

INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM



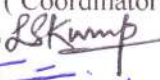


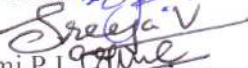
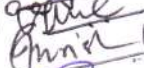
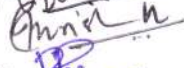

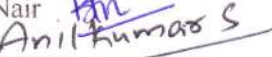
01-06-2022

2 : 00 pm

AGENDA

1. Academic Calendar
2. Various Clubs & Committees
3. Criteria Coordinators for AQAR 2021-22
4. Academic Plan 2022-23
5. Any other matter permitted by the chair

Members Present

1. Dr Satheesh E N (Principal) 
2. Dr Kishore Ram (Coordinator) 
3. Dr Lalu S Kurup 
4. Kavitha L 
5. Dr Syam Krishnan 
6. Dr Sreeja V 
7. Vijayalekshmi P J 
8. Jayakrishnan R 
9. Dr Prabitha B Nair 
10. Anil Kumar S 

MINUTES

- The meeting started with a silent prayer. IQAC Coordinator welcomed the members to the meeting.
- Committee discussed the Academic Calendar prepared by Dr. Sutheertha S Nair and steps to be taken to implement the same.
- Committee discussed the annual reports submitted by different club and committee coordinators and decided to collect the plan for the year 2022-23.
- Criterion wise allocation of data collection and verification was done.
Criterion I - Dr Prabitha B Nair
Criterion II - Dr Syam Krishnan
Criterion III- Kavitha L

Criterion IV - Vijayalekshmi P J

Criterion V - Dr Sreeja V

Criterion VI - Jayakrishnan R

Criterion VII - Dr Lalu S Kurup

- Committee decided to circulate notice among all departments to prepare and submit their plan for the year 2022-23 on or before 08-06-2022.

ACTION TAKEN REPORT

- Corrections made and approved the academic calendar.
- Notice circulated.

Self
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[Signature]
IQAC Coordinator



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15-07-2022

2 : 00 pm

AGENDA

1. Admission of UG & PG students
2. Clubs & Committees Plan
3. AQAR 2021-22
4. Academic Plan submitted by the departments
5. Any other matter permitted by the chair

Members Present

1. Dr Satheesh E N (Principal) *set*
2. Dr Kishore Ram (Coordinator) *Kishore*
3. Dr Lalu S Kurup *Lskurup*
4. Kavitha L *Kavitha*
5. Dr Syam Krishnan *Syam*
6. Dr Sreeja V *Sreeja V*
7. Vijayalekshmi P J *Vijayalekshmi*
8. Jayakrishnan R *Jayakrishnan*
9. Dr Prabitha B Nair *Prabitha*

MINUTES

- Committee discussed the admission process, data to be collected and registers to be kept.
- Committee discussed the annual plan submitted by different club and committee coordinators.
- Committee discussed the Academic Plan submitted by all the departments.
- Committee decided to issue google forms and excel sheets to collect data for AQAR 2021-22.

ACTION TAKEN REPORT

- List of files to be kept for admission process is given to all departments.
- Approved the annual plan submitted by departments , clubs and committees.
- Issued google forms and excel sheets to all departments.

set
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Kishore
IQAC Coordinator

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30-09-2022

2 : 00 pm

AGENDA

1. Orientation Program for First Year students.
2. Feedback Collected.
3. AQAR 2021-22

Members Present

1. Dr Satheesh E N (Principal) *sat*
2. Dr Kishore Ram (Coordinator) *Kishore*
3. Dr Lalu S Kurup *Lalu*
4. Kavitha L *Kavitha*
5. Dr Syam Krishnan *Syam*
6. Dr Sreeja V *Sreeja*
7. Vijayalekshmi P *Vijayalekshmi*
8. Jayakrishnan R *Jayakrishnan*
9. Dr Prabitha B Nair *Prabitha*
10. Manoj *Manoj*

MINUTES

- Committee decided to conduct an orientation program for first year students admitted.
- Dr Prabitha B Nair is assigned to consolidate the feedback collected.
- Committee discussed the data collected by each criteria coordinator for AQAR 2021-22.

ACTION TAKEN REPORT

- Orientation Program Conducted.

sat
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Kishore
IQAC Coordinator

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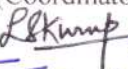


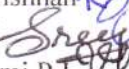
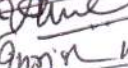


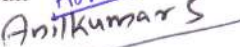
21-10-2022

2 : 00 pm

AGENDA

1. Parents Meeting
2. AQAR 2021-22
3. Extracurricular activities and Extension Programs
4. Any other matter permitted by the chair

Members Present

1. Dr Satheesh E N (Principal) 
2. Dr Kishore Ram (Coordinator) 
3. Dr Lalu S Kurup 
4. Kavitha L 
5. Dr Syam Krishnan 
6. Dr Sreeja V 
7. Vijayalekshmi P T 
8. Jayakrishnan R 
9. Dr Prabitha B Nair 
10. Mr. Anilkumar 

MINUTES


- Committee discussed the need for parents meetings and decided to instruct all departments to conduct parents meeting at the end each semester.
- Committee assigned each coordinator to verify the data collected for AQAR 2021-22 and make it ready for uploading.

