

MINUTES OF IQAC MEETINGS : 2016-2017.

Minutes of IQAC Meeting held on 2nd June 2016 at 2.30 p.m.

Agenda

1. To discuss the progress of criterion-wise report of SSR.
2. To discuss the activities to be done in this academic year.
3. To distribute Teacher's diary to each faculty.
4. To fix a date to present the criteria by each group.
5. To motivate the departments to do more activities and extension works.

Members Present

Dr. De. Diphonse M.K.

~~Dr. Diphonse~~

Dr. De. Rosily A.V.

~~Dr. Rosily~~

Dr. Laisa Thomas

~~Dr. Laisa~~

Mr. Usha K.R.

~~Mr. Usha~~

Mr. Shiny K. Ithachen

~~Mr. Shiny~~

Ms. Sophie James

~~Ms. Sophie~~

Dr. Lizmitha Godwin

~~Dr. Lizmitha~~

Dr. Beena George

~~Dr. Beena~~

Ms. Iwalini K.S.

~~Ms. Iwalini~~

Ms. Renie K. Louis - Staff Secretary

~~Ms. Renie~~

Dr. De. Anugreha CSN

~~Dr. Anugreha~~

Dr. Pushpa Mathew CSN

~~Dr. Pushpa Mathew~~

Seherida CSN

~~Seherida~~

Dr. De. Naveena CSN

~~Dr. Naveena~~

Dr. Anugreha CSN

~~Dr. Anugreha~~

Ms. Jesty Poly

~~Ms. Jesty~~

Minutes

1. The first IQAC meeting of this academic year was held on 2nd June 2016 at Morning Star in the IQAC room.
2. The meeting started with a silent prayer.

Dr. Rosily

DR. ROSILY A.V.
Principal-In-Charge
Morning Star Home Science College
Angamaly - 683 573



3. Sr. Dr. Alphons M.K., Principal presided over the meeting.
4. Dr. Laisa Thomas, Co-ordinator ^{welcomed and} read the minutes of the previous meeting and after discussion, the minutes was approved.
5. Analysed the progress of the decisions taken in the previous meeting.
6. The meeting also discussed the progress of criteria wise report writing of SSR.
7. Also declared this year as the NAAC year and discussed the programmes to be done in this academic year.
8. Also decided to distribute 'Teacher's Diary' among the faculty. Teaching plan, internal marks, details of the students etc. can be entered in this diary.
9. The meeting decided to fix a date for criteria-wise presentation by the leaders. 7th & 8th June 2016 ~~are~~ are the dates fixed for presentations.
10. Motivated the teachers to do more activities and extension works in the department and outside the campus.
11. Ms. Sophie James proposed the vote of Thanks.
12. The meeting came to an end by 3.45 p.m.

Minutes of IQAC Meeting held on 15th June 2016 at 2.30 p.m

Agenda

1. To discuss the programmes to be conducted in the adopted ward VII & VIII of Nedumbassery Panchayat.
2. To keep a register regarding the flora & fauna of the campus.
3. To make butterfly garden.
4. To introduce Morning Anthem and National Anthem.

Members Present

Sr. Dr. Alphons M.K.

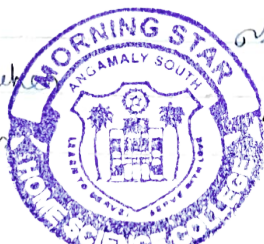
Sr. Dr. Rosily A.V.

Dr. Laisa Thomas

Ms. Usha K.R.

Ms. Shiny K. Jithan

Ms. Sophie James



Sr. Dr. Rosily

Principal

Dr. Rosily

DR. ROSILY A.V.
Principal-In-Charge
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Dr. Kirmitka Andweri

Dr. Beera George

Ms. Swalini K.S.

