

## Minutes of the College Managing Governing Body, Providence Women's College 2017.

The college managing governing body met at 5 pm on August 2nd 2017 in the A.C Provincial House. The following members were present for the meeting.

Ss. Ancilla A.C	<del>Pracillabe</del>
Ss. Neetha A.C	<del>Pracillabe</del>
Ss. Rosilina A.C	Pracillabe
Ss. Grace Thomas A.C	Pracillabe
Ss. Maria Ashmita A.C	Pracillabe
Ss. Maria Lalitha A.C	Pracillabe

### Agenda:

1. Reading of the minutes
2. Evaluation
3. NAAC Visit - Peer Team meeting with Governing Body
4. Land ~~survey~~
5. Any Other Points

The meeting began with a short prayer and a hymn to the Holy Spirit. The minutes of the previous meeting was read, passed. Sr. Rosilina proposed the minutes to be passed and Sr. Lalitha seconded it. The following decisions were discussed and evaluated. At present Sr. Janisha is ready to take up the post as superintendent. So the proposal for it, is send and waiting for the promotion. Sr. Janisha is continuing with H.A's work. Both Pradeep & Sr. Janisha are sharing their duties. For the appointment of the new teaching staff the concurrence letter is send: <sup>the</sup> waiting for govt. nominee's approval. For the appointment of the faculty in Maths, we will wait for sometimes.

NAAC Visit: NAAC Peer Team will visit our campus on 21st and 22nd of August. Sr. Neetha said that we have paid 1 lakhs 77 thousand as D.D to the NAAC

office for their travelling allowance. They have not revealed their names. From the moment they enter campus, till they go all the events has to be recorded through video. They will have lunch with managing governing body and officials both from academic and social sector. We also discussed about future plans of the college.

Land survey: For the land protection, we have surveyed our whole land and renewed, <sup>made sure</sup> re-survey numbers & made more clarity over the land to pay proper tax. We also applied for possession certificate, encumbrance and sketch of the whole land. We paid rupees 1 lakh 76 thousand as fees for the surveyors. Our ~~house~~ land is situated in Vengeri, Chevayur, Vardur and Nedukottur Areas.

Welfare Centre: Our welfare center will function as village facilitator center. The talking has shifted. That room will be Mother Veronica Library for local women & children. We will have programmes for the people of the locality in that room. Last week we began with a talk on G.S.T. by Sr. Sheba. Old charka will be shifted and now only six women are active with preparing thread. The meeting ended at 6.45 pm by praying glory be.

Anicillabe  
President

Mohitha  
Secretary

## Minutes of the college managing Governing Body Providence Women's College 2017

The college managing governing body met at 5 pm in the AC Provincial House on 4<sup>th</sup> November 2017. The following members were present for the meeting.

Ss. Ancilla AC  
 Ss. Neetha AC  
 Ss. Lalitha AC  
 Ss. Grace Thomas AC  
 Ss. Roslina AC  
 Ss. Ashmita AC Mukulthop

### Agenda

1. Reading of the minutes
2. Evaluation
3. Land Tax online Registration
4. Appointment of the new teaching staff
5. NAAC <sup>Team</sup> Feed Back.
6. Any other points

The meeting began with a hymn to the Holy spirit and a short prayer. Minutes of the previous meeting was read and passed. Ss. Grace Thomas proposed and the Ss. Roslina seconded it. There was a short discussion about land survey and the NAAC <sup>Team</sup> visit & preparation.

① Land Tax online Registration: Since the village officer has asked us to <sup>make</sup> clear the land survey nos and apply for online registration, the members of the governing body decided to proceed with it and apply for registration as early as possible.

② NAAC Feed back: Ss. Neetha shared about NAAC Peer Team visit. We found that staff, PTA, and students and the management stood together and worked whole heartedly for the NAAC inspection. The Peer

Team appreciated reputed college management with a long history of 150 years. Recognized center of higher education for women empowerment, good track record for curricular & co-curricular activities etc. They also pointed out the non availability of professional & vocational programs, Inadequacies and inconveniences in library etc.

Appointment of the new teaching staff: we have not yet got concurrence from the govt. and so still waiting for the appointment

Since there was no other points the meeting concluded by praying glory be.

President

M. Subitha  
Secretary

## Minutes of the College Managing-Governing Body Meeting, Providence Women's College 2018

The college managing governing met at 5.30 pm on 22nd March 2018 in the AC Provincial House. The following members were present for the meeting:

Ss. Ancilla AC

Ss. Neetha AC

Ss. Lalitha AC

M. Lalitha AC

Ss. Grace Thomas AC

Prasanna

Ss. Roshina AC

M. Roshina

Ss. Ashmita AC

Ashmita

### Agenda:

1. Reading of the minutes
2. Evaluation
3. Our Thanks to Principal Ds. Ss. Neetha
4. Appointment of the Principal & signing of the salary bills
5. The wardens for the hostel
6. Personnel for the teaching staff
7. Appointment of the teaching and new teaching staff
8. Autonomous system
9. Community College / Fashion Designing
10. Canteen - Contract
11. RUSA - (Rashtriya Uchchatar Shiksha Abhiyan) Fund
12. CPE (College with Potential for excellence) Fund
13. Court Cases - Devayani, Kalliamiketty & Annie
14. Any Other Points.

The meeting began with a short prayer and hymn to the Holy Spirit. The minutes of the previous meeting was read, passed and evaluated. Ss. Ancilla thanked Ss. Neetha for her selfless services for the past 5 yrs as principal and asked her to share her dreams about future Providence. Sister also shared her views about having no permanent

staff in the future and the challenges we have to face with it.

Appointment of the Principal & signing of the salary bills  
The governing body decided to appoint Sr. Ashmitha as the principal of the college. The eligibility to be principal is 15 yrs of teaching experience with Ph.D and associate professors. Since Sr. Ashmitha has 12 yrs as permanent staff, she will be principal incharge and to sign in the salary bills she can use the seal as Principal (drawing and disbursing officer). Office and the superintendent will do all further procedures pertaining principal's post. According to Uty rules every 3 months, the office session has to renew the sanction order.

The wardens for the hostel: For a long time we are having only 1 warden in the main hostel. So the members suggested to have 2 sisters as wardens in the main hostel and one of them a teaching staff.

Personnel for the teaching staff: Since we need more sisters in the campus, for the coming years we can have Srs. Sneharani, Lincy, Riya Maria, Theresia Peter and noble Rose after their studies.

Appointment of the teaching & non teaching staff: The government is again planning to reshuffle the pattern of the non teaching staff and so may still have to wait for the appointment.

