

**INTERNAL QUALITY ASSURANCE CELL
MINUTES
2017 - 2018**

No. : 1

Date : 05/06/2017

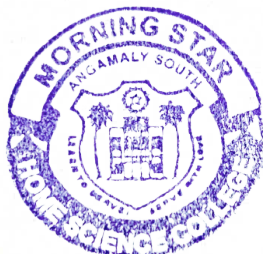
Agenda :


1. IQAC Formation
2. Discussion about Golden Jubilee year.

Members Present :

Dr. Sr. Rosily A.V.	-	Principal
Dr. Sr. Meritta	-	Vice Principal
Ms. Shyny K Ittiachan	-	HoD, Department of Physics
Ms. Usha K.R.	-	HoD, Department of Zoology
Dr. Laisa Thomas	-	HoD, Department of Economics
Dr. Beena George	-	HoD, Department of Mathematics
Ms. Sophia James	-	HoD, Department of English
Dr. Lizmitha Godwin	-	HoD, Department of Home Science
Dr. Reshmi G.	-	Staff Secretary
Ms. Jwalini K.S.	-	HoD, Department of Commerce
Dr. Navya Antony	-	Department of Chemistry
Dr. Sr. Naveena	-	PG Department of Zoology
Sr. Pushpa Mathew	-	Librarian
Sr. Linda	-	Office Superintendent

1. The first IQAC meeting of the academic year 2017-2018 was held on 5 June at 1:30pm in the IQAC room.
2. Dr. Sr. Rosily A.V., Principal, presided over the meeting.





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

3. The Principal expressed her sincere thanks and congratulated Dr. Laisa Thomas – IQAC Coordinator and other IQAC members for their dedicated work in securing ‘A’ grade in the NAAC accreditation.
4. The Principal welcomed the nominated IQAC members and briefed them on the responsibilities of the IQAC.
5. The new members are:

Coordinator	:	Ms. Shiny K Ittiachan, Dept. of Physics
Joint Coordinator	:	Ms. Sophia James, Dept. of English Dr. Lizmitha Godwin, Dept. of FCS
Members	:	Ms. Usha K R, Dept. of Zoology Dr. Laisa Thomas, Dept. of Economics Dr. Beena George, Dept. of Mathematics Dr. Navya Antony, Dept. of Chemistry Dr. Reshmi G, Staff Secretary Ms. Jwalini K S, Dept. of Commerce Dr. Sr. Naveena, Self-Financing Coordinator Dr. Sr. Meritta, Dept. of Botany
Administrative Officer	:	Sr. Linda, Office Superintendent Sr. Pushpa, Librarian
Management Representative	:	Dr. Sr. Alpohnsa, Educational Councillor
Nominees from local society /Alumni /Students	:	Prof. HarryCleetus - Former Principal, St. Alberts College, Ernakulam Ms. Feny Joby - Alumni, Entrepreneur Ms. Anju Tomy – Chairperson
Nominees from Employers /Industrialists /Stakeholders	:	Dr. Benny Joseph – CEO, Jubilee Mission Hospital, Medical College and Research Centre, Thrissur




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

Mr. Saju Augustine – PTA Vice President

6. Also discussed about the golden jubilee celebration and decided to invite Dr. Babu Sebastian, Vice Chancellor, M.G. University for the jubilee inauguration.

The meeting concluded by 3:30pm.

No. : 2

Date : 19/06/2017

Agenda :


1. Discussion of AQAR:2016-2017
2. Submission of AQAR of each department

1. The second IQAC meeting was held on 19 / 06 / 2017 in the IQAC room at 11:30am.
2. Dr. Sr. Rosily A.V, Principal presided over the meeting.
3. Ms. Shiny K Ittiachan, Coordinator welcomed the gathering and presented the previous report.
4. Discussion on AQAR 2016-2017 took place and it was decided that even though the NAAC Accreditation was in February and almost all the reports were submitted to NAAC, all the departments should submit the AQAR on 2nd August 2017.
5. The meeting came to an end by 12:30pm and Ms. Sophia, Joint coordinator proposed the vote of thanks.

Members Present :

Dr. Sr. Rosily A.V - Principal
Dr. Sr. Meritta (Sr. Philo T.J) - Vice Principal
Ms. Shiny K Ittiachan
Ms. Usha K.R
Dr. Laisa Thomas
Dr. Beena George
Ms. Sophia James




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

Dr. Lizmitha Godwin

Dr. Reshmi G - Staff Secretary

Ms. Jwalini K.S

Dr. Navya Antony

Sr. Pushpa Mathew

Dr. Sr. Anugraha

No. : 3

Date : 19/07/2017

Agenda :

1. Lecture series regarding.
2. Conduction of remedial, tutorial, internal examination.
3. Events for the jubilee year.
4. Committee formation for jubilee activities.
5. Talents day, retreat, and union election date fixation.

