

No: IQAC/2019/001

Mannam Memorial NSS College, Kottiyam

Dated 22/07/2019

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 24/07/19 at 2.30 pm.

Agenda

- Plan of action for the academic year 2019-20
- AQAR 2018-19
- Orientation program for fresher's
- Any other matter permitted by Chair

Venue : Principal's Chamber

Time : 2.30 pm

All IQAC members are requested to attend the meeting.

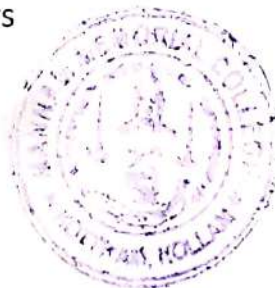

Chithra P

Coordinator IQAC


Principal

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KOTTIVAM

Copy to All IQAC members



No. IQAC/2019/001

Mannam Memorial NSS College, Kottiyam

Dated 24/07/2019

MINUTES

A meeting of Internal Quality Assurance Cell (IQAC) was held on 24/07/19 at 2.30 pm in the principal's chamber.

Members Present in the meeting

- Dr. Sujatha T S (Principal)
- Smt. Chithra. P (IQAC Co-ordinator)
- Dr. Syamkrishnan K , Department of Chemistry
- Dr.Sreeja V, Department of Zoology
- Dr. S Geetha, Department of Physical education
- Smt. Anusha M G, Department of Physics
- Smt.Mahima.C.V, Department of Commerce
- Sri. Jayakrishnan R, Department of English
- Sri.B.Unnikrishnan Nair ,Head Accountant
- Sri. K.Sanil Kumar, Senior Clerk

The meeting was chaired by Dr. Sujatha T S the chairperson of IQAC. The decisions taken were the following.

- Preparation of Academic Calendar.
- Department Level academic calendar to be prepared.
- Decided to conduct talent hunt in the beginning of academic year
- Encouraging the faculty members to indulge in research activities.
- To encourage non teaching staff to attend workshop for skill development.

- To conduct series of orientation program for our student empowerment.
- To initiative a campaign for environment friendly campus.
- To organize antidrug campaign.
- To conduct remedial classes for slow learners.
- To perform regular result analysis.
- To update college website in order to keep pace with the changes in the college activities.
- To observe national and international days of importance.
- To conduct yoga classes for the healthy living of students and consider to continue this as the best practices.
- To encourage the teachers to participate in refresher, orientation, short term and FDP program.
- Preparation of AQAR 2019-20 and uploading of AQAR 2018-19.
- To enhance students participation in competitive examinations.
- To conduct E-Teaching techniques for imparting the curriculum for teachers.
- Continuous and comprehensive evaluation of student by conducting best assignments, seminars, skill development activities
- Encouraging the participation of the students in Young Innovators Programme (YIP) a scheme under Kerala Development and Innovative Strategies Council.
- Decided to continue Yoga and Self defense as the best practice.

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No. IQAC/2019/002

Mannam Memorial NSS College, Kottiyam

Dated 30/08/2019

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 02/09/19 at 11.00 am. All members are requested to attend the meeting.

Agenda

- AQAR 2018-19, Part A verification as part of uploading AQAR
- Any other matter with the permission of chair.

Venue : Principal's Chamber

Time : 11.00 am

All IQAC members are requested to attend the meeting.



Smt. Chithra.P

Coordinator-IQAC


Principal

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Dated 02/09/2019

MINUTES

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 02/09/19 at 11.00 am in the principal's chamber.

Members Present in the meeting

- Dr. Sujatha T S (Principal)
- Smt. Chithra P (IQAC Co-ordinator)
- Dr. Syamkrishnan K, Department of Chemistry
- Dr. Sreeja V, Department of Zoology
- Dr. S Geetha, Department of Physical education
- Smt. Anusha M G, Department of Physics
- Smt. Mahima. C. V, Department of Commerce
- Dr. Archana. V. P, Department of Mathematics
- Sri. B. Unnikrishnan Nair, Head Accountant
- Sri. K. Sanil Kumar, Senior Clerk

The meeting was chaired by Dr. Sujatha. T. S the chairperson of IQAC. The decisions taken were the following.