Autonomous: The members agreed that it is the prime need of the time to apply for autonomous. Sr. Ancilla suggested to ask IAC to proceed with it. Sr. Neetha shared that the IAC has planned a series of multinational & international seminars & ICT teaching by the each dept. Some of the dept have already done it. We have made an MOU with ICT Academy of Kerala to have ICT related programmes for the students.

Community Colleges, Fashion designing: According to the

UVC we need to have 50 students for jewellery designing. At present we have only 13 students in senior batch and none for 1st year. We can continue to have the course if we get students for the next year since it is approved by UVC. The applicants must be passed +2 but no limit for age. Fashion designing will be as before.

Canteen: The present contract is extended for the past 4 yrs. The members decided to keep him, if he is ready to continue for one more year. Rent can be 8000/- per month.

RUSA Fund: Rashtriya Uchchatar Shiksha Abhiyan funded by Government. We have applied for 2 crore fund for campus development.

CPE fund: We have received Rs 1 crore 70 lakhs as CPE fund for the campus development. The inspection of ~~the~~ it will be later.

Court case - Ms Devayani, Annie and Kaliyanikutty's problems are the court. And it is going on.

Any other points: The religious staff have to submit tax exemption to draw salary. The DD office is insisting to have individual letter from income tax office.

Organic farming: Krishibaran is funding 1 lakh for 50 cent vegetable cultivation by the students.

The members decided to proceed with it according to the local council's & county decision.

The meeting concluded by praying angels.

Anuillahe  
(Sr. Anuilla) President

M. Ashwika  
Secretary

## Meeting of the Managing Governing body at 6pm on 26th June Tuesday 2018.

The meeting of the managing governing body was held at Carmel Hill at 6pm on 26th June 2018. The following members were present for the meeting.

Sr. Ancilla  
Sr. Rosalina  
Sr. Grace Thomas  
Sr. Lalitha  
Sr. Ashnita  
Sr. Sheeba.

Ancillabe  
M. Rosilina  
Grace Thomas  
M. Lalitha  
Ashnita

The meeting began with a hymn to the Holy Spirit followed by a short prayer. The minutes of the previous meeting was read and passed. Sr. Grace proposed the minutes to be passed and Sr. Rosalina seconded it. Sr. Sheeba was elected as the new secretary in the meeting. The following were the agenda of the meeting.

### Agenda

1. Reading of the minutes and Evaluation
2. Approval of the persons in the Governing Body
3. Election of the Secretary
4. Appointment of the <sup>non-</sup>teaching staff - interview for the last grade-5 persons.
5. Appointment of the teaching staff.
6. Construction of the new library block
7. Adalat for workload at present and appointment of the staff
8. Any other points.



Starting of the new courses were discussed as a part of the evaluation. It was decided that the college should apply for more new courses and the applications for it must be sent before October 2018 itself. The Principle, Sr. Ashmita was placed in-charge for the same. Governing body discussed to start P.G for History and Economics and PG for English literature with journalism as a self financing course.

The vacancy of 10 peon posts were also discussed. It was decided to conduct interview for the 5 peon posts sanctioned on 18th Aug 2018, with Tessie P. Gose as Government Nominee. For another 5 posts, the vacancies needs to be published in the news paper well in advance as per government rules and regulations.

Regarding the construction of the new library, the location, type of library and fund mobilization etc were discussed. The manager gave permission to collect Rs. 10,000/- towards management quota seats from the students for the new library construction purpose and she also wanted this to be made known to the staff and students.

Providence College Society, a new society was formed with the following members.

Manager

Principal

Lolal Superior

Members: Dr. Sr. Sheeba

Sr. Asha Thomas

Sr. Sueharani

Sr. Janisha

As per the ordalat for the workload at present it was found that, the departments such as economics, English, botany, B.Com, Maths & Chemistry can have new appointments as per reversed rule of the government. It was also decided to train new sisters for the coming posts. The meeting got over by 7.30pm.

Amillaha

J. K. K.  
Secretary

25/11/2018

25/11/2018

## Minutes of the Managing Governing Body Meeting November 25th, 2018.

The meeting started at 5.45pm on November 25th, 2018 with a short prayer. The minutes of the previous meeting was read and passed. Sr. Grace proposed the minutes to be passed and Sr. Ashmita seconded it. The following members were present for the meeting

Sr. Ancilla  
Sr. Rosalina  
Sr. Grace Thomas  
Sr. Lalitha  
Sr. Ashmita  
Sr. Sheeba

Ancillabe  
M. Rosalina  
Grace Thomas  
M. Lalitha  
Ashmita

### Agenda

1. Minutes of the Previous Meeting
2. Sanctioning of Clerical posts.
3. Sending Away of our Supporting Staff.
4. New Teaching posts Sanctioned
5. New library construction
6. Starting of new courses.
7. Interview for the Clerical Posts.
8. Any other.

The principal made known to the members towards sanctioning of 4 Clerks post, 1 typist and one gardner post, and also, the downgrading of 5 posts were blocked by the government. Towards the interview and selection for the approved posts, the government nominee will be Tessie-P. James.

The manager Dr. Sr. Ancilla appreciated the process of interview for the post of peons. She also reminded the need to follow the government

rules and regulation for new posts. The principal replied that the call for interview was published in two Malayalam and two English news papers, <sup>as per government rule</sup> and the interviews for the posts of clerk will be held on January 11th and 12th, 2019.

The sending away of two of our supporting staff was also discussed. The manager reminded of our obligation to support them financially.

Principal Dr. Sr. Ashmita informed about the adalat for vacant posts in various departments which were sanctioned by the university. The sanctioned posts are.

English (2), Economics (1), B.Com (2), psychology (4) Botany (5), Maths (2), physics (2), Chemistry (1) and Zoology (1).

After which there were discussions with regard to the starting of new course in the college. They are M.Sc. Chemistry, M.A. Economics and M.A. History.

The construction of new library also was discussed. The manager directed us to begin the construction only when half of the money for the construction is ready. She has encouraged us to request for contribution from teachers. The estimated cost for <sup>new</sup> library cum class room is approximately 15 crores.

The meeting got over by 6:45 pm with a prayer to the Holy Trinity.

Ancilla  
President  
Dr. Sr. Ancilla.

Sheeba  
25/11/2019.  
Secretary  
Dr. Sr. Sheeba.

## Minutes of the Managing governing body meeting

31/3/2019. March 31st 2019.

The managing governing body meeting was held at 5pm at Carmel Hill Convent. After a short prayer the minutes of the previous meeting was read and passed. Sr. Rosalina proposed the minutes to be passed and Sr. Grace seconded it. After which the evaluation of the minutes was done; during which it was corrected that, not two but three supporting staff will be set away. The following members were present for the meeting.

