinator)   
Dr. Lalu S. Kurup   
Dr. K. Syam Krishnan   
Dr. Sreeja V   
Kavitha L   
Dr. Prabitha B Nair   
Jayakrishnan R   
Vijayalekshmi P J   
Dr. Maneesh. B   
Dr. R. Prakash Chandran   
Dr. Lekshmy S   
Meera K. G   
Resmi V S   
Vidhu V L   
Dr. Smitha S L 

**MINUTES**

1. The IQAC meeting started with a silent prayer. The list of members attended the meeting is attached. IQAC coordinator welcomed the members to the meeting.
2. Dr Prabitha presented the AQAR format
3. It was decided to include one member each from a department as member to the AQAR updating committee.
4. Criteria allocation was done.

## ACTION TAKEN REPORT

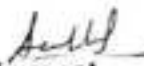
1. Criteria team formed along with data collection groups and circulated Google forms among faculty members of the college.



IQAC COORDINATOR

09.7.2021



  
Principal  
M.M.N.S.S. COLLEGE  
KOTTIYAM

INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM

Time : 2.00 pm

Date: 12 August 2021

AGENDA

1. Preparation of criteria one for previous year AQAR Uploading
2. Discussing the action plan for the current academic year
3. Any other matter admitted by the chair

Members Present

Dr Satheesh E N (Principal) *sd*  
Dr. Kishore Ram (Coordinator) *sk*  
Dr. Lalu S. Kurup *lls*  
Dr. K. Syam Krishnan *sk*  
Dr. Sreeja V *sv*  
Kavitha L *kl*  
Dr. Prabhitha B Nair *pb*  
Jayakrishnan R *jr*  
Vijayalekshmi P *vp*  
Dr. Maneesh. B *mb*  
Dr. R. Prakash Chandran *rp*  
Dr. Lekshmy, S *ls*  
Meera K. G *mk*  
Resmi V S *rvs*  
Vidhu V L *vv*  
Dr. Smitha S L *ss*

MINUTES

1. The data collected for criteria one was laid on the table by the Criteria one coordinator Dr Prabhitha and discussions were done.
2. The need to have an enhanced action plan was discussed
3. A plan for infrastructure development was raised and the chair admitted it to be discussed.

Action Taken Report

1. Criterion One was approved by the IQAC
2. Dr Lalu S Kurup and Jayakrishnan R were assigned to plan an action plan for the current year
3. Infrastructure team with senior faculty members Dr Vrinda Kumari and Dr Beena were assigned to plan a report to be submitted to the manager.

*[Signature]*  
IQAC COORDINATOR  
12-8-21



*[Signature]*  
Principal  
M.M.N.S.S. COLLEGE  
KOTTIYAM

## INTERNAL QUALITY ASSURANCE CELL

### MMNSS COLLEGE KOTTIYAM





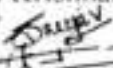
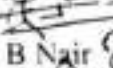

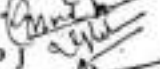



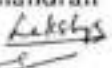




Time : 2.00 pm

Date: 12 September 2021

#### AGENDA

1. Preparation of criteria Two for previous year AQAR Uploading
2. Discussing the action plan prepared for the current academic year
3. Any other matter admitted by the chair

#### Members Present

Dr Satheesh E N (Principal)   
Dr. Kishore Ram (Coordinator)   
Dr. Lalu S. Kurup   
Dr. K. Syam Krishnan   
Dr. Sreeja V   
Kavitha L   
Dr. Prabitha B Nair   
Jayakrishnan R   
Vijayalekshmi P J   
Dr. Maneesh B   
Dr. R. Prakash Chandran   
Dr. Lekshmy S   
Meera K. G   
Resmi V S   
Vidhu V L   
Dr. Smitha S L 

1. Criteria 2 Head Lt. Dr Shyam Krishnan presented the NAAC Criteria 2 manual for 2020-2021 and data entry format for AQAR to the members.
2. Discussion on qualitative improvement methods in criteria 2 was made. The need for hybrid teaching methods was discussed. Flipped Learning was an apotion suggested by the members to overcome the pandemic challenges to live classroom teaching .
3. The need to promote Self-learning among students by developing and implementing self-learning material was highlighted by the committee.
4. The Criteria 2 team was asked to start data collection for AQAR 2020-2021.
5. The action plan (draft) for the year 2021-2022 was discussed.