- Decided to verify the details entered under Part A and further decided to place the documents entered before the staff council for approval.
- Approval of documents to be uploaded as part of AQAR 2018-19.
- IQAC appreciated the effort for the conduct of orientation program for newly admitted students entitled as 'know your college' and 'Teens have more to say' which was conducted in our college auditorium and for parents entitled as 'know your child'.

Chithra
Dr Chithra P
Co-ordinator IQAC

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No. IQAC/2019/003

Mannam Memorial NSS College, Kottiyam

Dated 17/09/2019

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held at 3.00 pm on 18/09/19. All members are requested to kindly attend the meeting.

Agenda

- Part B verification of AQAR 2018-19.
- Any other matter permitted by the chair.

Venue : Principal's Chamber

Time : 3.00 pm

All IQAC members are requested to attend the meeting.



Smt. Chithra.P

Coordinator-IQAC


Principal

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Copy to All IQAC members

Dated 18/09/2019

MINUTES

A meeting of Internal Quality Assurance Cell (IQAC) was held at 3.00 pm on 18/09/19 in the principal's chamber.

Members Present in the meeting

- Dr. Sujatha T S (Principal)
- Smt. Chithra. P (IQAC Co-ordinator)
- Dr. Syamkrishnan K , Department of Chemistry
- Dr.Sreeja V, Department of Zoology
- Dr. S Geetha, Department of Physical education
- Smt. Anusha M G, Department of Physics
- Smt.Mahima.C.V, Department of Commerce
- Sri.B.Unnikrishnan Nair ,Head Accountant
- Sri. K.Sanil Kumar, Senior Clerk

The meeting was chaired by Dr. Sujatha T S the chairperson of IQAC. The decisions taken were the following.

- Decided to verify the details entered under Part B of AQAR 2018-19.
- To place the documents and details entered under Part B before the staff council for approval.
- Approval of documents to be uploaded as part of AQAR 2018-19 (Part B)

Chithra
Chithra P
Co-ordinator IQAC



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No. IQAC/2019/004

Mannam Memorial NSS College, Kottiyam

Dated 24/09/2019

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 25/09/19. All members are requested to kindly attend the meeting.

Agenda:

- Uploading of AQAR 2018-19
- Any other matter permitted by the chair.

Venue : Principal's Chamber

Time : 11.00 am

All IQAC members are requested to attend the meeting.


Smt. Chithra.P
Coordinator-IQAC


Principal

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Dated 25/09/2019

MINUTES

A meeting of Internal Quality Assurance Cell (IQAC) was held on 25/09/19 in the principal's chamber.

Members Present in the meeting

- Dr. Sujatha T S (Principal)
- Smt. Chithra. P (IQAC Co-ordinator)
- Dr. Archana.V.P , Department of Mathematics
- Dr.Sreeja V, Department of Zoology
- Dr. S Geetha, Department of Physical education
- Smt. Anusha M G, Department of Physics
- Smt.Mahima.C.V, Department of Commerce
- Sri.B.Unnikrishnan Nair ,Head Accountant
- Sri. K.Sanil Kumar, Senior Clerk

The meeting was chaired by Dr. Sujatha T S the chairperson of IQAC. The decisions taken were the following.

- Decided to upload AQAR 2018-19. AQAR submission is now online from 2018-19 and submitting AQAR by mail will not be accepted. Last date for AQAR submission is 3/11/2019.
- After submission of AQAR it will be verified by NAAC and clarification will be asked regarding the data or information provided in the AQAR. During the clarification period, the HEI's can edit their AQAR based on the clarification request or may provide the reason for nil data for any of the metrics and submit the AQAR. After re verification of the response submitted by HEI ,AQAR will be accepted .

Chithra P
Chithra P
Coordinator IQAC



Sujatha T S
PRINCIPAL
M. NSS COLLEGE
KOTTIYAM

No. IQAC/2019/005

Mannam Memorial NSS College, Kottiyam

Dated 19/10/2019

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 21/10/19.
All members are requested to attend the meeting.