Mr. Renu K. Louis - Staff Secretary

Sr. Dr. Anugraha CSW

Sr. Pashpa Mathew CSW

Sr. Linda CSW

Sr. Dr. Navarene CSW

Sr. Anupama CSW

Ms. Jesty Poly

~~MS~~ ~~Swalini~~

~~SKS~~

~~MS~~

~~Sr. Anugraha~~

Sr. Pashpa Mathew

Sr. Lilly Paul

~~MS~~

~~SKS~~

~~Jesty Poly~~

Minutes

1. The second IASE meeting was held on 15th June 2016 at 2.30 p.m in the IASE room.
2. The meeting started with a silent prayer.
3. Sr. Dr. Alphonsa M.K., Principal, presided over the meeting.
4. Dr. Laisa Thomas, Co-ordinator, welcomed the gathering.
5. Dr. Laisa Thomas presented the minutes of the previous meeting and after that a brief discussion was carried on before approving the minutes.
6. Evaluated the progress of the previous decisions taken.
7. The meeting discussed the programmes to be conducted in the adopted ward of the college.
8. Decided to ^{select} ~~give~~ Department of Botany and Zoology as in-charge in identifying, auditing and naming the flora and fauna in the campus. And also decided to keep a register for the same.
9. Department of Zoology is in charge of making the butterfly garden also.
10. The meeting also decided to introduce Morning Star Anthem and National anthem.
11. Ms. Sophie ~~proposed~~ proposed the Vote of Thanks.
12. The meeting ~~ended~~ ended by 3.30 p.m.



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Minutes of IOAC Meeting held on 15th July 2016 at 11:30 a.m.

Agenda

1. To discuss the re-submission of criteria
2. To discuss the preparation of files
3. To fix the dates for the inauguration of associations

Members Present

Dr. De Alphonse M.K.	<u>Dr. De Alphonse</u>
Dr. De Roidey A.V.	<u>Dr. Roidey</u>
Dr. Laisa Thomas	<u>Dr. Laisa</u>
Ms. Usha K.R.	<u>Ms. Usha</u>
Mr. Shiny K. Ittachen	<u>Mr. Shiny</u>
Ms. Sophia James	<u>Ms. Sophia</u>
Dr. Lizmitla Godwin	<u>Dr. Lizmitla</u>
Dr. Beena George	<u>Dr. Beena</u>
Ms. Jewelini K.S.	<u>Ms. Jewelini</u>
Mr. Rini K. Louis - Staff Secretary	<u>Mr. Rini</u>
Dr. De. Bourgraha CN	<u>Dr. Bourgraha</u>
Dr. Pushpa Mathew CN	<u>Dr. Pushpa</u>
Dr. Linda CN	<u>Dr. Linda</u>
Dr. De Naveera CN	<u>Dr. Naveera</u>
Dr. Bourpane CN	<u>Dr. Bourpane</u>

Minutes

1. The third IOAC meeting was held on 15th July 2016 at 11:30 a.m. in the IOAC room.
2. The meeting started with a silent prayer.
3. Dr. De Alphonse M.K., Principal, presided over the meeting.
4. Dr. Laisa Thomas, Co-ordinator, welcomed the gathering.
5. Dr. Laisa Thomas presented the minutes of the previous meeting and after a brief discussion approved the minutes.
6. The main agenda of this meeting was to discuss the re-submission of criteria again.
7. Dr. De Alphonse M.K. requested the members to submit the criterion within 15 days.



making necessary corrections.

8. Discussed the preparation of files and Sr. Dr. Rosily A.V. is selected in-charge of file collection and documentation.
9. Also decided the dates for the inauguration of associations of each department.
10. Ms. Sophia James proposed the Vote of Thanks.
11. The meeting came to an end by 12.30 p.m.

Minutes of ICRC Meeting held on 3rd August 2016 at 2.30 p.m.

Agenda

1. To clarify the doubts in criteria.
2. To discuss SWOC analysis.
3. To form Committees for SWOC analysis, Alumni, PTA and Students.
4. To discuss AOPR of 2015-2016.

Members Present

Sr. Dr. Alphonsa M.K.

Sr. Dr. Rosily A.V.

Dr. Lucia Thomas

Mr. Usha K.R.