#### ACTION TAKEN REPORT

1. Criteria 2 team formed data collection groups and circulated Google forms among faculty members of the college.
2. Action plan for the year 2021-2022 approved.

IQAC COORDINATOR   
12-9-21



  
Principal  
M.M.N.S.S.COLLEGE  
KOTTIYAM

## INTERNAL QUALITY ASSURANCE CELL

### MMNSS COLLEGE KOTTIYAM

Time : 2.00 pm

Date:22 October 2021

#### AGENDA

1. Preparation of criteria Three and four for previous year AQAR Uploading
2. Discussing the action plan and implementation the current academic year
3. Creating awareness among faculty members about quality research and publication ethics

#### Members Present

Dr Satheesh E N (Principal) *SE*  
Dr. Kishore Ram (Coordinator) *Kishore*  
Dr. Lalu S. Kurup *Lalu*  
Dr. K. Syam Krishnan *Syam*  
Dr. Sreeja V *Sreeja*  
Kavitha L *Kavitha*  
Dr. Prabitha B Nair *Prabitha*  
Jayakrishnan R *Jayakrishnan*  
Vijayalekshmi P J *Vijayalekshmi*  
Dr. Maneesh. B *Maneesh*  
Dr. R. Prakash Chandran *R. Prakash*  
Dr. Lekshmy. S *Lekshmy*  
Meera K. G *Meera*  
Resmi V S *Resmi*  
Vidhu V L *Vidhu*  
Dr. Smitha S L *Smitha*

A meeting of the IQAC was held on 22/10/2021 at 2 pm. After the formal introduction by the coordinator the principal briefed about the need to bring in more research output and it was decided to issue a circular regarding quality research and publication ethics. Dr K.Syam Krishnan and Dr Sreeja V were assigned the task to prepare the circular and research policy to be followed by the institution. Uploading of previous years AQAR was discussed and the criterion 2 and 3 was discussed.

The meeting concluded at 3 pm.

Major decisions

To finish the previous years AQAR

To prepare a circular regarding research ethics

To promote research and other related activities among faculty



IQAC COORDINATOR  
22-10-21



*B-14*  
Principal  
M.M.N.S.S. COLLEGE  
KOTTIYAM

## INTERNAL QUALITY ASSURANCE CELL

### MINSS COLLEGE KOTTIYAM

Date: 19 November 2021

Time : 2.00 pm

#### AGENDA

1. Preparation for AQAR Uploading
2. Discussing various certificate programmes
3. Other matters admitted by the chair

#### Members Present

Dr Satheesh E N (Principal) *SL*  
Dr. Kishore Ram (Coordinator) *Kishore*  
Dr. Lalu S. Kurup *Lalu*  
Dr. K. Syam Krishnan *Syam*  
Dr. Sreeja V *Sreeja*  
Kavitha L *Kavitha*  
Dr. Prabitha B Nair *Prabitha*  
Jayakrishnan R *Jayakrishnan*  
Vijayalekshmi P J *Vijayalekshmi*  
Dr. Maneesh. B *Maneesh*  
Dr. R. Prakash Chandran *R. Prakash*  
Dr. Lekshmy. S *Lekshmy*  
Meera K. G *Meera*  
Resmi V S *Resmi*  
Vidhu V L *Vidhu*  
Dr. Smitha S L *Smitha*

A meeting of the IQAC was held on 19/11/2021 at 2 pm. The main discussion was completing data collection and uploading matters on the website. Each criterion heads were asked to brief the progress of data collection.