Agenda:

- Timely submission of AQAR 2018-19
- Any other matter permitted by the chair.

Venue : Principal's Chamber

Time : 3.00 pm

All IQAC members are requested to attend the meeting.


Smt. Chithra.P

Coordinator-IQAC


Principal

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Copy to All IQAC members

Dated 21/10/2019

MINUTES

A meeting of Internal Quality Assurance Cell (IQAC) was held at 3.00 pm on 21/10/19 in the principal's chamber. Members Present in the meeting

- Dr. Sujatha T S (Principal)
- Smt. Chithra. P (IQAC Co-ordinator)
- Sri. Jayakrishnan.R , Department of English
- Sri. Syam Krishnan.K , Department of Chemistry
- Dr.Sreeja V, Department of Zoology
- Dr. S Geetha, Department of Physical education
- Smt. Anusha M G, Department of Physics
- Smt.Mahima.C.V, Department of Commerce
- Sri.B.Unnikrishnan Nair ,Head Accountant
- Sri. K.Sanil Kumar, Senior Clerk

Meeting was chaired by Dr. Sujatha T S, the chairperson of IQAC. Timely submission of AQAR 2018-19 was done . IQAC appreciated and thanks all the members for dedication and sincere effort taken by them.

Chithra
Chithra P
Coordinator IQAC



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No. IQAC/2019/006

Mannam Memorial NSS College, Kottiyam

Dated 18/12/2019

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 19/12/19. All IQAC members are requested to attend the meeting.


Agenda

- New course and Infrastructure
- Constitution of Subcommittee by IQAC for promotion of teachers
- Any other matter permitted by the chair.

Venue : Principal's Chamber

Time : 11.00 am

All IQAC members are requested to attend the meeting.


Smt. Chithra.P
Coordinator-IQAC


Principal


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Dated 19/12/2019

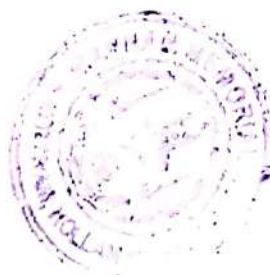
MINUTES

A meeting of Internal Quality Assurance Cell (IQAC) was held on 19/12/19 at 11.00 am in the principal's chamber. Members Present in the meeting

- Dr. Sujatha T S (Principal)
- Smt. Chithra. P (IQAC Co-ordinator)
- Sri. Syam Krishnan.K , Department of Chemistry
- Dr.Sreeja V, Department of Zoology
- Dr. S Geetha, Department of Physical education
- Smt. Anusha M G, Department of Physics
- Smt.Mahima.C.V, Department of Commerce
- Sri.B.Unnikrishnan Nair ,Head Accountant

The meeting was chaired by Dr. Sujatha T S the chairperson of IQAC. The decisions taken were as follows,

- Proposal for new UG & PG courses to management. UG course, the college wishes to start is B.Sc mathematics. This course will be of great demand from the degree aspirants. The complimentary courses of B.Sc mathematics is statistics and Physics and can be managed without any added financial burden.
- Decided not to apply for B.Sc Botany course (which was proposed earlier) due to the lack of laboratory facilities.
- PG courses the college proposes are MA English and M.Com
- Separate rooms are to be provided for Women Study Unit, Career Guidance and Placement Cell.



- A new room should be attached to the new block for the purpose of archives room that can be utilized for keeping the attendance and acquaintance register of previous years and other valuable records.
- The existing chemistry lab is to renovated .Chemistry lab face much difficulties for want of space. In order to overcome this difficulties renovation is necessary.
- It is decided to constitute a subcommittee of IQAC to verify the documents submitted by the teachers for their promotion/placement under CAS.
- Chithra P, IQAC Co-ordinator , Dr.Archana V P, Dept. of Mathematics and Dr. Sreeja Dept. of Zoology have been nominated as the subcommittee members .

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Chithra P
 Coordinator IQAC



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No. IQAC/2020/007

Mannam Memorial NSS College, Kottiyam

Dated 04/01/2020

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 06/01/20. All IQAC members are requested to attend the meeting.