During the meeting

Srs. Ancilla  
Rosalina  
Grace Thomas  
Kalitha  
Ashritha  
Sheeba.

M. Shrinika

### Agenda

1. Minutes of the Previous Meeting
2. Appointment of Non-teaching Staff
3. Regarding new teaching posts
4. Training system for teaching posts
5. Maintenance of extra non-teaching Staff
6. A.T.M near the gate
7. Hand ball coach issues
8. Library Renovation
9. Computer Lab.
10. Any other.

During the meeting, it was decided that the existing extra non-teaching staff needs to be continued.

The principal made known that for the next year posts of non-teaching staff will be there.

Regarding the new P.G. courses on History, Economics and Chemistry, the applications were already sent to the university and it is in progress. Then she made known the vacant teaching posts that needs to be filled immediately for which the approval has already been received

Physics - 2  
 Chemistry - 1  
 Botany - 1  
 English - 1  
 Maths - 2

The sisters are still continuing their studies. The sisters who should do their research for the vacant teaching posts are, Srs. - Asha, Nable, Sneharani, & Riya and Theresia Peter.

Regarding the fixing of A.T.M. at the gate needs to be discussed in the local Council and then decide, the president remarked.

The appointment of the retired handball coach Ms. Latha, and the issues related with her should be discussed first in the sports Council, regarding how long she could continue as coach after retirement.

Regarding Library Renovation, we need to keep in mind the vision of autonomy and then the Area and Size of the library.

we also need to find out whether departmental library could be integrated with the Central Library of the College.

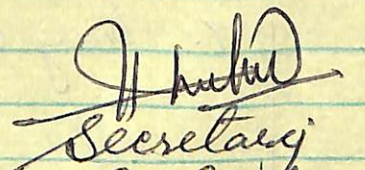
It has been decided to hand over library to Mr. George on contract for two years.

The setting up of a new computer lab with 100 computers has been discussed for which Mr. Pradeepkumar will be donating Rs. 12 lakhs from the MLA's fund.

The principal told that the College has submitted all documents w.r.t. autonomy to the UGC.

It was also told by the president that the audit issues should be settled in college itself and after which Sr. Neetha could be called to sign in it.  
The meeting got over by 7:25pm with auspicious

Maria Karuna AC  
President  
Sr. M. Karuna.

  
Secretary  
Sr. Sheeba.

15-3-19 The Minutes of the Managing governing body Meeting, 15th June 2019.

The meeting of the Managing governing body was held on 15th June 2019 at 7.30pm at Carmel Hill Convent. The following were the members present for the meeting.

Srs. Maria Karuna  
Rosalina  
Grace Thomas  
Marian  
Ashritha  
Sheeba.

Maria Karuna <sup>PC</sup>  
H. Rosalina <sup>M</sup>  
Bredhina  
Marian <sup>h</sup>  
Molmilla  
Hatha

### Agenda.

1. Silent Prayer.
2. Evaluation
3. Staff appointments - Maths
4. Library building Plan.
5. Filling the vacant Teaching posts
6. New Courses.
7. Any other.

After a silent prayer, the minutes of the previous meeting was read and passed and there was evaluation of the previous meetings. After which the new president was welcomed by the Secretary.

The principal announced that the local council has agreed to start the A.I.M. <sup>Committee</sup> of the Catholic Syrian Bank at the college gate at their own risk.

The reappointment of the handball coach Miss Latha has been solved <sup>it</sup> was decided.



that she would continue as the hand ball coach as she has experience and worked faithfully for the college. The principal also made known to the council that the computer lab which could be equipped with hundred computers are ready and are now waiting for the computers; 35 computers will be bought from M.A. Fund (Sri Pradeepkumar M.A.) and the remaining has to be bought by the college. The old computer lab will be turned to a conference room to facilitate meeting when we get autonomous status.

Regarding the promotion of the existing <sup>non-teaching</sup> staff, Srimati Ramna will be promoted to the lab and Sr. Nitha will be shifted to the office and will be in-charge of scholarship work. Nishutha will be in-charge of exam section.

Appoint of the teaching staff in Mathematics: The principal told that she had applied for two posts but only one post was sanctioned, for which the interview would take place soon. Ms. Thara Devi will be the government nominee.

New Course: The inspection of the Syndicate from the University of Calicut was over and they were happy to see the facilities and qualification of the faculties of the departments of Chemistry, Economics and History.

New Library building: As it was mandatory to build the new library, as suggested by the NAAC team, the Council has decided to construct new library and was planned to prepare the building plan.

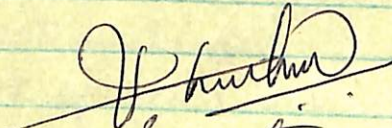
Appointment of the Vacant non-teaching staff posts: The adalat has sanctioned 12 posts for which the application has already been submitted to the DD.

Autonomy: The council has been informed that the College has already started to prepare the ground for the autonomy.

Campus digitization: The campus digitization has been started from June 2019 onwards with TCS MESHILOBIC team.

The meeting got over by 8.20pm.

Marie Karuna as  
President  
Dr. M. Karuna.

  
Secretary  
Sr. Sheeba Andrews

10-11-19 The Minutes of the Managing Governing Body Meeting, 10th November 2019.

The meeting of the College Managing Governing Body was held on 10th November 2019 at Provincial House. The following members were present for the meeting.

Srs. Maria Karuna  
Rosalina  
Marcian  
Ashrita  
Sheeba  
Grace Thomas.

Maria Karuna  
H. Rosalina  
Marcian  
Ashrita  
Sheeba  
Grace Thomas

### Agenda

1. Prayer
2. Reading of the Minutes
3. Evaluation
4. Appointment of the Teaching and Non-Teaching Staff
5. Certificate Course
6. Research Centres
7. Unnath Bharath Abhiyan.
8. Library building Project - Builders, Contract Fund Raising
9. Any other

The meeting started at 5pm. with a short prayer. The minutes of the previous meeting was read and passed. Sr. Grace proposed the minutes to be passed and Sr. Rosalina seconded it.

**Evaluation:** There was an evaluation of previous meeting's agenda and planning. The following were the points evaluated:

- The AIM counter was not set up as it was planned before but it will be set up soon.

- The new PG courses application has reached the government and we are proceeding with it.