Ms. Shiny K. Sthiachen

Ms. Sophia James

Dr. Hermille Grodwin

Dr. Beera George

Mr. Sounya Deyes

Ms. Rina K. Louis - Staff Secretary

Sr. Dr. Anugraha CN

Sr. Pushpa Mathew CN

Sr. Linda CN

Sr. Dr. Naveena CN

Sr. Anupama CN

Ms. Dona Chacko

Sr. Sappan

Sr. Rosily

Sr. Sany

Sr. Anu

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Sr. Sany

Sr. Sany

Sr. Sany

Sr. Anugraha

Sr. Pushpa Mathew

Sr. Linda



Sr. Rosily
DR. ROSILY A.V.
Principal-In-Charge
Morning Star Home Science College
Angamaly - 683 573

Durga

Minutes

1. The fourth IOEC meeting was held on 3rd August 2016 at 2.30 pm in the IOEC room.
2. The meeting started with a silent prayer.
3. Sr. Dr. Alphonsa M.K., Principal, presided over the meeting.
4. Dr. Laisa Thomas, Co-ordinator, welcomed the gathering.
5. The minutes of the previous meeting was presented by Dr. Laisa Thomas and was approved after a brief discussion.
6. Evaluated the progress of the decisions taken in the previous meeting.
7. The meeting clarified some doubts in the criteria.
8. Discussed the preparation of SWOC analysis.
9. Committees were formed for different activities.
SWOC analysis: - Sr. Dr. Roselin, Dr. Beera George, Sr. Mary Joe, Leena Joseph.
PTA: - Dr. Beera, Megha Thampi, Mr. Rajagopalan, Mr. Varedarejan.
Students: Leena Joseph, Neenu, Sherein Alex, Sr. Jismaria.
10. Decided to send the AAR of the previous year 2015-16 by this month.
11. Mr. Sophia James, proposed the vote of Thanks.
12. The meeting came to an end by 3.30 pm.

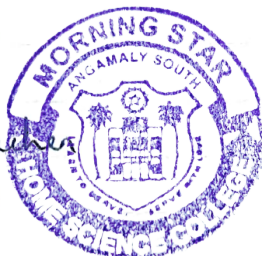
Minutes of IOEC Meeting held on 25th October 2016 at 2.30 pm.

Agenda

1. To discuss the first draft of SSR.
2. To make corrections in the criteria of SSR.
3. To present the Academic audit.
4. To present the Green audit.

Members Present

Sr. Dr. Alphonsa M.K.
Sr. Dr. Rosily A.V.
Dr. Laisa Thomas
Ms. Usha K.R.
Mr. Shiny K. Ithiachen
Mr. Sophia James



Dr. Rosily
Dr. Rosily
Dr. Rosily
Dr. Rosily

Dr. Rosily

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Dr. Lizmitka Godwin

Dr. Beera George

Ms. Soumya Dey

Ms. Renie K. Louis - Staff Secretary

Sr. Dr. Anugreha CN

Sr. Pushpa Mathew CN

Sr. Linda CN

Sr. Dr. Naveena CN

Sr. Dr. Anupama CN

Mr. Don John

Minutes

Ms. Soumya

Ms. Renie

Sr. Dr. Anugreha

Sr. Pushpa Mathew

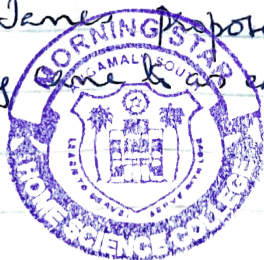
Sr. Linda

Sr. Dr. Naveena

Sr. Dr. Anupama

Mr. Don John

1. The fifth IQAC meeting was held on 25th October 2016 at 2:30 p.m. in the IQAC room.
2. The meeting started with a silent prayer.
3. Sr. Dr. Alphonsa M.K., Principal, presided over the meeting.
4. Dr. Laisa Thomas, Co-ordinator, welcomed the gathering.
5. The minutes of the previous meeting was presented by Dr. Laisa Thomas and after a brief discussion the minutes was approved.
6. The first draft of the SSR was ready and distributed the copies of SSR to each department.
7. Discussed the SSR by taking each criterion and clarify the doubts.
8. Members pointed out the necessary corrections and also included their suggestions.
9. Presented the Academic audit.
10. Presented the Green audit also and handed over a copy of the report.
11. ~~To~~ Fixed the date for the preparation/ ^{updation} of files to support the documents in the SSR.
12. Mr. Sophie Jane proposed the Vote of Thanks.
13. The meeting ~~came to an~~ end by 3:30 p.m.



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Meeting of IASC held on 28th October 2016 at 2:30 p.m.

Agenda

1. To discuss the files.
2. To update the files in each criteria.
3. To discuss the files to be kept in the IASC room.
4. To conduct an orientation class for teaching and non-teaching staff.

