



RAJAGIRI VISWAJYOTHI

COLLEGE OF ARTS AND APPLIED SCIENCES

VENGOOR , PERUMBAVOOR KERALA- 683546

An ISO 9001 : 2015 Certified Institution

Affiliated to Mahatma Gandhi University, Kottayam | Approved by AICTE



CRITERION 6 - GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1: Institutional Vision and Leadership

2019-2024

Submitted to



6.1.1: The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

Staff Forum

TEACHING STAFF 2023-24			
SL.NO	NAME	DESIGNATION	DEPARTMENT
1	Dr. Joy P Joseph	Principal	Commerce
2	Mr. Tennyson Thomas	Assistant Professor	English
3	Ms. Ashly Paul	Assistant Professor	English
4	Ms. Harishma S.L	Assistant Professor	English
	Ms. Anila Roshan Joy	Assistant Professor	English
5	Ms. Binitha P.S	Assistant Professor	Commerce
6	Ms. Anju Antony	Assistant Professor	Commerce
7	Ms. Neenu Varghese	Assistant Professor	Commerce
8	Ms. Sreekala M.M	Assistant Professor	Commerce
9	Ms. Sheemol Chandran	Assistant Professor	Commerce
10	Ms. Dhanya S.	Assistant Professor	Commerce
11	Mr. Arun V.V	Assistant Professor	Commerce
12	Mr. Solymon V.L	Assistant Professor	Management
13	Ms. Karthika Balachandran	Assistant Professor	Management
14	Ms. Saritha P.N	Assistant Professor	Management
15	Ms. Rengini D	Assistant Professor	Computer Science
16	Ms. Thara Irine George	Assistant Professor	Psychology
17	Ms. Seena M.Peter	Assistant Professor	Hindi
18	Ms. Lilly Mathew	Assistant Professor	Malayalam

NON- TEACHING STAFF 2023-24			
SL.NO	NAME	STATUS	DEPARTMENT
1	Ms. Preetha Ashok	Permanent	Superintendent
2.	Ms. Pushpa Gopakumar	Permanent	Accountant
3.	Mr. Sunny T J	Permanent	Office Assistant
4	Ms. Remya M R	Permanent	Lab Assistant
5.	Mr. Eldhose P V	Permanent	Technical Assistant
6	Ms. Annu Mariya Mathew	Permanent	Librarian
7	Mr. Tony Sebastian	Permanent	Coach
8	Ms. Sini Mathew	Permanent	Receptionist




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TEACHING STAFF 2022-23			
SL.NO	NAME	DESIGNATION	DEPARTMENT
1	Dr. Joy P Joseph	Principal	Commerce
2	Mr. Tennyson Thomas	Assistant Professor	English
3	Ms. Anila Roshan Joy	Assistant Professor	English
4	Ms. Ashly Paul	Assistant Professor	English
5	Ms. Arundhathi G.	Assistant Professor	English
6	Ms. Binitha P.S	Assistant Professor	Commerce
7	Ms. Anju Antony	Assistant Professor	Commerce
8	Ms. Neenu Varghese	Assistant Professor	Commerce
9	Ms. Sreekala M.M	Assistant Professor	Commerce
10	Ms. Ashitha A.N	Assistant Professor	Commerce
11	Ms. Dhanya S.	Assistant Professor	Commerce
12	Mr. Rahul Bbu	Assistant Professor	Commerce
13	Mr. Akhil Raju	Assistant Professor	Management
14	Mr. Solymon V.L	Assistant Professor	Management
15	Ms. Karthika Balachandran	Assistant Professor	Management
16	Ms. Swedha K.S	Assistant Professor	Management
17	Ms. Seena M.Peter	Assistant Professor	Hindi
18	Ms. Lilly Mathew	Assistant Professor	Malayalam

NON- TEACHING STAFF 2022 -23			
SL.NO	NAME	STATUS	DEPARTMENT
1.	Ms. Preetha Ashok	Permanent	Superintendent
2.	Ms. Pushpa Gopakumar	Permanent	Accountant
3.	Mr. Sunny T J	Permanent	Office Assistant
4.	Ms. Remya M R	Permanent	Lab Assistant
5.	Mr. Eldhose P V	Permanent	Technical Assistant