ACTION TAKEN REPORT

- Collected the dates for Parents meetings.
- Each Coordinator verified the data collected.


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IQAC Coordinator

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01-12-2022

2 : 00 pm

AGENDA

1. Proposal for new IQAC formation
2. Any other matter permitted by the chair

Members Present

1. Dr Satheesh E N (Principal) *SE*
2. Dr Kishore Ram (Coordinator) *Kishore*
3. Dr Lalu S Kurup *L. Kurup*
4. Kavitha L *Kavitha*
5. Dr Syam Krishnan *Syam*
6. Dr Sreeja V *Sreeja V*
7. Vijayalekshmi P *Vijayalekshmi*
8. Jayakrishnan R *Jayakrishnan*
9. Dr Prabitha B Nair *Prabitha*

MINUTES

- Committee decided to propose for a new IQAC.

ACTION TAKEN REPORT

- New IQAC formed

SE
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Kishore
IQAC Coordinator

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14-12-2022

10 : 00 am

AGENDA

1. AQAR 2021-22
2. Any other matter permitted by the chair

Members Present

1. Dr Satheesh E N (Principal) *sep*
2. Nair G Krishnaprasad (Coordinator) *Ngk*
3. Dr Lalu S Kurup *Lskurup*
4. Karthika M G *KMG*
5. Dr Syam Krishnan *K Syam*
6. Dr Sreeja V *Sreeja V*
7. Resmi V S
8. Jayakrishnan R *Jayakrishnan R*
9. Dr Prabitha B Nair
10. Anil Kumar S *Anil Kumar S*

MINUTES

- The meeting started with a silent prayer. Principal addressed the meeting.
- Committee discussed the observations made by the college council on AQAR 2021-22 and decided to make necessary amendments.
- Decision was made to reallocate the charge of various criterions among the IQAC members. The updated members-in-charge are as follows:
 - Criterion I - Dr Prabitha B Nair *PBN*
 - Criterion II - Dr Syam Krishnan *K Syam*
 - Criterion III - Dr Sreeja V
 - Criterion IV - Dr Lalu S Kurup
 - Criterion V - Karthika M G *KMG*
 - Criterion VI - Resmi V S *Resmi V S*
 - Criterion VII - Jayakrishnan R *Jayakrishnan R*

ACTION TAKEN REPORT

- Necessary amendments suggested by the college council were made on the AQAR 2021-22.

Krishnaprasad
IQAC Coordinator

sep
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03-01-2023

2 : 00 pm

AGENDA

1. Value added and Add On courses
2. Feedback
3. AQAR 2021-22
4. Any other matter permitted by the chair

Members Present

1. Dr Satheesh E N (Principal) *SE*
2. Nair G Krishnaprasad (Coordinator) *XG*
3. Dr Lalu S Kurup *L Kurup*
4. Karthika M G *KMG*
5. Dr Syam Krishnan *K Syam*
6. Dr Sreeja V *Sreeja V*
7. Resmi V S *Resmi V S*
8. Jayakrishnan R *Jayakrishnan R*
9. Dr Prabitha B Nair *PBN*
10. Anil Kumar S
11. Adarsh
12. Manoj *Manoj*

MINUTES

- Committee discussed the progress of Add on courses.
- Committee discussed the feedback collected and decided to circulate the same among Departments to incorporate necessary changes.
- Committee decided to upload AQAR 2021-22 at the earliest.

ACTION TAKEN REPORT

- Feedbacks were circulated among departments.

Krishnaprasad
IQAC coordinator

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31-03-2023

2 : 00 pm

AGENDA

1. Reports
2. PBAS
3. AQAR 2022-23

Members Present

1. Dr Satheesh E N (Principal) *SE*
2. Nair G Krishnaprasad (Coordinator) *XP*
3. Dr Lalu S Kurup *Lskump*
4. Karthika M G *KMG*
5. Dr Syam Krishnan *SK*
6. Dr Sreeja V *Sreeja*
7. Resmi V S *Resmi*
8. Jayakrishnan R *Jayakrishnan*
9. Dr Prabitha B Nair *PBN*

MINUTES

- Committee decided to collect annual reports from clubs, committees and departments on or before 01-05-2023.
- Committee decided to circulate notice among faculties to prepare and submit their filled proforma for PBAS for the academic year 2022-23 on or before 15-05-2023.
- Committee decided to collect the data for academic year 2022-23 on or before 05-06-2023.

ACTION TAKEN REPORT

- Annual reports regarding the activities of clubs, committees and departments were collected.
- Notice was circulated among faculties to prepare and submit their filled proforma for PBAS.

Kishmpal
IQAC Coordinator

SE
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