Members Present

Sr. De. Alphonsa M.K.	<u>Jesum</u>
Sr. De. Rosily A.V.	<u>Rosily</u>
Dr. Laisa Thomas	<u>LT</u>
Mr. Usha K.R.	<u>Usha</u>
Ms. Shiny K. Mathias	<u>Shiny</u>
Ms. Sophia James	<u>Sophia</u>
Dr. Lizmitha Radwin	<u>Lizmitha</u>
Dr. Beena George	<u>Beena</u>
Ms. Soumya Divya	<u>Soumya</u>
Ms. Renu K. Louis - Staff Secretary	<u>Renu</u>
Sr. De. Brugsaba CSN	<u>Brugsaba</u>
Sr. Pushpa Mathew CSN	<u>Pushpa Mathew</u>
Sr. Lida CSN	<u>Lida</u>
Sr. De. Naveena CSN	<u>Naveena</u>
Sr. De. Anupama CSN	<u>Anupama</u>
Ms. Dore John	<u>Dore</u>

Minutes

1. The sixth IASC meeting was held on 28th October 2016 at 2:30 pm in the IASC room.
2. The meeting started with a silent prayer.
3. Sr. De. Alphonsa M.K., Principal, presided over the meeting.
4. Dr. Laisa Thomas, welcomed the gathering.
5. Dr. Laisa Thomas presented the previous minutes of the meeting and after a brief discussion, the minutes was approved. Dr. Rosily
6. The meeting discussed the files to be updated.



7. Decided to update the files in each criteria. The leaders presented the files which come under each criteria.
8. The meeting also discussed the files to be kept in the IASC rooms.
9. Decided to conduct an orientation class for teaching and non-teaching staff.
10. Decided to invite Rev. Harry deater, Retd. Principal and WASC Peer Team member to conduct the orientation class on 4th November 2016.
11. Ms. Sophie James, proposed the vote of Thanks.
12. The meeting came to an end by 3:30 p.m.

Minutes of IASC ^{meeting} held on 7th November 2016 at 3:30 p.m.

Agenda

1. To decide sending letter to Regional Advisor regarding our willingness to undergo WASC accreditation.
2. To select steering committee members.
3. To introduce motivational award.
4. To select Power leaders in each class.

Members Present

Rev. Dr. Daphosa M.K.

Rev. Dr. Rosily A.V.

Dr. Luisa Thomas

Ms. Urha K.R.

Ms. Shiny K. Thiachen

Ms. Sophie James

Dr. Lizmitha Andrewin

Dr. Beena George

Ms. Sorenya Dijas

Ms. Reine K. Louis - Staff Secretary

Rev. Dr. Anugraha

Rev. Pushpa Mathew

Rev. Linda C

Synobur

~~Dr. Rosily~~

~~SM~~

~~SM~~

~~SM~~

~~SM~~

~~SM~~

~~SM~~

~~SM~~

~~SM~~

SM Amy Kate

Dr. Pushpa Mathew

Dr. Lilly Paul



Dr. Rosily

DR. ROSILYA.V.
Principal-In-Charge

Morning Star Home Science College
Angamaly - 683 573

Pr. De. Naveena CSO

~~do~~

Pr. De. Anugama CSO

~~do~~

Mr. Dome John

~~do~~

Minutes

1. The seventh IQAC meeting was held on 7th November 2016 at 2:30 pm in the IQAC room.
2. The meeting started with a silent prayer.
3. Pr. De. Alphonsa M.K., Principal, presided over the meeting.
4. Dr. Laisa Thomas, Co-ordinator, welcomed the gathering.
5. Dr. Laisa Thomas read the minutes of the previous meeting and was approved after a discussion.
6. The meeting decided to send a letter to Regional advisor of NABC regarding our willingness for NABC accreditation process.
7. Selected the NABC steering committee members.
8. Decided to introduce motivational awards to teachers who got awards/recognitions etc.
9. Decided to select poem leaders in each class.
10. Ms. Sophia James proposed the Vote of Thanks.
11. The meeting came to an end by 3:30 p.m.

Minutes of IQAC Meeting held on 2nd December 2016 at 3 p.m.

Agenda

1. To discuss the general files.
2. To send the hardcopy of SSR to NABC.
3. To conduct an orientation class to teaching and non-teaching staff.