- The computer digitization is over and it's functioning well with some minor corrections. The college staff monitors it.
- The new computer lab has been set up with new computers and it has been utilized well.
- Our handball coach Ms. Latha is doing well and we have a good team of players because of her consistent effort.
- With regard to the teaching post appointment, the college is waiting to get the concurrence from the government to proceed with it. And if the suits are qualified, they will be given preference. The vacancies in each department are
 

Mathematics	- 1
Chemistry	- 1
English	- 2
Physics	- 2
B. Rom	- 2
Physical Education	- 1.
- Miss Anjana, the Asst. Professor, Dpt. of Chemistry left the college and went to Periyar. On her leave, Miss Anu has come to the department.
- W. r. t. the appointment of the non-teaching staff, there are 5 more posts once the existing staffs get promotion.

Certificate Courses: The UGC has recommended certificate course and each department has been asked to start the certificate course or to consent the students to start NPTEL Certificate course compulsorily.

- The citizenish skill development programme has also been started by our college for the students.

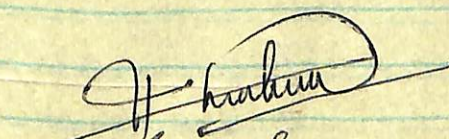
Research Centre: The college applied for sanctioning of research centre for Botany and English and for English it is approved by the university. Botany department is in progress and looking forward to it.

Unnath Bharat Abhiyan: The govt scheme to adopt 5 villages in 5 panchayats needs to be taken up immediately. The survey needs to be done first and the data needs to be uploaded in the govt website for getting the financial assistance for the same.

Library Building: - The sanction for the construction of new library from the Superior General is done. And the ground work for getting sanction from the government and the building plan are under progress. The upcoming issue with this is to raise fund for the building. It was decided to contact the rich parents of our students and other millionaires. As per the ~~req~~ discussion regarding engineer who would take up the library building work, the PMK constructors was given charge. It was decided that we would start the construction on the coming September.

After all the discussions and decisions, the meeting got over by 6.40 pm.

Maria Karuna A  
President  
Sr. Maria Karuna.

  
Secretary  
Sr. Sheeba Andrews

15-03-2020: The Minutes of the Managing Governing Body Meeting, 15 March 2020.

The meeting of the College Managing Governing Body was held on 15th March 2020 at 8 a.m., at Carmel Hill Convent. The following members were present for the meeting.

1. Srs. Maria Karuna	Maria Karuna Ac
2. Grace Thomas	Grace Thomas
3. Rosalina	R. Rosalina
4. Marian	Marian M
5. Ashmita	Ashmita
6. Sheeba Andrews.	Sheeba Andrews

Agenda

1. Prayer
2. Reading of the Minutes and Evaluation
3. Appointment of the Teaching Staff - Eng, Commerce, & Physics
4. Appointment of the Superintendent
5. Paramarsh Scheme - UGC, Mentoring Non-Accredited Colleges
6. Sanction of the Teaching Posts / case
7. New Courses
8. Library Building and Research Centre
9. Any other

The meeting started with a prayer by Sr. Karuna followed by reading of the previous minutes by Sr. Sheeba. Sr. Ashmita proposed the minutes to be passed and Sr. Grace seconded it. Then we proceeded with the evaluation

Evaluation:

→ The AIM counter of the Catholic Syrian could not set up at the college gate as they had some issues regarding it.

→ The computer lab benefits the students of our college as well as the outside door students (The newly set up computer lab)

- The UGC NET exam was conducted in our computer lab
- The Audit Course Exam for the first year degree students will also be conducted in the computer lab.

→ The new posts for non-teaching staff will not have now as we expected, because their promotion of the existing staff is delayed for two years.

→ The data collection under UBA is not going on well as the students faced a lot of problem while collecting the data, as the people were not co-operating with them.

### Appointment of the Teaching Staff

The interview for the following teaching posts will be held in the month of May.

English - 1

Physics - 1

Commerce - 1

The principal Dr. Sr. Ashmita informed that the change of rule with regard to the subject expert. As per the new rule, the college has to send 6 names of the subject expert to the government and the interview will be held for two days.

### Appointment of the Superintendent

Mr. Pradeep will be our next Superintendent and he will assume the office on April 1st 2020.

## Paramarsh Scheme of UGC.

The UGC has selected our college as a mentor college to help six colleges for NAAC Accreditation. Those six mentee colleges are.

1. C.S.I Christian Muller College, Chombala
2. Don Bosco College, Mapetta, Mukkam.
3. Peekay CICS Arts and Science College, Manthra
4. Markaz College of Arts and Science, Karanthur.
5. Sri Gokulam Arts and Science College, Balussery
6. SNES College of Arts and Commerce, Chethukada.

As this programme needs an ambassador, it was decided that Ms. Latha will be taken as its Ambassador with our Principal as the Director.

The Paramarsh programme is on full swing and the mentee colleges appreciated the leadership and efforts by our college to initiate them for NAAC Accreditation.

## Sanctioning of Teaching Posts.

In order to get sanctioned the vacant post a case has been filed and for getting RUSA fund too, we proceeded with a petition. The MGB has consented for applying to get sanction for FIST lab instruments for 100 crores.

## New P. G. Courses.

The college has already applied for new P.G. courses for Chemistry, Economics and History, but it was not yet granted by the government despite the university had approved it. This year new P.G. for Zoology has been <sup>will be</sup> applied.



### Library Building

March 19th will be the blessing of the foundation stone of the new library block which will be laid behind the canteen open space. The new library is an 8 crore project. Since the college doesn't have money, the P.T.A and CDS are planning to meet the Millionaires for mobilizing the fund, they include GULFAR, YOUSUF ALI, KOCHOUSEPPU CHITTILAPILLY etc.

### Guest Faculty

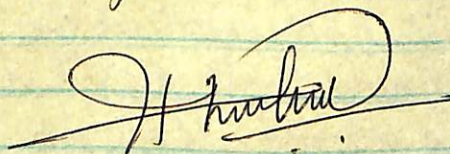
With regard to the selection of male staff as guest faculty, the president suggested that the college will take male staff only if the female staffs are unavailable or not qualified enough!

### Electricity Bill

Since there is a hike in electricity bill, the MCB granted permission to increase the hostel fee. Besides that the Hostel needs to pay an extra of Rs. 3000/- and BEd College Rs. 1000/- towards the payment of electricity bill.

The meeting got over by 9.45 pm

Maria Karuna A.C.  
President  
Rev. Sr. Karuna A.C.



Secretary  
Dr. Sr. Sheela Andrews.

21-06-2020 The Minutes of the Managing Governing Body Meeting, 21st June 2020.