#### Decisions

AQAR previous years to be completed and uploaded at the earliest.  
Decided to meet next week to discuss AQAR progress

IQAC COORDINATOR  
19-11-21

*Kishore*



*SL*  
Principal  
M.M.N.S.S. COLLEGE  
KOTTIYAM

## INTERNAL QUALITY ASSURANCE CELL

### MMNSS COLLEGE KOTTIYAM




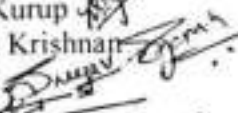

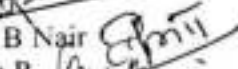


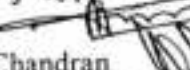
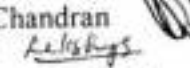


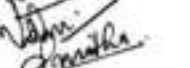

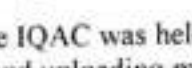
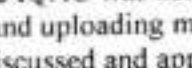
Date: 29 November 2021

Time : 2.00 pm

#### AGENDA

1. Preparation for AQAR Uploading
2. Other matters admitted by the chair


#### Members Present

Dr. Satheesh E N (Principal)   
Dr. Kishore Ram (Coordinator)   
Dr. Lalu S. Kurup   
Dr. K. Syam Krishnan   
Dr. Sreeja V   
Kavitha L   
Dr. Prabitha B Nair   
Jayakrishnan R   
Vijayalekshmi P J   
Dr. Maneesh. B   
Dr. R. Prakash Chandran   
Dr. Lekshmy. S   
Meera K. G   
Resmi V S   
Vidhu V L   
Dr. Smitha S L 

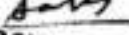
A meeting of the IQAC was held on 29/11/2021 at 2 pm. The main discussion was completing data collection and uploading matters on the website. Each criterion was taken up for discussion and templates discussed and approved by the committee. Uploading activities were evaluated by the principal and the need to complete the task before December was stressed.

#### Decisions

The AQAR templates were approved and permission given to upload matters on website. Decided to speed up preparation of AQAR and to upload at the earliest.

IQAC COORDINATOR   
29-11-21



  
Principal  
M.M.N.S.S. COLLEGE  
KOTTIYAM

INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM


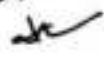



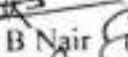


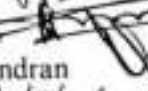
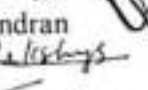
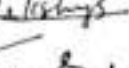

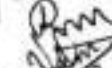
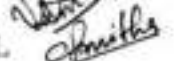
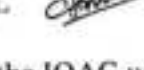
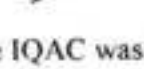
Time : 2.00 pm

3 December 2021

AGENDA

1. Preparation for AQAR Uploading final discussions. Suggestion of changes
2. Other matters admitted by the chair

Members Present

Dr Satheesh E N (Principal)   
Dr. Kishore Ram (Coordinator)   
Dr. Lalu S. Kurup   
Dr. K. Syam Krishnan   
Dr. Sreeja V   
Kavitha L   
Dr. Prabitha B Nair   
Jayakrishnan R   
Vijayalekshmi P J   
Dr. Maneesh B   
Dr. R. Prakash Chandran   
Dr. Lekshmy S   
Meera K. G   
Resmi V S   
Vidhu V L   
Dr. Smitha S L 


A meeting of the IQAC was held on 3/12/2021 at 2 pm. Criteria one to five were discussed.

Suggestions were given regarding the completed templates.

Decisions

Some changes were suggested in the AQAR templates. It was decided to make changes to the templates before uploading

Decided to speed up preparation of AQAR and to upload at the earliest.

  
IQAC COORDINATOR  
3-12-21



  
Principal  
M.M.N.S.S. COLLEGE  
KOTTIYAM



INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM


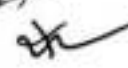


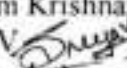

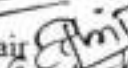

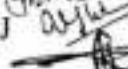

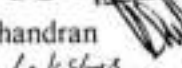
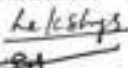
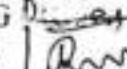
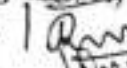
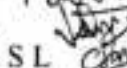

Time : 2.00 pm

10 December 2021

AGENDA

1. Final discussion of AQAR
2. Other matters admitted by the chair

Members Present

Dr Satheesh E N (Principal)   
Dr. Kishore Ram (Coordinator)   
Dr. Lalu S. Kurup   
Dr. K. Syam Krishnan   
Dr. Sreeja V.   
Kavitha L.   
Dr. Prabitha B Nair   
Jayakrishnan R.   
Vijayalekshmi P J   
Dr. Maneesh. B   
Dr. R. Prakash Chandran   
Dr. Lekshmy. S   
Meera K. G   
Resmi V S   
Vidhu V L   
Dr. Smitha S L 

The IQAC coordinator placed the AQAR report on the table and the members approved it unanimously. It was decided that the AQAR will be submitted to the college council for approval and uploaded at the earliest.