Agenda :

- Proposal for accumulated PD
- Any other matter permitted by the chair.

Venue : Principal's Chamber

Time : 3.00 pm

All IQAC members are requested to attend the meeting.


Dr. Chithra.P

Coordinator-IQAC


Principal

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No. IQAC/2020/007

Mannam Memorial NSS College, Kottiyam

Dated 06/01/2020

MINUTES

A meeting of Internal Quality Assurance Cell (IQAC) was held at 3.00 pm on 06/01/20 in the principal's chamber. Members Present in the meeting.

- Dr. Sujatha T S (Principal)
- Smt. Chithra. P (IQAC Co-ordinator)
- Sri. Jayakrishnan.R , Department of English
- Dr.Sreeja V, Department of Zoology
- Dr. S Geetha, Department of Physical education
- Dr. S Archana.V.P, Department of Mathematics
- Smt. Anusha M G, Department of Physics
- Smt.Mahima.C.V, Department of Commerce
- Sri.B.Unnikrishnan Nair ,Head Accountant
- Sri. K.Sanil Kumar, Senior Clerk

The meeting was chaired by Dr.Sujatha T S, the chairperson of IQAC. Decision taken were as follows

- Installation of RO water purifier.
- Maintenance of bench and desk
- Upgrading the software in library
- Tiling of chemistry lab with granite top
- Maintenance of equipments of Department of Physics and Department of Physical education



- Purchase of reading table for library
- Requests from each departments for the purchase of library books.
- Purchase of an inverter for commerce computer lab.

Chithra
Dr Chithra P
Coordinator IQAC

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Dated 13/02/2020

Meeting for subcommittee for the verification of CAS documents submitted by Dr. Sheela Devi D, Department of Zoology.

Members present :

- Dr. Sujatha T S (Principal)
- Dr. Chithra P (IQAC Co-ordinator)
- Dr. Sreeja V (Member IQAC)
- Dr. Archana VP (Member IQAC)

The subcommittee of IQAC constituted for the verification of relevant documents submitted by the teacher for their promotion/placement under CAS has convened on 13/2/2020 to verify the proposal submitted by Dr. Sheela Devi D, Department of Zoology for her promotion to Associate professor (stage 3 to 4). The subcommittee has scrutinized all documents submitted by her and found that her claim for the promotion to the post of Associate professor is correct. Therefore IQAC recommends that the proposal for the promotion to the post of Associate professor can be submitted to the University for further procedures.

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Dr Chithra P
Coordinator IQAC



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No. IQAC/2020/009

Mannam Memorial NSS College, Kottiyam

Dated 12/02/2020

NOTICE

A meeting of IQAC will be held on 14/2/2020. All IQAC members are requested to attend the meeting.

Agenda

- Approval of the report of CAS Promotion of Dr. Sheela Devi.D, Department of Zoology, submitted by IQAC subcommittee
- Any other matter permitted by the chair.

Venue : Principal's Chamber

Time : 3.00 pm

All IQAC members are requested to attend the meeting.


Dr.Chithra.P
Coordinator-IQAC


Principal

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Dated 14/02/2020

MINUTES

A meeting of IQAC was held on 14/2/2020 at 3.00 pm in the principal's chamber.

Members present :

- Dr. Sujatha T S (Principal)
- Smt. Chithra. P (IQAC Co-ordinator)
- Dr. S Geetha, Department of Physical education
- Dr. Archana.V.P, Department of Mathematics
- Smt. Anusha M G, Department of Physics
- Smt.Mahima.C.V, Department of Commerce
- Sri.B.Unnikrishnan Nair ,Head Accountant
- Sri. K.Sanil Kumar, Senior Clerk

The meeting was chaired by Dr. Sujatha T S the chairperson of IQAC

The subcommittee had verified all the documents for promotion under CAS in accordance with the regulations and IQAC decided to recommend to approve the documents submitted by the sub committee for promotion of Dr.Sheela Devi (Dept. Of Zoology).