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TEACHING STAFF 2021-22			
SL.NO	NAME	DESIGNATION	DEPARTMENT
1	Dr. Joy P Joseph	Principal	Commerce
2	Ms. Bincy Sebastian	Assistant Professor	English
3	Mr. Tennyson Thomas	Assistant Professor	English
4	Ms. Shiny K.	Assistant Professor	English
5	Ms. Rose Tania Jolly	Assistant Professor	English
6	Ms. Drishya K.K	Assistant Professor	English
7	Ms. Binitha P.S	Assistant Professor	Commerce
8	Ms. Anju Antony	Assistant Professor	Commerce
9	Ms. Ashitha A.N	Assistant Professor	Commerce
10	Ms. Sreekala M.M	Assistant Professor	Commerce
11	Ms. Swedha K.S	Assistant Professor	Commerce
15	Mr. P.N Sasidharan Nair	Assistant Professor	Commerce
16	Ms. Anu Varghese	Assistant Professor	Commerce
12	Mr. Akhil Raju	Assistant Professor	Management
13	Mr. Solymon V.L	Assistant Professor	Management
14	Fr. Dipin Karingen	Assistant Professor	Management
17	Mr. Jithu Philip	Assistant Professor	Management
18	Ms. Seena M.Peter	Assistant Professor	Hindi
19	Ms. Lilly Mathew	Assistant Professor	Malayalam

NON- TEACHING STAFF 2021-22			
SL.NO	NAME	STATUS	DEPARTMENT
1	Ms. Preetha Ashok	Permanent	Superintendent
2	Ms. Pushpa Gopakumar	Permanent	Accountant
3	Mr. Sunny T J	Permanent	Office Assistant
4	Ms. Remya M R	Permanent	Lab Assistant
5	Mr. Eldhose P V	Permanent	Technical Assistant



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TEACHING STAFF 2020-2021			
SL.NO	NAME	DESIGNATION	DEPARTMENT
1	Dr. Joy P Joseph	Principal	Commerce
2	Ms. Febi Abraham	Assistant Professor	English
3	Ms. Shiny K.	Assistant Professor	English
4	Ms. Nivea Thomas	Assistant Professor	English
5	Ms. Drishya K.K	Assistant Professor	English
6	Mr. Tennyson Thomas	Assistant Professor	English
7	Ms. Binitha P.S	Assistant Professor	Commerce
8	Ms. Anju Antony	Assistant Professor	Commerce
9	Ms. Ashitha A.N	Assistant Professor	Commerce
10	Ms. Sreekala M.M	Assistant Professor	Commerce
11	Ms. Swedha K.S	Assistant Professor	Commerce
12	Mr. Akhil Raju	Assistant Professor	Commerce
15	Dr. P.N Sasidharan Nair	Assistant Professor	Commerce
13	Mr. Solymon V.L	Assistant Professor	Management
14	Fr. Dipin Karingen	Assistant Professor	Management
16	Ms. Sreeka Chandran	Assistant Professor	Management
17	Mr. Jithu Philip	Assistant Professor	Management
18	Ms. Seena M.Peter	Assistant Professor	Hindi
19	Ms. Lilly Mathew	Assistant Professor	Malayalam

NON- TEACHING STAFF 2020-21			
SL.NO	NAME	STATUS	DEPARTMENT
1.	Ms. Preetha Ashok	Permanent	Superintendent
2.	Ms. Pushpa Gopakumar	Permanent	Accountant
3.	Mr. Sunny T J	Permanent	Office Assistant
4.	Ms. Remya M R	Permanent	Lab Assistant
5.	Mr. Eldhose P V	Permanent	Technical Assistant



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TEACHING STAFF 2019 -20			
SL.NO	NAME	DESIGNATION	DEPARTMENT
1	Dr. Joy P Joseph	Principal	Commerce
2	Mr. Tennyson Thomas	Assistant Professor	English
3	Ms. Febi Abraham	Assistant Professor	English
4	Ms. Reema Ann Roy	Assistant Professor	English
5	Ms. Shiny K.	Assistant Professor	English
6	Ms. Binitha P.S	Assistant Professor	Commerce
7	Ms. Anju Antony	Assistant Professor	Commerce
8	Ms. Ashitha A.N	Assistant Professor	Commerce
9	Ms. Sreekala M.M	Assistant Professor	Commerce
10	Ms. Swedha K.S	Assistant Professor	Commerce
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3	Ms. Remya M R	Permanent	Lab Assistant
4	Mr. Eldhose P V	Permanent	Technical Assistant