Members Present

Pr. De. Alphonsa M.K.

~~do~~

Pr. De. Rosily A.V.

~~do~~

Dr. Laisa Thomas

~~do~~

Mr. Visha K.R.

~~do~~

Mr. Shiny K. Ithiacher

~~do~~

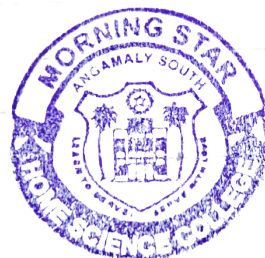
Ms. Sophia James

Dr. Rosily A.V.

~~do~~

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Principal-In-Charge

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Dr. Lizmithe Godwin

Dr. Beera George

Mr. Somya Abayas

Mr. Renu K. Louis - Staff Secretary

Sr. Dr. Anugraha CN

Sr. Pushpa Mathew CN

Sr. Linda CN

Sr. Dr. Naveena CN

Sr. Dr. Anupama CN

Mr. Doma John

~~Dr. Lizmithe Godwin~~

~~Dr. Beera George~~

~~Sr. Anugraha~~

Sr. Pushpa Mathew

Sr. Lilly Paul

~~Dr. Naveena~~

~~Dr. Anupama~~

Minutes

1. The eighth IQAC Meeting was held on 2nd December 2016 at 3 p.m. in the IQAC room.
2. The meeting started with a silent prayer.
3. Sr. Dr. Alphonsa M.K., Principal, presided over the meeting.
4. Sr. Lina Thomas, Co-ordinator welcomed the gathering.
5. Sr. Lina Thomas presented the minutes of the previous meeting and it was passed after a brief discussion:
6. The meeting discussed the progress of the general files.
7. Discussed the sending of hardcopy of SSR and the necessary documents to be prepared along with SSR.
8. Also decided to conduct another awareness class to teaching and non-teaching staff with regard to NAAC visit.
9. Ms. Sophie James, proposed the vote of Thanks.
10. The meeting came to an end by 3.45 p.m.

Minutes of IQAC Meeting held on 27th January 2017 at 10.00 am.

Agenda

1. To decide the matters to be included in the departmental presentation.
2. To present the power point of the Department.
3. To fix a date to complete the files.



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Members Present

Dr. De. Daphosa M.K.

Dr. De. Rosily A.V.

Dr. Laisa Thomas

Ms. Usha K.R.

Mr. Shiny K. Ittiachen

Ms. Sophie James

Dr. Lizemilka Godwin

Dr. Beena George

Mr. Sangee Dijas

Mr. Rina K. Louis - Staff Secretary

Dr. De. Anugreha CSN

Dr. Pushpa Mathew CSN

Dr. Lida CSN

Dr. De. Naveena CSN

~~Dr. De. Anugreha CSN~~ Dr. De. Anupama CSN

Ms. Donna John

~~Sybil~~

~~Rosily~~

~~Usha~~

~~Shiny~~

~~Sophie~~

~~Lizemilka~~

~~Beena~~

~~Sangee~~

~~Anugreha~~

Dr. Pushpa Mathew

Dr. Lilly Paul

~~Donna~~

Anji

Minutes

1. The nineth IQAC meeting was held on 27th January 2017 at 10.00 a.m in the Seminar Hall.
2. The meeting started with a silent prayer.
3. Dr. De. Daphosa M.K. Principal, presided over the meeting.
4. Dr. Laisa Thomas, Coordinator welcomed the gathering.
5. IQAC members and representatives from the departments were also present.
6. Dr. Laisa Thomas presented the minutes of the last meeting and after a discussion it was passed.
7. The meeting discussed the progress of the arrangements for the NACC visit.
8. The Head of the Departments presented the power point of each department.
9. Discussion carried on after each presentation and recommended the changes to be done.



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10. ~~Discussed~~ the matters to be included in the department presentation.
11. Fixed the date as February 1st week to complete the files.
12. Mr. Sophia James, proposed the vote of thanks.
13. The meeting came to an end by 1:30 pm.

Minutes of ICAC Meeting held on 31st January 2017 at 10.00 a.m.

Agenda

1. To discuss the presentation of Principal.
2. To prepare the dutylist of NAAAC visit
3. To decide the meetings of PTA and Alumni.