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Dr Chithra P
Coordinator IQAC

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No. IQAC/2020/010

Mannam Memorial NSS College, Kottiyam

Dated 28/02/2020

NOTICE

A meeting of subcommittee of IQAC will be held on 02/03/2020. All subcommittee members are requested to attend the meeting

Agenda

- Verification of CAS documents, submitted by Dr.Geetha ,Department of Physical Education, Kavitha L , Mahima C V and Dr. Chithra P , Department of Commerce and Dr. Archana V.P , Department of Mathematics.
- Any other matter permitted by the chair.

Venue : Principal's Chamber

Time : 3.00 pm

All IQAC members are requested to attend the meeting.


Dr. Chithra.P

Coordinator-IQAC


Principal

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No. IQAC/2020/010

Mannam Memorial NSS College, Kottiyam

Dated 02/03/2020

MINUTES

Subcommittee meeting of IQAC was held on 02/03/20 at 3.00 pm in the Principal's Chamber.

Members present :

- Dr.Sujatha T S (Principal)
- Dr. Chithra P (IQAC Co-ordinator)
- Dr. Archana V P (IQAC Member)

The subcommittee has scrutinized all the documents submitted for promotion by Dr. S Geetha, Mahima C V, Kavitha L and Dr.Chithra P and Dr. Archana. V.P and decided to place before IQAC.

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Dr Chithra P
Coordinator IQAC

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No. IQAC/2020/11

Mannam Memorial NSS College, Kottiyam

Dated 16/03/2020

NOTICE

A meeting of IQAC will be held on 17/3/2020. All IQAC members are requested to attend the meeting.

Agenda

- Approval of the report of CAS promotion of Dr.SGeetha ,Dept. of Physical Education, Kavitha L, Mahima C V &Dr.Chithra P of Department of Commerce and Dr Archana. V.P ,Department of Mathematics.
- Installation of punching machine.
- Any other matter permitted by the chair.

Venu : Principal's Chamber

Time : 11.00 am

Chithra All IQAC members are requested to attend the meeting.
Dr. Chithra.P

Coordinator-IQAC

Principal



Copy to All IQAC member

PRINCIPAL
M. NSS COLLEGE
KOTTIYAM

Dated 17/03/2020

MINUTES

A meeting of IQAC was held on 17/03/2020 at 11.00 am in the principal's chamber.

Members present :

- Dr. Sujatha T S (Principal)
- Smt. Chithra. P (IQAC Co-ordinator)
- Sri. Jayakrishnan.R , Department of English
- Dr. S Geetha, Department of Physical education
- Dr. S Archana.V.P, Department of Mathematics
- Smt. Anusha M G, Department of Physics
- Smt.Mahima.C.V, Department of Commerce
- Sri.B.Unnikrishnan Nair ,Head Accountant
- Sri. K.Sanil Kumar, Senior Clerk

The decisions were taken as follows,

- The subcommittee had verified all the documents in accordance with the regulations and IQAC decided to recommend to approve the documents submitted by the sub committee for promotion of Dr.Geetha S ,Kavitha .L, Mahima C V , Dr. Chithra P and Dr.Archana V.P
- Decided to install Punching Machine for maintaining staff attendance.
- IQAC in association with staff club decided to arrange a meeting to felicitate Dr. Sreekumar M and Dr. Chithra.P of Department of Commerce on securing their doctoral degree.

Chithra
Dr Chithra P
COORDINATOR IQAC

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MMNSS College, Kottiyam

Action Taken Report of IQAC (2019-20)