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Minutes of the Staff meeting held

on 19th June 2019

Venue: Auditorium Time: 3:30 p.m

Agenda: Committees of Deeksharambam

follow-up of attendance

IV of 3rd & 5th sem - 12th July

Club formation

Response in Official group

Members Present:

1. Mr. Jay P. Joseph

2. Tibhu Anil

3. Purushothaman

4. Sreekan. Chandran

5. P. S. Sub-dura

6. ANITHA V.

7. Secna M. Peter

8. Shiny K.

9. Ashitha-A N

10. Sreekala M.M

11. Binitha P.S

12. Swedha K.S

13. Anil Raja

14. Reema An Roy

15. Tennyson Thomas

16. Shibu George.

17. Feki Abraham

The meeting was presided by the Principal, Dr. Jay P. Joseph.

Minutes of the previous meeting held on 11th June 2019 was



- * Follow-up of attendance should be done and reported to the parents weekly.
- * Principal asked the club incharges to form clubs at the earliest and report in the official group. If any information is put in the official group teachers are expected to respond and give an appropriate reply.
- * From now on an evaluation of the program held is required. The arrangement of the Inauguration of the Blood Donor's club was evaluated. In such programs the chief guests should be seated on the dias as they come. More volunteers are required.
- * The International Drug abuse day's program shall be organized on 26th June. The Circle Inspector will be the chief guest.
- * Value education classes must be properly carried out. Teachers must check the calendar to know the upcoming events.
- * Final years who lost papers in other semesters can meet the teachers who presently handle the papers and they can be given a module to study with four questions as assignment. Extra classes can be taken from 3:00 p.m to 4:00 p.m or on Saturdays.
- * The arrangement of Deeksharambham was evaluated. A visualization



of Deeksharambham program was presented by the Program co-ordinator Ms. Sreekala M.M.

- * Students should report at the reporting desk at 9:30 a.m. They shall be seated in room number 103 and parents in the auditorium.
- * The official program will begin at 10:30 a.m.
- * Separate seat arrangements will be arranged for parents and students.
- * Teachers can join in lighting the lamp to make it fast.
- * As students come up in the first floor students will be welcomed with chandan (sandal paste) and sweets. In the second floor the lighting of the lamp will be done.
- * The lamps will be placed in front of the stage and they can be seated. The program would begin with a prayer dance followed by Reading session. The official function will be carried on after that.
- * Mr. Akhil Raju will be the incharge of the stage and the chair arrangement on the stage.
- * A white screen can be made cloth at the background.



- * At 11:30 the official function will get over, followed by the Rajagiri anthem. Tea shall be served in the auditorium itself after that students and parents can sit together for the talk on Parenting.
 - * Throughout the official program the speaker on parenting shall be seated in the front row of the audience.
 - * The official program would include:
 - a Welcome speech by Fr. Dipin Karinge CMI, the Assistant Director
 - Presidential address by the Chief Guest
 - Felicitation by the dignitary from Rajagiri, Kalamassery.
 - Vote of thanks by Ms Feki Abraham, the Staff Secretary.
 - * The stall by the Entrepreneur's club shall be in the First floor.
 - * Only volunteer students need to come. Badges should be there for the volunteer.
 - * There should be sign board for urinals. There should be display boards in the ground floor and the auditorium.
 - * The student representative for Vote of thanks for the second session is Jagathi, 55BB
- Meeting got over at 5:40 P.M.



26/06/19

Staff Secretary

Principal

Minutes of the Staff Meeting held on

1st July 2019

Venue: Director's Room Time: 3:30 p.m.

Agenda: Exam schedules

New admissions - Talent hunt - uniform
Evaluation of college programs. ID & others

Weekly communication to the
parents

Other relevant matters approved
by Chair

Members present:

Say P. Srept

Fr. Dipin Karingen, CMI	
Prof. Sridharan Nair	
Asst. Prof. Tennyson Thomas	
Asst. Prof. Jithu Philip	
Asst. Prof. Shivan George	
Asst. Prof. Febi Abraham	
Asst. Prof. Binitha P.S	
Asst. Prof. Sreeta Chandran	
Asst. Prof. Shiny K	
Asst. Prof. Reema Ann Roy	
Asst. Prof. Anitha V.	
Asst. Prof. Ashitha A-N	
Asst. Prof. Akhil Raju	
Asst. Prof. Sweetha K.S	
Asst. Prof. Seena Peter	

The minutes of the previous staff meeting were passed.