The meeting of the college management governing body was held on 21st June 2020 at Carmel Hill convent at 6.15pm. The following members were present for the meeting

- |                        |                          |
|------------------------|--------------------------|
| 1. Sr. Maria Karuna AC | Maria Karuna AC          |
| 2. Sr. Rosalina AC     | M. Rosalina <sup>M</sup> |
| 3. Sr. Marian AC       | Marian <sup>M</sup>      |
| 4. Sr. Ashmitra AC     |                          |
| 5. Sr. Maria Sheeba AC | <del>J. Mathan</del>     |

### Agenda:

1. Prayer
2. Reading of the minutes and Evaluation
3. Interview of the Assistant Professors.
4. Applying for the vacant post of Dr. Jija who passed away in Bot.
5. Applying for the new courses
6. Library Construction
7. Any other points.

The meeting started with a short prayer. After that minutes of the previous meeting was read and passed. Sr. Rosalina proposed the minutes to be passed and Sr. Marian seconded it. Then we proceeded with evaluation

### Evaluation

- ATM counter will be set up soon at the gate!
- The fund for buying lab equipments viz FIST we will not be getting as the Kerala government has lack of funds.
- Sr. Ashmita told that there is no need for increasing the electricity Bill, as there is not much hike in electricity charge.

### Interview of the Assistant Professors.

The interview of the Assistant professors will be held on 10th and 11th June. For which as per the new revised rule, the following subject experts were selected as per their convenience.

#### Govt. Nominee

Sri. Sanardhanan

Welfare Department

Secretariate, Trivandrum.

#### Subject Experts

##### English

- 1) Dr. C. V. Abraham - St. Joseph's Devagiri
- 2) Dr. K. M. Johnson - Sacred Heart College, Thevara (Other university).

##### Physics

1. Sri Charly Kattakkayam :- St. Joseph's Devagiri
2. Dr. Shaji Sebastian : S.B. College Changanasseri

##### Commerce

1. Sri Anish Sebastian :- St. Joseph's Devagiri
2. Dr. Antony Joseph K. : S.B. College Changanasseri

It was decided that the newly appointed teachers would give Rs. 5 lakhs once they take charge as interest free loans to the manager, and that will not be given back if they leave the institute within a period of 10 years.

### Application for New Posts

The application for the new posts in Botany as Mr. Jija passed away, has been submitted. This post will be of Ms. Uma's vacant post, as there are not enough hours for a post with regard to Jija's vacancy.

## New Courses:

The new courses for PG in Chemistry, Economics and History will be getting soon. The other new courses for which the application has to be given are

1. English with Business Communication
2. Maths with Artificial Intelligence.

Since Vsc is offering 40 Lakhs for B. Voc Course, the college has applied for Fashion Designing

## Library Construction:

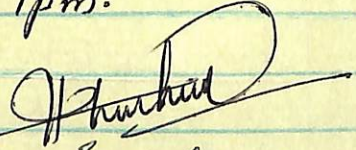
Since we are in dire need of money for the 8 crore library project, the MGB decided to take donation of Minimum Rs. 50,000/- towards library construction for our Management Quota seats.

## Online teaching and learning:

Due to Covid 19, the time table for the Academic year has been changed. The Government has announced the class timing as 8:30 am to 1:30 pm in colleges. The teachers are engaged during these lockdown period in online teaching. The college has a platform called MOODLE for online teaching and learning. Every week, the work load of the teachers, hours of teaching, topics covered, platform used and percentage of attendance is sent to the DO office from the college.

The meeting got over by 7pm.

Maria Karuna AC  
President.  
Rev. Sr. Karuna A. C.

  
Secretary  
Dr. Sr. Sheeba Andrews.

## Minutes of the Managing Governing Body on 3rd Jan 2021

The College Managing Governing Body meeting was held on 3rd Jan 2021 at Provincial House at 4:40pm. The following members were present:

- |                          |                   |
|--------------------------|-------------------|
| 1. Sr. Maria Karuna A.C. | Maria Karuna AC   |
| 2. Sr. Grace A.C.        | Grace A.C.        |
| 3. Sr. Marian A.C.       | Marian A.C.       |
| 4. Sr. Ashmitha A.C.     | Ashmitha A.C.     |
| 5. Sr. Maria Sheela A.C. | Maria Sheela A.C. |

### Agenda

1. Prayer
2. Reading of the minutes
3. Evaluation
4. Appointment of the non-teaching staff
5. Appointment of the teaching staff
6. Construction of the Library Block / Fund
7. Online classes and reopening
8. Sanction of the new courses and admission process
9. Permanent affiliation of the existing courses and inspection
10. Any other

The meeting started with a spontaneous prayer by the president. The minutes of the previous meeting was read and passed. Sr. Marian proposed the minutes to be passed and Sr. Ashmitha seconded it.

### Evaluation

Regarding ATM - the CSB manager visited the place where ATM will be set up and requested the college authority to pay the electricity bill per month which will come up to Rs. 1500/m.

Regarding B.Voc course. the MCB decided to start the B.Voc course with only 7 students even though it is a loss for the college under the expectation that the coming year more students may turn up.

### Appointment of the Teaching Staff:

We got sanction for appointing 5 staff 3 in Botany P6 and 2 in Psychology UG, which had got sanction in 2015. Now we can appoint based on government rules. We need to get concurrence letter from Govt and the whole process has to go through DD

### Appointment of Non-Teaching Staff:

Since five of our office staff got promotion we have 5 posts vacant in the office. Among them one is a post for Gardener. Now we can proceed with appoint procedures. There was a suggestion from Principal to appointment of more ladies than gents.

### Library Construction and Fund:

The library work is progressing but the college lacks funds. Since it was decided that the principal will send request through Provincials to the superior general for meeting the immediate financial crunch.

### Sanctioning of the New Courses:

Since it was mandatory that we should apply for new generation courses, we applied for two courses; International

Relations (IR) and Human Resource Management (HRM) and to our luck both the courses were approved by the UGC and government of Kerala made it an aided stream with appointing guest lecturers. After 5 years we can appoint permanent staff.

### Online classes and reopening

To discuss about the offline classes, the PTA meeting were asked to be conducted by every department. As per their suggestions the teachers will continue their online classes and only for project work, practicals, or asking doubts they can come to the campus. The Hostel facility also will be arranged during those days.

### Permanent Affiliation to the Existing courses and Inspection

From the university a team will visit the college to grant permanent affiliation as there was no order of it was found neither here nor in the university. The principal have to arrange this inspection co-ordinating its different members as per university rule.

### Ph.D. Guideship.

Many of our teachers got Ph.D. guideship which is an honour for our institution. They are

Miss Surya, Dr. Shanti (Eng Dpt), Miss Laina and Preiya (History Dept), Miss Julie and Sangeetha (Zoology Dept), Miss Deena (Bot), Miss. Aparna Nandakumar

The Principal will be DDO from 2021 Feb onwards. The meeting got over by 6.25pm.