- The college has organized and conducted a Talent hunt program to discover students with artistic talents. Dr. Chithra P of Department of Commerce was assigned the duty of co-ordinating the program. She was also assigned to motivate the selected pool of students and to provide them with necessary training so as to develop their potential for participating in State/University level competitions. Under her guidance, training was given to students in various events like light music, Classical music and Thiruvathira. Skill development training was also given to students with creative potential for essay, poetry and short story writing. The training sessions were conducted during zero hours –either before or after the regular classes.
- To improve the academic and administrative performance of the institution, IQAC has institutionalized an online feedback system. Through the system, feedbacks from students, parents, were collected and analysed to evaluate the quality of the institutional process. The outcome of the analysis has been used to bring in appropriate and timely changes to the system.
- The college has constituted a number of Committees and Cells to implement various co-curricular and extracurricular activities. IQAC took an active role in monitoring the functioning of these bodies and provided assistance in times of need. The committees and cells not only helped to conduct many programs throughout the term but has also helped to create a healthy as well as vibrant academic environment for the academic community.
- The college has strengthened the Career Guidance & Placement Cell by accommodating more programs to keep the students informed of various career opportunities and to mould them into competitive job-seekers. Dr. Chithra.P of Department of Commerce was assigned the duty of Co-ordinator, Career Guidance and Placement Cell. The Cell organised different soft skill development classes, motivational classes, updated the students with information regarding higher studies, conducted aptitude tests and mock interviews to face bank exams and provided them the necessary guidance to apply and participate in various competitive exams.



- IQAC directed the clubs and departments to observe, commemorate and celebrate days of national and international importance. The students were greatly benefited from the endeavour as they took active part in the exhibition of posters, seminars and rallies conducted as part of the International day of Yoga, World Water Day, Wetland Day, Hiroshima Day, Environment Day etc.
- In order to ensure the systematic functioning of the institution, the IQAC with the help of the academic committee has prepared an academic calendar for year 2019-20. The calendar prepared has been scrutinized meticulously and uploaded on the college website prior to the commencement of the academic year.
- The college has organised alumni meets during the year. Department-wise alumni meetings were also conducted.
- IQAC, as part of its commitment towards innovative teaching-learning process, took considerable steps towards modernizing the teaching learning process. As part of the endeavour, instructional sessions were arranged for teachers to provide an awareness of e-teaching techniques. The teachers were introduced to e-learning tools that could be successfully incorporated into the teaching-learning process. As successful outcome of the venture, teachers have started to seek the assistance of e-teaching tools to improve the scope of teaching and learning.
- The college has conducted remedial classes for students who are weak in their studies. The weak students were identified on the basis of result analysis and on the basis of their performance in class seminars and assignments. Remedial classes were conducted during zero hours.
- Inorder to bridge the gap of understanding between parents and children, the college conducted Orientation programs for parents titled "Know Your Child" and "Teens have more to Say". An induction program for newly admitted students were arranged under the name "Know Your College" so as to help them get adapted with the campus. Separate sessions were handled by psychologists and counsellors and the students and parents were greatly benefited from the sessions that it helped them a lot to handle issues like learning disabilities, stress, teenage related issues, etc.



- The college encouraged its students to participate in Young Innovators Programme (YIP), a scheme under Kerala Development and Innovative Strategies Council. YIP is aimed to develop young innovative minds who can play a pivotal role in solving contemporary issues faced by the society as well as to inculcate entrepreneurial traits among them. As part of the programme, two faculties of the college attended internship training for Young Innovators Programme, organized by Kerala Development & Innovation Strategic Council (KDISC). As part of YIP, five groups of students from the college registered for YIP in 2019-20. Of that, one group got state level selection for proposing the innovative idea of developing a "One Backpack for Textbooks APP(OBTAApp) and one student of final B.Com was selected to the final stage of the event.
- Encouraged students in Co curricular and extra Curricular activities. A team of students representing our college participated in Chess (Men), Kabbadi (Men), Boxing (Men) secured second runner up in kerala university Intercollegiate championship. Prasidh, third physics, Amal Raj, second English, Gopika Rani, Second Physics represented Kerala University in Interuniversity competition in kabbadi, Boxing and Chess (Women) Dr. Archana. V.P was awarded Certificate of appreciation for best NSS Programme Officer. Best Volunteer NSS award for Aashik Safari, Department of physics ,Certificate of Appreciation for Best NSS Unit (37 A & B) MMNSS College and Best performance award for Nithin Raj, Department of Economics for NSS National Level adventure camp. Devika Unni. R.S of NCC won Best cadet award of 7k Bn, kollam and gold medal winner in shooting competition.