- * Father Dipin asked the blood donor's club to be ready at any time to donate blood.
- * The medium of instruction be English as students should



reproduce it in English.

- The dress code of students for program days should be decided and strictly followed.
- As a follow up action paper wise attendance was analyzed and the staff were asked to maintain it so that we can identify how many are consistently absent.
- Weekly response to parents should be done especially in the case of students who come late after prayers. This weekly response should be done by the class teachers. Follow ups should also be done on students those who are absent for many days. Students those who come late after prayers should be monitored and we must make sure that they come back on time. We must get the consent of parents and proper feedback from them should be done to make sure that it is with their knowledge.
- If students are not in time they will lose attendance.
- Value education feedback should be given in person and value education should be carried out with proper preparation.
- The dates in calendar have been preponed.
- Calendar should be ready at



earliest.

- Teachers should prepare a lesson plan and must follow it so that portions will be ready by each examinations. Teachers should divide the hours available and must plan out how to complete portions in time.
- Each committee should keep a file and records should be documented and filed.
- The talent hunt of first years should be done.
- The names of students who are interested in CMA and tally should be collected.
- Graduation day of the students who completed the course can be given.
- Students should be persuaded to do online courses.
- Only half sleeve shirts are permitted as uniform. Teachers should see to the proper uniform. The dresscode of uniforms should be edited in the calendar.
- If any disobedient factor arises parents should be informed. If parents are supporting them, it's make them understand.
- Every material or colour should be allowed in case of uniforms.
- ID cards should be made at the earliest.



- Teachers incharge of the college Fest should immediately start planning and preparing.
 - Evaluation of the programs were done.
 - It should be arranged on scheduled date.
 - The incharge of value education is Bini tha miss.
 - The incharge of soft skills training is Miss Feki Abraham.
 - Ms. Shiny K is the in charge of placements.
 - 3rd of July will not be a working day. It will be compensated in one of the Saturdays.
 - The first soft skills class will be conducted on 24th July.
 - Fresher's Day shall be conducted on 11th July.
- The meeting ended at 5:20 p.m.

Principal



Staff Secretary

Minutes of the staff meeting

held on 16th August 2019
 Venue: Director's Room Time: 4:05 p.m

Agenda: PTA meeting

Soft skills

Class Teacher's Interactive Hour

IQAC, Onam celebrations

Members present

Fr. Dipin Karingen, CMI

Dr. Joy P. Joseph

Asst. Prof. Binitha P.S

Asst. Prof. Feki Abraham

Asst. Prof. Sreekala MM

Asst. Prof. Sreeka Chandran

Asst. Prof. Temmyson Thomas

Asst. Prof. Reema Ann Roy

Asst. Prof. Shiny K

Asst. Prof. Seena Peter

Asst. Prof. Lilly Mathew

Asst. Prof. Jothu Philip

Asst. Prof. Anju Antony

Asst. Prof. Anitha V

Asst. Prof. Ashitha A.N

Asst. Prof. Shibu George

Asst. Prof. Abhil Raju

Asst. Prof. Swedha K.S

Absentees: Prof. M.K. Purushothaman,
 Prof. Sasidharan Nair.

The meeting was presided by
 the Principal, Dr. Joy P. Joseph.
 Minutes of the previous
 meeting were passed.



- PTA meeting of the 3rd semester and 5th semester would be on 20th August 2019. First semester students will have regular class on that day.
- Principal will address first year parents on their PTA meeting day.
- If parents are unable to come, local guardians should come.
- Certain selected students' parents should meet Principal.
- Class teachers should keep leave letters ready and check with the parents whether it is their signature.
- Class teachers should call the phone numbers of parents given in college and check verify if it is their own number.
- The date of mock press is changed from 21st to 27th August.
- 22nd August will be the next class teacher's Interaction hour with the students. The topic of discussion would be 'Happiness'. Teachers should differentiate between happiness and pleasure relating to recent events. According to our plan there would be ten interactive hours in a year and thereby a student would get ~~Twenty~~ ^{thirty} such hours in the ~~of~~ time the student graduates.
- Soft Skills Training will be on



29th August. The topic should be discussed with teachers.

- The PTA meeting of first semester students will be on 26th August.
- Feedbacks should be entered on Linways.

