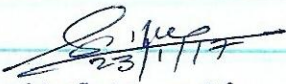


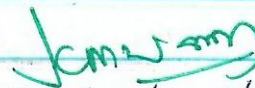
NOTICE23.01.2017

A meeting of the IQAC will be held on 25.01.2017 at 11.00 AM in the IQAC room. Kindly attend the same.

AGENDA

1. IT training to non-teaching staff
2. Enrolment of research students
3. Submission of journal "Marga" to University for approval
4. Placement of students
5. Miscellaneous







  
 Dr. S. NANDAKUMAR  
 (Co-ordinator, IQAC)

  
 Dr. K. Manikantan Nair

Principal

Principal

N.S.S. College, Gundalam

1. Dr. P.K. Anil Kumar 
2. BANISH BRISHNAN B.R. 
3. K. Raju Ekhar 
4. Dr. S. Jyotsna 
5. Dr. K.G. Padmakumaran 
6. ANIL V. 

## MINUTES:

The meeting commenced at 11.00 AM. Dr. K. Manikantan Nair, Principal chaired the meeting. Action taken report was passed by the committee.

Dr. K. Manikantan Nair, Chairman, IQAC discussed on the necessity of a training and awareness programme on Information Technology to the office staff. Dr. S. Nandakumar & Sri. Ranjith Krishnan K.R. assured that there will be meeting arranged with ICT Academy of Kerala, Thiruvananthapuram for scheduling an IT-Training programme for non-teaching staff within February, 2017.


Dr. P.K. Sreekumar and Dr. K.G. Padmakumaran Nair discussed and suggested that the training shall cover aspects of SPARK and service matters too, in any of the technical sessions.

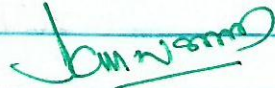
Dr. K.G. Padmakumaran Nair suggested that there shall be enrolment of research scholars in the research centre of Zoology, if vacancies are available. Co-ordinator, IQAC should convey the same to the research co-ordinator immediately.

Sri. Ranjith Krishnan K.R., member on IQAC assured that the journal "Marga" will be placed before Board of Studies in English for University approval. Principal also demanded a thorough focus on placement cell to come up with prose activities before final examination. IQAC shall convey the same to Sri. Anish Kumar P.T., Convener of Career Guidance & Placement Cell of the college.

Dr. S. Nandakumar reported on the need of orientation programme to newly appointed teachers on various resources & methodology. Hence, IQAC will start launching a new programme termed "ACADEMIC GREEN ROOM" in the college with the purpose of providing orientation on policies of the college, teaching-learning activities, resources, Academic Performance Indices, research activities, students' profile, tutorial activities, continuous assessment & other evaluation works, etc to the newly appointed teachers. Sri. Ranjith Krishnan K.R., Dr. Jyotsna S. and Sri. Akhil V., members of IQAC will co-ordinate the activities of academic green room next year onwards. It was also decided to apply for DST Projects.

Sri. M. Rajasekhar, Administrative Assistant suggested that all the lab assistants may be included in the Training Programme in information technology, since there will be promotions from among the lab staff next year. The Committee decided to include all the non-teaching staff of the college in the programme. It was also decided to subscribe to broadband internet facility as leased line. Further, IAAC will direct Botany department (eligible) to upgrade to research centre.

  
Dr. S. NANDAKUMAR  
CO-ORDINATOR, IAAC

  
DR. K. MANIKANTAN NAIR  
PRINCIPAL

Principal  
NSS College, Pandalam