Members Present

Dr. Dr. Alphonsa M.K.
 Dr. Dr. Rosily A.V.
 Dr. Luisa Thomas
 Ms. Usha K.R.
 Ms. Shiny K. Thiruchan
 Ms. Sophia James
 Dr. Lizanette Godwin
 Dr. Beena George
 Ms. Sounya Dijas
 Ms. Renee K. Louis - Staff Secretary
 Dr. Dr. Anegraha CSW
 Dr. Pushpa Mathew CSW
 Dr. Linda CSW
 Dr. Dr. Naveena CSW
 Dr. Dr. Anupama CSW
 Ms. Donna John

Shrioban

Dr. Rosily

Dr. Luisa

Dr. Shiny

Dr. Sophia

Dr. Lizanette

Dr. Beena

Dr. Sounya

Dr. Renee

Dr. Anegraha

Dr. Pushpa Mathew

Dr. Linda

Dr. Naveena

Dr. Anupama

Minutes

1. The tenth ICAC meeting was held on 31st January 2017 at 10.00 a.m.



Dr. Rosily A.V.
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2. The meeting started with a silent prayer.
3. Sr. De. Alphonsa M.K., Principal, presided over the meeting.
4. Dr. Laisa Thomas, Co-ordinator of IABC, welcomed the gathering.
5. Dr. Laisa Thomas presented the minutes of the previous IABC meeting and it was passed after a brief discussion.
6. The meeting also discussed the progress of the decisions taken in the last meeting.
7. Principal presented the points of the presentation and discussed the matters to be included.
8. Prepared the dutylist for NABC visit.
9. The meeting fixed the dates for PTA and Alumni meeting.
10. Decided to convene the meeting of Alumni on Second Sunday of this month. And also fixed the date of PTA as 10th February 2017.
11. Ms. Sophia James proposed the vote of Thanks.
12. The meeting came to an end by 1:30 p.m.

Minutes of IABC Meeting held on 10th February 2017 at 2:00 pm

Agenda

1. To discuss the preparation for NABC visit.
2. To conduct Mock visit.
3. To fix the dates for final presentations.

Members Present

Sr. De. Alphonsa M.K.

Secretary

Sr. De. Rosily A.V.

Secretary

Dr. Laisa Thomas

Secretary

Mr. Usha K.R.

Secretary

Mr. Shiny K. Ithirachen

Secretary

Ms. Sophia James

Secretary

Dr. Lizmithe Cudwin

Secretary

Dr. Beena George

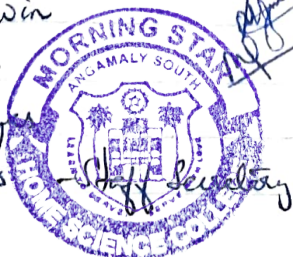
Secretary

Ms. Saamyk Meyer

Secretary

Ms. Renie K. Louis

Secretary



Dr. Rosily

DR. ROSILY A.V.
Principal-In-Charge

Morning Star Home Science College
Angamaly - 683 573

Sr. Dr. Anugraha CSN
Sr. Pashpa Mathew CSN
Sr. Linda CSN
Sr. Dr. Naveena CSN
Sr. Dr. Anupama CSN
Mr. Donna John

Sr. Anugraha
Sr. Pashpa Mathew
Sr. Lily Pen
~~Sr.~~
~~Sr.~~
~~Sr.~~

Minutes

1. The eleventh IQAC meeting was held on 16th February 2017 at 2.00 pm in the Seminar hall.
2. The meeting started with a silent prayer.
3. Sr. Dr. Alphons M.K., Principal of the college presided over the meeting.
4. Dr. Laise Thomas, IQAC Co-ordinator presented the report after welcoming the IQAC members.
5. After a brief discussion, the minutes was approved.
6. The meeting also evaluated the progress of the last meeting's decisions.
7. The meeting discussed the preparations to be made for the NAAC visit.
8. Also fixed a date for conducting Mock NAAC visit. Decided to invite Dr. S.V. Sudhan, Director, Academic Staff College for the visit.
9. The meeting also fixed dates for final presentations of departments.
10. Ms. Sophie James, Joint Co-ordinator, proposed the vote of thanks.
11. The meeting came to an end by 3.30 pm.



Dr. Rosily

DR. ROSILY A.V.
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