- Ms. Febi Abraham will be the coordinator of IQAC.

Faculty improvement should be given more importance.

- Exam committee:

Chief Superintendent - Dr. Jay P. Joseph
Asst. Superintendent - Ms. Sreeka.

Coordinators - Ms. Sreekala MM

Ms. Swedha K.S.

Ms. Reema Ann Roy.

- We must tally the number of papers and the students present.

Invigilator will be responsible if an answer sheet is missing.

- Misconduct of certain students are noted and teachers should take a note of such students.

- Father Dipin Karingen, the Asst. Director appreciated teachers for conducting the exams well.

Students entered the exam hall time.

Ashitha AN will be the in charge of the Onam celebrations.

It is decided that only an amount of Rs. 1200 should be



collected from students. There will be only one 'Pookalam'. 'Sadhya' will be there. Other competitions can be held.

- Ms. Anitha V will be incharge of Pookalam.
- Mr. Akhil Raju will be incharge of food.
- The student coordinators of Onam celebrations are:

Alex Alosius - S3 BBA

Saumya - S5 BBA

- There is no change in the date of Kalopsia. Event coordinators must find judges.
- Invitations should begin. All the duties should be simultaneously coordinated.
- Promo video preparation should begin at the earliest.
- Teachers who teach in third semester should give four questions from each module to the students of fifth semester who couldn't clear the third semester exams. Teachers should make them write the answers which will improve their performance in Improvement exams.



The poor performance of First. year students in English was brought to attention. Fr. Dipin asked every teachers to

insist them to speak in English

When they come for making requests make them speak in English.

The meeting got over at 5 p.m.

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Principal



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19/08/19









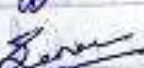









Staff Secretary

Minutes of the Staff meeting held on 17th September 2019

Venue: Director's room Time: 3:45 pm

Agenda: Second Internal cum Model
Kalopsia - Committee - future
course of action

Members Present:

Fr. Dipin Karingen, CMI	
Dr. Jay P. Joseph	
Prof. M.K. Purushothaman	
Prof. Sasidharan Nair	
Asst. Prof. Shibu George	
Asst. Prof. Jemmyson Thomas	
Asst. Prof. Jithu Philip	
Asst. Prof. Sreekala M.M	
Asst. Prof. Ashitha A.N	
Asst. Prof. Akhil Raju	
Asst. Prof. Seena Peter	
Asst. Prof. Anju Antony	
Asst. Prof. Lilly Mathew	
Asst. Prof. Swedha K.S	
Asst. Prof. Shiny K	
Asst. Prof. Reema Ann Roy	
Asst. Prof. Sreelakshmi Chandran	
Asst. Prof. Binitha K.S.	
Asst. Prof. Feki Abraham	

Absentees

Asst. Prof. Anitha V.

The meeting was presided by
Dr. Jay P. Joseph, the Principal.
Minutes of the previous meeting
were approved.



- The follow-up of NSS and Onam celebration were done. Students should be disciplined during functions.
- Proper organization and structuring of programs should be done effectively.
- Clubs should improve and should actively organize programs and events.
- Onam celebration could have been better by including programs with variety.
- Evaluation of both Onam celebration and the Inauguration of NSS was done critically and corrections were made.
- Teachers should be vigilant on program days. Mistakes should not be left unnoticed. Teachers should correct the mistakes of students especially the way they present themselves before the guests and the way they talk to the crowd.
- College is a blend of everything and teachers should focus on an overall development of students. Teachers should go beyond and influence the personality and character of students.
- Regarding Kalopsisia, if ~~call to~~ ~~in~~ did the follow up of schools and students ~~and~~ the follow up of colleges.



- Fr. Dipin opined that if teachers call to get feedback it would be better.
- Ms. Reema Ann Roy presented the report of the feedback calls. So far 55 colleges are invited of which 14 colleges declined the invitation, 34 colleges asked to call on another day, 3 confirmed and 7 colleges said that they would call back. Of the 64 schools that are invited, 2 schools confirmed their participation, 15 declined, 32 asked to call another day and 17 schools said they would call back.
- Schools incharges some of them replied that they have exams.
- Fr. Dipin told that the minimum participation should be there. For every event there should be minimum six or seven participants.
- Discussion was done about Food and transportation. The number of food should be given by Friday.
- The program chart of both the days were discussed.
- The examination dates declared by the university as follows:



5th semester - October 15


3rd semester - October 14

1st semester - October 23.