The RUSA coordinators were asked to update the details at the earliest.

The RUSA coordinator reported some issues with the RUSA website.

Action taken

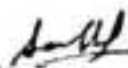
AQAR was approved for being submitted for approval before the College Council

Jayakrishnan R was asked to assist the RUSA coordinator regarding the issues with uploading RUSA report due to issues with the website.

IQAC COORDINATOR 

10-12-21



  
Principal  
N.M.N.S.S. COLLEGE  
KOTTIYAM

## INTERNAL QUALITY ASSURANCE CELL

MIMNSS COLLEGE KOTTIYAM

Time : 2.00 pm

7 January 2022

### AGENDA

1. Need for getting funds
2. Strengthening infrastructure

### Members Present

Dr Satheesh E N (Principal) *SD*

Dr. Kishore Ram (Coordinator) *24*

Dr. Lalu S. Kurup *AP*

Dr. K. Syam Krishnan *Syam*

Dr. Sreeja V *Sreeja*

Kavitha L *Kavitha*

Dr. Prabitha B Nair *Prabitha*

Jayakrishnan R *Jayakrishnan*

Vijayalekshmi P J *Vijayalekshmi*

Dr. Maneesh. B *Maneesh*

Dr. R. Prakash Chandran *R. Prakash*

Dr. Lekshmy S *Lekshmy*

Meera K. G *Meera*

Resmi V S *Resmi*

Vidhu V L *Vidhu*

Dr. Smitha S L *Smitha*

The IQAC coordinator reported about the extension that was granted for AQAR uploading but stressed that the AQAR is ready and will be uploaded after RUSA report is submitted.

The need for getting funds was discussed. The college was accredited with B++ but not funded. This has curbed the growth of the institution. Lack of new course and new buildings will bring down the grade of the college.

This concern was raised by many members.

Action taken

Two members were assigned to look into getting funding from RUSA

The infrastructure committee was appointed to collect all requirements and to prepare a report to be submitted to higher authorities

Coordinator *24*

IQAC

7 Jan 2022



*SD*  
Principal  
M.M.N.S.S. COLLEGE  
KOTTIYAM

## INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM

Time : 2.00 pm

18 March 2022

### AGENDA

1. Annual assessment of the work completed
2. Legal Awareness course

### Members Present

Dr Satheesh E N (Principal) *[Signature]*

Dr. Kishore Ram (Coordinator) *[Signature]*

Dr. Lalu S. Kurup *[Signature]*

Dr. K. Syam Krishnan *[Signature]*

Dr. Sreeja V *[Signature]*

Kavitha L *[Signature]*

Dr. Prabitha B Nair *[Signature]*

Jayakrishnan R *[Signature]*

Vijayalekshmi P J *[Signature]*

Dr. Maneesh. B *[Signature]*

Dr. R. Prakash Chandran *[Signature]*

Dr. Lekshmy S *[Signature]*

Meera K. G *[Signature]*

Resmi V S *[Signature]*

Vidhu V L *[Signature]*

Dr. Smitha S L *[Signature]*

The IQAC informed the committee about the successful uploading and later editing of the AQAR. It was decided to collect reports from all clubs and departments in a format prepared by the IQAC.

Legal Awareness programme that was to be conducted with the Ambedkar Chair of University Law department got postponed due to sudden spread of the pandemic. The coordinator assured the committee that the course will be conducted as soon as the college reopens after the summer vacation

### Action Taken

A format for submitting reports by departments and club was approved

Legal awareness programme to be conducted after summer vacation.

Coordinator *[Signature]*

IQAC

18-3-2022



*[Signature]*  
Principal  
M.M.N.S.S. COLLEGE  
KOTTIYAM