Maria Karuna  
President  
Rev. Sr. Maria Karuna

*[Signature]*  
Secretary  
Dr. Sr. Sheeba.

## Minutes of the Managing Governing Body Meeting held on 21st March 2021.

The meeting of the Managing Governing Body was held at Carmel Hill on 21st March 2021 at 5pm. The following members were present for the meeting

Sr. Maria Karuna  
 Sr. Grace Thomas  
 Sr. Rosalina  
 Sr. Ashmitha  
 Sr. Marian  
 Sr. Sheeba

Maria Karuna  
 Grace Thomas  
 M. Rosalina  
 Ashmitha

J. Kumar

### Agenda

1. Prayer
2. Reading of the Minutes
3. Evaluation
4. Interview for Teaching faculty - Botany & Psychology
5. Kalyani Kully's case - Pension regarding
6. Construction of the Library Block.
7. Any other points.

The meeting started with a silent prayer after which the previous minutes of the meeting was read and passed. Sr. Marian proposed the minutes to be passed and Sr. Ashmitha seconded it. Then we directly proceeded to the 4th points on evaluation covers already <sup>the matters</sup> we have discussed.

### Interview for Teaching Faculty - Botany & Psychology

Since the concurrence of the teaching posts, three in Botany and two in psychology it was decided to conduct interview on 23rd April 2021. The government nominee for the interview was Mr. K. J. Joseph - Additions



secretary to the Government an deputation as Registrar, Kerala State Commission for Economically Backward Classes among forward communities from Trivandrum, since Botany has 3 posts one will be allotted for community quota and two general. Prof. V.V. Radhakrishnan from Calicut University and Dr. Philip Denney from Nirmalagiri College Koothuparamba will be subject expert for Botany.

Dr. Baby Sani from Calicut University and Dr. Vinod Kumar from Kannur University will be the subject experts for Psychology.

### Kalliyani Kutty's Case - Regarding Pension

Miss Kalliyani Kutty approached the Principal and requested to help her to get pension. She has filed a case against manager for withholding her pension. The court and the Government have asked the manager to do with her pension - procedure. So the office decided to do it with the guidance of DD office.

### Construction of the Library.

Since we lack money to complete the library construction, we decided to complete only the structure of the masonry work and then to stop with it for time being. So far 4 crores have been spent for the library.

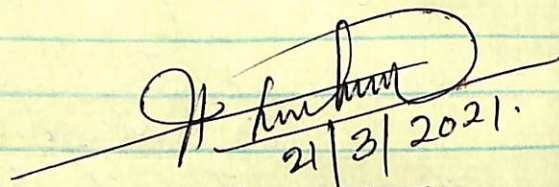
### Kalliyani Kutty's Case.

Miss Kalliyani Kutty was dismissed from her post as typist in 2004, for her malpractice and forging of signature of the principal for the same. However she has managed to get a court order, <sup>in 2019</sup> that she is not guilty for the same. The court order which brought was of 2019.

She is supposed to return in March 2011. Since Court and the government insists on getting her pension, the manager was forced to do the work of pension for her.

Since there were no further points, the meeting was concluded at 5:45 pm with the praise of the Blessed Trinity.

President.  
Rev. Sr. Maria Kazuana.

  
21/3/2021.  
Secretary  
Dr. Sr. Sheeba Andrews

Minutes of the Managing Governing Body Meeting held on 27th June 2021 at 6.30pm.

The meeting of the Managing Governing Body (MGB) was held at Carmel Hill on 27th June 2021. The following members were present for the meeting.

Sr. Maria Karuna  
 Sr. Grace Thomas  
 Sr. Rosalina  
 Sr. Marian  
 Sr. Ashmitha  
 Sr. Sheeba.

Marie Karuna  
~~Magnumas~~  
 M. Rosaline  
 M. Manu  
~~M. Ashmitha~~  
~~J. Sheeba~~

Agenda:

1. Prayer
2. Reading of the minutes
3. Evaluation
4. Online classes and class time
5. Teaching posts
6. Non-teaching posts
7. Kallejani Kuttu's Case and Pension Regarding
8. Continuation of B.Voc Fashion Designing Course - UGC
9. Starting of the New Courses in the Academic year 2021
10. Library construction
11. Canteen Kitchen Building
12. Promotion of Non-teaching Staff.
13. Dress code of Teachers.
14. ATM Facility
15. Any other points.

The meeting started with a silent prayer. After that the minutes of the previous meeting was read and passed. Sr. Grace proposed the minutes to be passed and Sr. Marian seconded it. After which an evaluation of previous agenda was there.

### Evaluation.

The inspection from the University of Calicut for the permanent affiliation of the UG courses was on March 9th and it went on well. Botany lab was found by them as not up to the standard for a research department. Physics and Zoology labs need to be renovated for which the college has applied for STAR College Scheme and if we get it the first preference will be given to the renovation of Botany Lab.

### Online Class and Class time:

Since it was found that there was irregularity in taking classes online in the previous year (2020-21) and some portions were not covered by a few teachers it was decided to have a strict time table for carrying out the class with in between 10 minutes break after each hours class. Class time : 9 to 3pm. Lunch break 1 to 2pm. The principal monitor the class through the class leaders forming them into a group.

### Teaching Posts.

The following subjects, the posts for teachers is left vacant.

Chemistry - 1, Physical Education - 1, Botany - 1 and Mathematics - 1. The concurrence from the government may get within two months. The posts for Botany will be filled with the remaining lists of candidates of the previous interview.

### Non-Teaching Staff.

The college has submitted for

filling the posts of 5 peons and one gardener to the Government.

### Kalliyamikutty's Case: w.r.t. Pension

Miss Kalliyamikutty got court order that she was not found guilty and has insisted on getting her pension. And the college is trying to get her pension for the service till 2004. The rest of the year pension, if asked, it was decided to go for the case.

### B.Voc - Fashion Designing Course - UGC.

Though the sanction for this course to start has been obtained, the applicants were very few (just 7 nos). But it was decided to start with 7, and pay the fees by the management, though it brings huge loss to the manager.

### New Course for the Academic year 2021.

The two sanctioned (Aided Stream) courses, HRM - Degree and MA with IR (MA Political Science with IR) will be starting this year. Although we got sanction for starting International Relations - Integrated Pg, we were forced to comply with the demand of Calicut University which insists to name the course as MA with IR as integrated course. However they have given consent to take 50% of the subjects related to IR.

### Library Construction; Class room furnishing

The basement areas of the library block the class rooms for new courses are going on.