- We shall conduct the model exam of the First semester as per the schedule on calendar. After the Model exam, ~~special~~ classes can be conducted for first semester students with special time table.
 - Result of the Model exam can be given and students can be guided on how to approach such questions for university exam.
- The meeting got over at 5:30 p.m.


Principal




Staff Secretary.

Minutes of the Staff meeting
held on 21st October, 2019

Venue: Director's Room Time: 10:30 a.m.

Agenda: Academic Auditing of the semester

Members present:

Dr. Joy P. Joseph

J. Dipin Kalingan

Febi Abraham.

Bowitha P.S

Sreekala M.M

SREEKA CHANDRAN

REEMA ANN ROY

ARUTHA V.

ANJU ANTONY

Ashitha A.V.

Seena.m. Peter

Akhil Raju.

TENNYSON THOMAS

Fitha Philip

Absentees

Asst. Prof. Shibu George

Swedha R.S

Shiny K

Prof. M.K. Parushothaman

Prof. Sasidharan Nair

The meeting was presided by
Dr. Joy P. Joseph, the Principal.

The minutes of the previous
meeting was passed.



- The meeting was called for doing the academic auditing.
- An evaluation of the college fest, Kalopsia 2K19 was done as a part of the evaluation of the events that happened since last meeting.

Principal commented that the participation and conduction of the fest was good. The only drawback noticed was that some of the students took advantage finding reasons not to be in the class.

- The number of colleges participated in Kalopsia 2K19 is 21 and 19 schools also participated in various events.
- A total of 412 students participated in the college fest. of which 224 students participated for school events and 188 participants were there for college events.
- It was discussed that it would be good if events like Kalopsia are promoted in the website.
- Evaluation of the events were done.
- The co-ordinators said that the involvement of students in the follow-up team of the fest was remarkable.



It was opined that it would be good to involve first years in committees so that they get an experience to lead the fest in coming years.

- Fr. Dipin Karingen, CMI, the Asst. Director of the colleg suggested that it is better to give more importance to individual events and sports.

• The success of our students in Splendore, the college fest conducted in Rajgiri Kalamass campus was appreciated.

Our students bagged second prize for theme dance and Nadanpattu.

Principal appreciated that the name of our college came in the newspapers for this success.

- The results of the Model exam conducted was evaluated.

Students comparatively did not do well and queries were made about the reasons for this result.

- Both Fr. Dipin and Principal asked teachers to focus on the pass percentage.

For every exam teachers should prepare answer

Teachers should complete the portions early and should



train the students in an exam point of view. Previous year question papers should be worked on giving them solutions.

- Fr. Dipin asked teachers to choose the students who can pass and train them ~~to~~ exam-oriented.

It should be made compulsory for the selected students and it can be open to everyone who is interested.

Teachers opined about peer group study with one studious student in one group. This is being practised by some teachers and was found effective. Students should not feel pressurized if proper results are needed.

Without their notice we should lead them to such study methods.

The students find it difficult to express in English. Fr. Dipin stressed that we should not promote them by letting them speak in Malayalam or by thinking if they could write in Malayalam. We should instead encourage them to think in English and by writing down their concepts in English ~~with~~ can be done in the peer ~~of~~ Teachers should teach them



compulsorily in English for this reason.

Fr. Dipin suggested that we should begin the peer group study from the beginning.

- Third and fifth sem students should be informed that teachers are available to help them with important questions during study leave. They can come college to do the group study. They can be given 10 questions to discuss and study in the group.

Teachers can refer the University question papers to sort out the frequently asked questions, the repeated questions.

Care should be taken that such students who need help should not be overloaded. The quantity of materials should be less and it should be made sure whether they studied that properly.

- The pass mark for University is 35%.
- Regarding Condonation, students who have less than 65% can be excused this time as a warning but it should not be excused next time.

According to ²⁹ university condonation can be applied only



- once a year and only twice during the entire course period.
- Teachers who go first hour should see whether students have ID cards. Those who don't have ID card should be sent to office to pay a fine of Rs. 50/- and should get a permission from Principal.

ID card is important for exams both internal and university.

Those who have applied for a new identity card can be provided with a letter signed by Principal which can be used as a temporary ID card.