Members Present :

Dr. Sr. Rosily A.V - Principal

Dr. Sr. Meritta (Sr. Philo T.J) - Vice Principal

Ms. Shiny K Ittiachan

Ms. Usha K.R

Dr. Laisa Thomas

Dr. Beena George

Ms. Sophia James

Dr. Lizmitha Godwin

Dr. Reshmi G - Staff Secretary

Ms. Jwalini K.S



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

Dr. Navya Antony

Sr. Pushpa Mathew

Dr. Sr. Anugraha (Sr. Gisha Joseph)

1. The third IQAC meeting was held on 19/07/2017 at 2:30pm in the seminar hall.
2. Dr. Sr. Rosily A.V, Principal presided over the meeting.
3. Ms. Shiny K Ittiachan welcomed the gathering and presented the previous report.
4. It was decided to conduct the internal exam for 2nd and 3rd years on 26, 27, and 28 of July 2017.
5. It was also decided to conduct retreat for students on 3, 4, 5, and 6 of August 2017.
6. In connection with the golden jubilee celebrations it was decided to honor 50 senior citizens of the neighboring wards and felicitate the well-wishers as well as the retired staff of the college.
7. Various committees were formed to conduct jubilee events and Ms. Usha K.R of the Zoology department was selected as the convener.
8. Decided to conduct 'Talent's day' on 24th July.
9. Reminded each department to conduct remedial and tutorial classes and to organize 'Lecture series'.
10. The meeting concluded by 4:00pm and Dr. Lizmitha proposed vote of thanks.

No. : 4

Date : 18/12/2017

Agenda :

1. AQAR submission.
2. Discussion on the revised format of the SSR.

Members Present :

Dr. Sr. Rosily A.V - Principal

Dr. Sr. Meritta (Sr. Philo T.J) - Vice Principal

Ms. Shiny K Ittiachan

Ms. Usha K.R



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

Dr. Laisa Thomas

Dr. Beena George

Ms. Sophia James

Dr. Lizmitha Godwin

Dr. Reshmi G - Staff Secretary

Ms. Jwalini K.S

Sr. Pushpa Mathew

Dr. Sr. Anugraha

1. An IQAC meeting was held on 18 / 12 / 2017 at 2:30pm in the IQAC room.
2. Dr. Sr. Rosily A.V, Principal presided over the meeting.
3. Ms. Shiny K Ittiachan welcomed the gathering and presented the previous report.
4. It was decided to submit AQAR on 23rd December.
5. Discussions on the revised criterion took place and it was decided to present the new guidelines for assessment and accreditation to the staff on 4 / 1 / 2018 by the coordinator.
6. It was also decided to invite Prof. Harry Cleetus, former Principal, St. Albert's College and one the external IQAC nominee to give an orientation about the new guidelines.
7. Criterion in-charges were selected to collect the details.
8. The meeting came to an end by 3:45pm and Ms. Sophia James proposed the vote of thanks.


No. : 5

Date : 05/03/2018

Agenda :

1. Arrange an awareness class on revised criterion for teaching and non-teaching staff.
2. Professional Development Program for teachers.
3. Training program for non-teaching staff.
4. AQAR submission.




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

Members Present :

Dr. Sr. Rosily A.V - Principal
Dr. Sr. Meritta (Sr. Philo T.J) - Vice Principal
Ms. Shiny K Ittiachan
Ms. Usha K.R
Dr. Laisa Thomas
Dr. Beena George
Ms. Sophia James
Dr. Lizmitha Godwin
Dr. Reshmi G - Staff Secretary
Ms. Jwalini K.S
Sr. Pushpa Mathew
Dr. Sr. Anugraha (Sr. Gisha Joseph)

1. An IQAC meeting was held on 05 / 03 / 2018 at 10.30am in the IQAC room.
2. Dr. Sr. Rosily A.V, Principal presided over the meeting.
3. Ms. Shiny K Ittiachan welcomed the gathering and presented the previous report.
4. AQAR format was given to each department.
5. The decision was made to arrange an orientation class by Dr. S.V Sudheer, NAAC Peer Team Member on revised criterions.
6. It was also decided to arrange a class on professional development (e-content development and e-learning) for teachers.
7. A computer training program was also decided for the non-teaching staff. The meeting came to an end by 12:00pm.

No. : 6

Date : 07/06/2018

Agenda :

1. File submission.
2. Academic audit presentation.



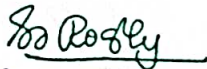
Dr. Rosily
DR. ROSILY A.V.
Principal-In-Charge
Morning Star Home Science College
Angamaly - 683 573

Members Present :

Dr. Sr. Rosily A.V - Principal
Dr. Sr. Philo T.J - Vice Principal
Ms. Shiny K Ittiachan
Ms. Usha K.R
Dr. Laisa Thomas
Dr. Beena George
Ms. Sophia James
Dr. Lizmitha Godwin
Dr. Reshmi G - Staff secretary
Ms. Jwalini K.S
Sr. Pushpa Mathew
Sr. Mary Paul

1. An IQAC meeting was held on 07 / 06 / 2018 at 10:30am in the IQAC room.
2. Dr. Sr. Rosily A.V, Principal presided over the meeting.
3. Ms. Shiny K Ittiachan welcomed the gathering and presented the previous report.
4. SSR files comprising both qualitative and quantitative information were to be submitted in the given data templates by July 15.
5. The academic audit conducted was presented.
6. The meeting came to an end by 12:30pm and Ms. Lizmitha Godwin proposed the vote of thanks.


Coordinator


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