Canteen - Kitchen: Since the old canteen has to be demolished soon, the new canteen will

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be shifted to the present library. And the kitchen for the canteen will be constructed to the right side of the old library basement area.

### Promotion of Non-Teaching Staff.

Sr. Nitha got promoted. And w.o.t. the new appointed staff, the probation declaration is not required for promotion. Since Divone passed K SR, he will be promoted as the Superintendent, <sup>in the future</sup> Sibi has been promoted as lab assistant.

### Dress Code:

It was decided that teachers should have a dress code. For official gatherings, they shall wear saree and daily for teaching they need to use a coat while taking class, if they wear a churidar.

### ATM Facility.

After much discussion on safety, finally it was decided that the ATM will be set up near the Arts Block Verandah. This is to facilitate easy money access to the students and those who enter the campus with a purpose. The outsiders are not encouraged to avail this facility.

### Day-Care Facility:

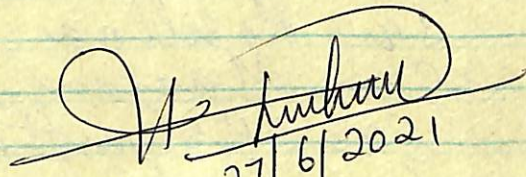
Day care facilities could be provided to our staffs having kids. The ideal place would be Carmel Welfare Centre and the attenders for the same must be done by the college from among qualified women of our village.

### Promotion of Teachers

Sisters must think of promotion. As far as the Principal is concerned, her promotion work is almost over. Sr. Asha also completed the first stage. Only the promotion work of Sr. Sheeba is pending. It was reminded by the manager to proceed for the same as quick as possible.

The meeting got over at 7.30pm

Maria Karuna Ac  
President  
Rev Sr. Maria Karuna.

  
27/6/2021  
Secretary  
Dr. Sr. Sheeba Andrews.

Minutes of the Managing Governing Body Meeting held on 30th June 2021 at 5pm in A.G. Provincial House.

The meeting of the Managing governing Body (MGB) was held at Provincial House on 30th June 2021 at 5pm. The following members were present for the meeting.

Sr. Maria Karuna  
 Sr. Gray Thomas  
 Sr. Rosilina  
 Sr. Marian  
 Sr. Pshmitha  
 Sr. Sheeba Andrews

Agenda

1. Resignation letter by Ms. Mirabel Paul Assistant Professor in Commerce.

The newly appointed faculty Asst. Professor in Commerce resigned from her post. She was appointed on 17th July 2020. Principal found that she was not responsible to teach and cover her portions on time. From the beginning she has been slow. From January 2021 onwards she has found not taking class online. She has neither informed HOD nor Principal regarding this. So she could not complete the III year portion on time. Almost three modules were pending. Since exams were postponed due to Corona she was asked to finish taking class on pending portion by month of May. But she did not do; moreover asked for a substitute. So the principal kept a substitute in the month of June and finished all the portions.



of the passed out Students by the end of June. Exams were in 1st week of July. Miss Mirabel Paul was suffering from depression from December and was under treatment. It was not intimated to the authorities. I Sem, III Sem and V Sem portions were too, pending. Parents and students complained about her absence in online classes.

Whenever principal enquired about her absence, she was not serious enough to give a convincing answer to her. Since there was no positive response from her part after constant reminders, the Committee decided not to give a second chance or give a long leave. If, in the probation period the concerned faculty is so irresponsible, it will affect the entire career of her in the campus. So the committee unanimously decided to tender her resignation. The Manager Sre-Karuna said that she will accept her resignation and relieve her from the post. The members decided to appoint the next eligible person from the rank list according to the government. nominal consent. The meeting ended with a silent prayer.

Maria Karuna AC  
President  
Rev. Sr. Maria Karuna.

J. Luchud  
Secretary  
Dr. Sr. Sheela Andrews

The minutes of the Managing Governing Body meeting held on 27th November 2021 at Provincial House at 4.30pm.

The minutes of the Managing governing Body was held on 27th November 2021 at Provincial House at 4.30pm. The following members were present.

Sr. Maria Karuna	Maria Karuna Az
Sr. Grace Thomas	Grace Thomas
Sr. Rosilina	H. Rosilina
Sr. Marian	Marian
Sr. Ashmitha	Ashmitha
Sr. Sheeba	

Agenda

1. Prayer
2. Reading of the minutes & Evaluation
3. Appointment of the Teaching Staff
4. Appointment of the Non-Teaching staff
5. Quora and Promotion
6. K&B Penalty - Self Finance Course Tariff
7. Library building Construction & Fund
8. Any Other

The meeting started with a hymn to the Holy Spirit followed by a spontaneous prayer by Sr. Karuna. After which the evaluation of the previous minutes of the meeting was done after it was read and passed. Sr. Grace proposed the minutes to be passed and Sr. Ashmitha seconded it. During evaluation Miss Kalyani Kutty's (our former dismissed non-teaching staff) present situation with regard to her pension was told by the principal Sr. Ashmitha. Miss Kalyani Kutty has received her pension for which she had filed a case. With regard to the vacant post in the Botany department, it had been decided that

we could take from the interview list as per their rank. But now, principle enjoined that we can take from the list, the next person only after the clearance from the DC and the government.

### Appointment of the Teaching Staff

The concurrence for the posts of ~~one~~ Maths and chemistry (one each) has been received from the Government. The interview would be conducted accordingly towards the end of February or beginning of March. We can apply for one more post in Chemistry.

### Appointment of Non-Teaching Staff

Application for 5 non-teaching staff and one gardener posts are sent to the government.

### Diana and Promotion

Diana has filed a petition against the management decision regarding her promotion. Actually the management has done her promotion in a rightful manner. She was not given promotion as she was not found eligible for the same.

### KSEB - Penalty - Self Finance Course Tariff

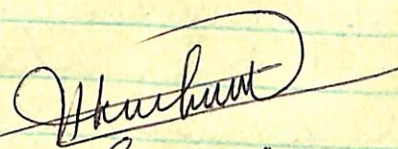
It was KSEB who has asked us to set up a common transformer and use the electricity. But now they have issued a penalty letter for the mis use of electricity. The amount of penalty is Rs 24,80,240/-. The MGB has decided to file case against KSEB to get justice done to us.

### Library Building Construction & Fund.

The principal informed that the College is unable to complete the library construction work due to financial crunch. Hence the work is now stopped with the structure. However, it would be of our great advantage to finish it by next September as there is NAAC visit in our College. NAAC had suggested during their last visit to have better library facilities for the students.

The meeting got over by 6pm.

Maria Karuna AC  
President.  
Rev. Sn. Maria Karuna

  
Secretary.  
Sr. Sheela Andrews.