- If students copy during internal exams they should not be just warned, either they should be changed to some other seat or cut their pages written so far with a sign. But in the case of any irregularities regarding university exams, the Principal should be informed or the exam officer.
- Valuation scheme should be filed and kept including the valuation scheme we get from the university valuation camp.



- class adjustments should be done by the concerned teachers. Soft skill and value education class can be conducted if any class is free and there is no one to engage classes. Some topics should be decided for value education and soft skills.
- Duty list of the Amalgamation duty of the University exam should be made at the earliest.

It is the duty of the concerned teacher to see to the exchange of the exam duty. Teachers who exchanges their exam duties thus should report in the official group.

- Combined classes should be adjusted by English teachers itself.
- Tentative division must be made department wise. Year plan and Semester plan should be made. Separate meetings of departments should be done with proper minutes.
- A class room with projector which can include 100 students shall be ~~was~~ arranged.



Mooc courses and club activities should restart and function well in the coming semester.

- Regarding sending students for other college fests it was decided that there should be a screening committee including three teachers. Principal asked Miss. Reema Ann Roy and Miss. Sreekala M.M to be a part of the Screening committee.

- Not more than 10 students should be sent. The interested students should contact concerned club coordinators and it should be forwarded to the screening committee.

Students should bring the Brochure and an application letter which should be signed by the Principal.

Fr. Dipin said that only a maximum of 10 students should be sent for such fests and Splendore would be an exception.

- Students can practice for Kalolsaram and if it is good enough it can be considered for Kalolsaram. Class hours will not be permitted.
- Recent tendencies of developing bad habits have been noticed among students, especially first years. Parents should

informed and if necessary legal actions must be taken.

Regarding Holidays declared by Collector, Principal said that it will not be applicable for the Staff. Only government declared holidays will be applicable for the staff.

One must make sure the authenticity of such news and such holidays for students should be compensated.

Punching time for teachers is ^{before} 9:15 a.m and ^{after} 4 p.m on working days and 10:00 a.m and 12:30 p.m on Saturdays.

By 9:25 a.m teachers should be in class.

The punching is introduced to systematize the activities.

Any concerns regarding academic related matters should be first brought to notice to the Principal.

Final year students shall have excursion on November 13, 2019.

The meeting got over by 1:35 p.m.


Principal




22/10/19
Staff Secretary

Minutes of the Staff meeting held
on 11th November 2019

Venue: Director's Room Time: 10:15 a.m.

Agenda: Even Semester Plan
First Semester Result evaluation
and follow up
Campus placements
Other relevant matters

Members present:

Dr. Jay P. Joseph	[Signature]
Dr. Dipin Kumar	[Signature]
Asst. Prof. Jebi Abraham	[Signature]
BINDHA P.S	[Signature]
Sreekala M-M	[Signature]
Reema Anu Roy	[Signature]
Swedha K.S	[Signature]
Ashitha A.N	[Signature]
Sreelakshmi Chandran	[Signature]
Anju Antony	[Signature]
Akhil Raju	[Signature]
ANITHA V.	[Signature]
Seena m Peter	[Signature]
Tennison Thomas	[Signature]
Jithin Philip	[Signature]
Pr. Subhadra	[Signature]
Lilly Mathew	[Signature]

The meeting was presided by
Dr. Jay P. Joseph, the Principal.
The minutes of the previous
meeting were passed.



The follow-up of the ~~prevous~~ minutes of the previous meeting was done.

- Punching for teaching staff should be "before" 9:15 a.m and "after" 4:00 p.m according to Fr. Dipin, the Asst. Director.
- Teachers must prepare an answer key for the university exams held.
- Regarding ID and hall ticket there was no problem except one day.

The fine for hall ticket was Rs 200/- and it should be discussed further.

- If a student forgets his or her hall ticket the application letter must be duly signed by the HOD and counter signed by the Principal. If HOD is not there class teacher can sign and if Principal is not there the Exam officer can sign.

We must however make sure that the students are not troubled much.

- The feedbacks about the students must be entered on Linways for further reference.

- First semester results were analyzed and follow up was done. The marks are entered on Linways and the result is reported to parents.