Chithra

Dr. Chithra. P

Coordinator- IQAC

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Principal
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M. M. NSS COLLEGE



INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM



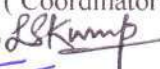


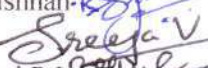

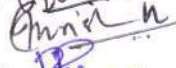

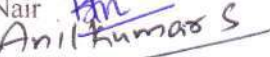
01-06-2022

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
PRINCIPAL
M M NSS COLLEGE
KOTTIYAM

[Signature]
IQAC Coordinator



INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM

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
PRINCIPAL
MMNSS COLLEGE
KOTTIYAM



Kishore
IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM

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
PRINCIPAL
MMNSS COLLEGE
KOTTIYAM



Kishore
IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM



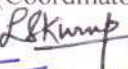


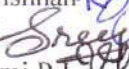
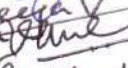
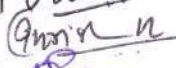

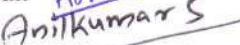
21-10-2022

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.


PRINCIPAL
MM NSS COLLEGE
KOTTIYAM




IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM

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) *SEP*
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 *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

SEP
PRINCIPAL
MM NSS COLLEGE
KOTTIYAM



Kishore
IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM

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
PRINCIPAL
MMNSS COLLEGE
KOTTIYAM



INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM

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) *set*
2. Nair G Krishnaprasad (Coordinator) *X*
3. Dr Lalu S Kurup *L. Kurup*
4. Karthika M G *KMG*
5. Dr Syam Krishnan *S. Krishnan*
6. Dr Sreeja V *Sreeja V*
7. Resmi V S *Resmi V S*
8. Jayakrishnan R *Jayakrishnan R*
9. Dr Prabitha B Nair *P. B. Nair*
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

set
PRINCIPAL
M M NSS COLLEGE
KOTTIYAM



INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM

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 *Kato*
5. Dr Syam Krishnan *K Syam*
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
PRINCIPAL
M M NSS COLLEGE
KOTTIYAM



INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM



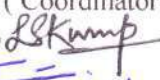


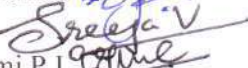
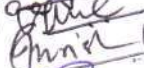
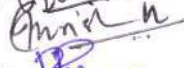

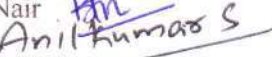
01-06-2022

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
PRINCIPAL
M M NSS COLLEGE
KOTTIYAM

[Signature]
IQAC Coordinator



INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM

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
PRINCIPAL
MMNSS COLLEGE
KOTTIYAM



Kishore
IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM

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
PRINCIPAL
MMNSS COLLEGE
KOTTIYAM



Kishore
IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM



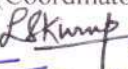


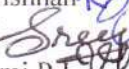
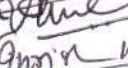


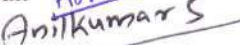
21-10-2022

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.


PRINCIPAL
MM NSS COLLEGE
KOTTIYAM




IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM

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) *SEP*
2. Dr Kishore Ram (Coordinator) *Kishore*
3. Dr Lalu S Kurup *Lskump*
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

SEP
PRINCIPAL
MM NSS COLLEGE
KOTTIYAM



Kishore
IQAC Coordinator

INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM

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) *Ng*
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
PRINCIPAL
MMNSS COLLEGE
KOTTIYAM



INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM

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) *set*
2. Nair G Krishnaprasad (Coordinator) *X*
3. Dr Lalu S Kurup *L. Kurup*
4. Karthika M G *KMG*
5. Dr Syam Krishnan *S. Krishnan*
6. Dr Sreeja V *Sreeja V*
7. Resmi V S *Resmi V S*
8. Jayakrishnan R *Jayakrishnan R*
9. Dr Prabitha B Nair *P. B. Nair*
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

set
PRINCIPAL
M M NSS COLLEGE
KOTTIYAM



INTERNAL QUALITY ASSURANCE CELL

MMNSS COLLEGE KOTTIYAM

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 *K Syam*
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
PRINCIPAL
M M NSS COLLEGE
KOTTIYAM