The minutes of the Managing Governing Body Meeting held on 30th March 2022 held at Provincial House at 5pm.

The Managing Governing Body meeting was held at Provincial House at 5pm on 30th March 2022. The following members were present.

Sr. Maria Karuna  
 Sr. Gracy Thomas.  
 Sr. Rosilina  
 Sr. Marian  
 Sr. Ashmitha  
 Sr. Sheeba.

Maria Karuna AC  
 Gracy Thomas  
 R. Rosilina  
 Marian  
 Ashmitha  
 Sheeba

### Agenda.

1. Prayer
2. Reading of the minutes and Evaluation.
3. Illegal intrusion of students vehicle in the campus
4. Appointment of the non-teaching staff
5. Diana, LD Store Keeper's promotion regarding.
6. KSEB Penalty, hearing before appellate authority
7. Library Building Construction regarding.
8. Any other Points

The meeting started with a spontaneous prayer by Sr. Maria Karuna, the President, after which the minutes of the previous meeting was read and passed. Sr. Rosilina proposed the minutes to be passed and Sr. Marian seconded it. A short evaluation on the previous minutes was done and then we proceeded with the agenda.

### Illegal Intrusion of students vehicle in the Campus.

The principal informed that the students had given no prior information about bike ride in the campus. So the

authorities were unaware of the entry with bike into the campus. However as soon as they entered the principal came to know about it and went in person and put them out of the campus and were not allowed to enter the campus when the police enquiry came we informed the same to the police and they fined the students who drove the vehicle. The students were identified and given to the police and they had to report at the police stations to pay the fine. The P-TA meeting was held and the decisions were taken that the students will be informed beforehand and also through prospects that it is illegal to drive vehicle in the campus and hence the students will be fined for doing such activities.

### Appointment of the non-teaching staff.

The posts for 6 peons and one gardener were applied and the reply from the government is awaited.

### With Regard to the the Promotion of Diana, the LD Store Keeper

Diana promotion work could not be done before as she did not clear the lower grade test at the promotion time. ~~Now~~, She could be promoted only when Miss Jacqueline retires and only when she clears the mandatory tests of the government.

**KSEB Penalty; Hearing before the Appellate Authority**  
 With regard to the penalty on Providence College by the KSEB of Rs. 24,80,240/-, the college had filed a petition to its Appellate Authority and they have informed the college authorities to report at Kannur KSEB office on 6th April 2022. Accordingly the Council decided that we should represent our opinions as of how we blindly followed the KSEB instruction before...

**Library Building Construction Regarding**  
 Library construction work is stagnated with structure due to lack of fund. However the down floor class room preparation work has been given on quotation to start the work. This is to accommodate our two newly sanctioned courses IR and HRM students.

With regard any other points, there were discussions on pending posts in zoology and our sistus who are doing PhD work could be accommodated for the same.  
 The meeting got over by 6.30pm.

Maria Karuna AC  
 President  
 Rev. Sr. Maria Karuna.

  
 30/3/2022.

Secretary  
 Dr. Sr. Sheeba Andrews.

Minutes of the Managing Governing Body meeting held on 20th June 2022 in Carmel Hill convent at 7:15 pm.

The Managing Governing Body Meeting was held at Carmel Hill Convent at on 20th June 2022. The following members were present

Sr. Jessy Mathew  
 Sr. Jessy Alex.  
 Sr. Jaseena Joseph.  
 Sr. Asha Thomas  
 Sr. Sheeba. Andrews.  
 Sr.

Sr. Jessy Alex

Agenda.

1. Prayer
2. Reading of the minutes
3. Evaluation
4. Teaching Posts
5. Non-Teaching Staff interview
6. Kalyanikutty's Pension and PF etc
7. Promotion of Non-teaching Staff - Deana Store & Kalyanikutty
8. Increase of the Salary of Professor in Contract
9. Regarding increase of Degree Course fees & PIA fund.
10. NAAC Accreditation, 4th Cycle
11. Demolishing Old Canteen
12. Library Construction - Class Rooms Furnishing - LB Fund
13. Canteen Contract
14. Any other points.

The meeting started with a silent prayer after which the minutes of the previous meeting was read and passed. On evaluation Dr. Sr. Jaseena Joseph made known to the MGB members that the case on KSEB was



won in favour of us and the KSEB needed to return <sup>paid</sup> the amount to the College with 7% interest on it.

With regard to the teaching posts, there is vacancy in the following departments:

Chemistry - 1, Physics 1, English 1, & Hindi 1.  
 Since Govt has declared an order to appoint physically handicapped in the coming appoints, the MGB decided that, the physically handicapped candidates can be appointed this time for Chemistry and Hindi.

With respect to the non-teaching staff posts, principal informed that 5 posts were sanctioned and the concurrence from the Govt has ~~been~~ received. Interview will be conducted in August as per Govt rule after publishing it in the newspaper.

Miss Kalyanikutty got her pension and PF etc. still a lot of work with regard to her PF and other things are progressing and the College is doing it as per Govt order.

As Diana, has filed a case against management for keeping her in the post of 'Store Keeper'. The management has decided go with a case against hers. The principal also informed that hereafter Mr. Praveesh our non-teaching staff will be our 'Herbarium Keeper'.

Since the teachers in self financing departments requested the management for the increase of their salary, the MGB decided that there will be 12% increase in the salary of those teachers on contract after 10 years of service and PF of 2%. It was decided to increase PFA fund from Rs. 2000 to Rs. 3000/- from this year admission onwards.

172 It was also decided that teachers with 4-6 yrs service and 7-10 yrs of service will get an increase of salary 5% & 8% respectively.

NAAC Accreditation work is in progress for the 4th cycle. The AQAR-2021-22 work will be completed in July and SSR by August 30th.

Our old canteen would be demolished and new canteen is ready for use.


With regard to library construction work, Principal informed that, for the time being, the college need to furnish class rooms for the new courses started. So its work is going on at the down floor of library building and will start functioning it as 'Sapta Jubilee Block' once its inauguration is over. The inauguration must be done on a grand manner to attract fund for the library.

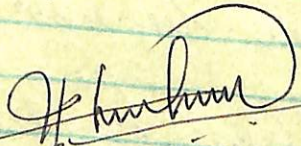
The Canteen has been given for one year contract to Mr. Tony from Kennamangaloo.

On any other points, principal informed that the college will be proceeding with the following five funds.

Rusa Fund, Autonomous College, Station, Women Hostel, Sports Complex, Women Technopark Museum, and Science Lab.

The meeting got over by 8pm.

  
President  
Rev. Sr. Jony Mathew.

  
Secretary  
Dr. Sr. Sheela Andrews.