

**INTERNAL QUALITY ASSURANCE CELL
MINUTES
2019 - 2020**

No. : 1

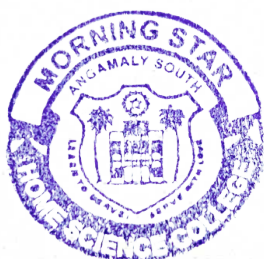
Date : 18/07/2019


Agenda :

1. Discussion of Quality Initiatives of IQAC for the year 2019-2020.
2. Reconstitution of IQAC.

1. The meeting held on 18/07/2019 at 2:15pm was presided by the Principal.
2. The meeting evaluated the activities of the previous year and also discussed about the online submission of AQAR and the collection of data for the same.
3. IQAC was Reconstituted according to the NAAC guidelines and following are the members:

Chairperson	-	Principal, Dr. Sr. Rosily A.V.
Coordinator	-	Ms. Shiny K Ittiachan
Joint Coordinators	-	Ms. Sophia James Dr. Lizmitha Godwin
Members	-	Ms. Usha K.R (Dept. of Zoology) Dr. Laisa Thomas (Dept. of Economics) Dr. Philo T.J (Vice Principal) Dr. Sindhu K.S (Dept. of Chemistry) Dr. Sr. Gisha Joseph (Staff Secretary) Ms. Jwalini K.S (Dept. of Commerce) Sr. Mary Joe (Self-financing Coordinator) Dr. Mettilda Thomas (Physical Education)
Administrative Officer	-	Sr. Mary Paul (Office Superintendent) Sr. Niyatha (Bursar)




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

Management Representative Councilor)	-	Dr. Sr. Alphonsa M.K. (Education)
Nominee from Local society / Alumni /Student	-	Prof. Harry Cletus (Local Society) Ms. Fency Joby (Alumni) Ms. Sandra K.S (Chairperson)
Nominee from Employee / Industrialist /Stakeholders	-	Sri. S.D Jose (PTA Vice President)

4. Following discussions were made in the meeting :
- Organize quality based seminars.
 - Professional development programs for staff.
 - Formation of energy audit team.
 - Formation of Green Protocol Team.
 - Initiation of national integration programs.
 - Organize seminar on IPR.
 - Monthly report submission of the departments.
 - Organize a club for disabled students.
 - Develop industry academia collaborations.
 - Initiation of eco-friendly practices.
 - Enhancement of student activities in the campus (exhibitions, fest, campus market)
 - Publication of UG Projects.
5. The meeting came to an end by 4:00pm and Ms. Sophia James proposed the vote of thanks.

Members Present :

Dr. Sr. Rosily A.V	-	Chairperson IQAC
Dr. Sr. Philo T.J	-	Vice Principal
Ms. Shiny K Ittiachan		
Ms. Sophia James		
Dr. Lizmitha Godwin		
Ms. Usha K.R		
Dr. Laisa Thomas		
Dr. Sindhu K.S		



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Sr. Mary Paul

Sr. Mary Joe

Dr. Sr. Gisha Joseph

- Staff Secretary

Ms. Jwalini K.S

No. : 2

Date : 11/11/2019

Agenda :

1. AQAR submission.
2. Feedback collection.
3. LMS Implementation.
4. ISO Certification.

1. The meeting held on 11/11/2019 was presided over by the Principal Dr. Sr. Rosily A.V.
 2. The meeting discussed and evaluated the action taken.
 3. The meeting discussed about the submission of the AQAR of 2018-2019.
 4. The meeting also discussed about the curriculum feedback collection from various stakeholders and also the online feedback collection.
 5. The meeting decided to implement the learning management system and also go for the ISO certification.
 6. Decided to use the seminar hall as IQAC conference room.
 7. The meeting decided to give proposal to the management for the following initiatives ; Merit Day, LMS Implementation, ISO Certification.
- The meeting came to an end by 4:00pm.

Members Present :

Dr. Sr. Rosily A.V


Ms. Shiny K Ittiachan

Ms. Sophia James

Dr. Lizmitha Godwin

Dr. Laisa Thomas




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Dr. Sindhu K.S

Sr. Mary Paul

Sr. Mary Joe

Dr. Sr. Gisha Joseph

- Staff Secretary

Ms. Jwalini K.S

No. : 3

Date : 07/05/2020

Agenda :

1. Morning star webinar series.
2. Online classes.
3. Attainment calculation of PO, CO.

Due to the Covid-19 pandemic an online IQAC meeting was conducted on 07/05/2020 in the Google Duo platform. Meeting discussed about the pandemic and decided to organize the webinar series, online classes and also decided to implement the attainment calculation of PO and CO.

1. Meeting decided to conduct Morning star webinar series (State, National and International level) and made a decision that each department has to conduct at least one webinar.
2. The meeting discussed about the online classes and decided to start as the University informs.
3. The meeting decided to calculate the PO and CO from 2017 admission onwards in a consolidated form.

All members were present in the online meeting.

Members Present :

Dr. Sr. Rosily A.V

Ms. Shiny K Ittiachan

Ms. Sophia James

Dr. Lizmitha Godwin



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Coordinators


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