- The papers - Accountancy and Banking & Insurance had more failures.
- It is noticed that students didn't respond much to the crash course. Only few responded and we shall be open to them.
- Teachers should own the plans we make.
- Teachers must call the parents and inform them about the crash course.
- Once the crash course is done it will be good to collect their feedbacks as it is necessary for NAAC under the Criterion - Student support and Progression.
- Regarding Placement, the attitude of students was discussed. The placement is on 15th but since the university exam is on 16th it is not sure how many will turn up.
- After the exam, a sitting can be done regarding preparing CV. We must keep in mind the placement is important for NAAC.
- Re-scheduling Calendar:

The starting date of 1st Semester for 4th and 5th Semester is 36 November 18th.



B.COM & BBA students will have classes.

The starting date for the exam classes of BA students will be on 21st November.

- The Football Tournament for schools which was planned on 23rd November is cancelled and will be conducted later.
- Clubs should meet and be active according to the Principal. Fridays the meetings can be done during interval and a zero hour can be given once in a week.
- The IV which was planned on the first week of December shall be postponed to the next week.
- Fourth semester students shall be sent for IV in near by industries.
- Second semester Logistics students should be sent for an IV related to Logistics. There should also be a class given by an expert. This should be included in the semester plan of Commerce department. Dates should be planned and it should not be postponed.
- There is a possibility of cancellation of the excursion of the final years, due to the less number of students who are interested.



- Reference texts can be purchased to keep in the Library.
- Teachers may ~~tab~~ prepare a list of reference books department wise. Teachers can refer various libraries including CUSAT and finalize which ~~#~~ books are essential. Teachers can even get photostats of the pages required if the pages required are less in a book.

The meeting got over at 11:00 a.m.



Principal



Staff Secretary

Minutes of the Staff meeting
held on 19th Dec. 2019

Venue: Principal's Office Time: 3:00 p.m

Agenda: • Future plans for the Even Semester

- Christmas celebrations
- College Magazine

Members present:

Dr. Jay P. Joseph
Asst. Prof. Jebi Abraham

Terrison Thomas
Nilly Mathew

Seena M. Peter

Shiny K.

Anju Antony

ANITHA V.

~~Purushothaman M.K.~~

P.N. Sridharan

SREEKA CHANDRAN

~~J.P.~~
~~J.P.~~
 Kelly Mathew
~~Seena~~
~~Shiny~~
 A.P.
 A.L.
 P.N.
 Sreed

The meeting was presided by Dr. Jay P. Joseph, the Principal. The minutes of the previous meeting were passed.

• It is noticed that not much follow up is done with club meetings.

• As the university exams almost two months we lost 24 working days as per the



scheduled college calendar. It was discussed as to how it should be made up.

- Crash course did not happen as it was planned and it was quite a failure. The efforts taken should be known by the parents.
- Answer scheme should be filed. Those who did not collect should make it by themselves. No. of files for question papers should be given and it will be reached by the Principal.
- Purchasing of books should be done and teachers should find time for the same.
- 1st and 3rd Saturday be full working day.
- Club activities should be planned during intervals.
- Affiliation based inspection can happen at any time.
- The arrangements of Christmas celebrations were discussed.
- NSS camp will take place from 20th to 26th December.

Teachers should cooperate as around 26 students are expected.

The camp would be conducted at St. Mary's School, Krasimirov.

- Regarding placements, NAA would demand evidence of



- placements. So copy of ID card or appointment order should be collected and filed. Two students got short listed in recent placement.
- The teachers incharge of college magazine will be Reema Miss, Lilly Miss and Seena Miss. Editorial board should be framed.
 - ID card and uniform irregularities should be fined Rs 500/- and receipt should be given. This should be made a practice.
 - Procedures for leave was discussed.

Even if one student is there we must take class.

If students are taking leaves parents should be informed.

Leave letters should be brought.

- Lesson plans should be prepared by teachers & brought after vacation
- Rescheduling of the calendar was done

First internal can be conducted as a one hour test from 9:30 - 10:30 am. from February 3rd to 7th and 10th. Classes will be till 4 p.m.

- Seating arrangements and templates should be done vigilantly.



Tentative dates for model exams is decided to be ~~on~~ in the month of March.

March 2nd to 6th model exams for 4th & 6th semester should be conducted.

First years will have model exams in the 4th week of March.

The dates for PTA meetings were decided as follows:

15th ~~Sat~~ February (3rd Saturday)

- PTA for 4th & 6th sem.

27th February (5th Saturday)

- PTA (2nd sem)

- Sports day can be conducted on 12th Feb
- Arts day to be conducted on 13th February
- College day will be approximately on 20th February.

Leaves should be informed early so that soft skills can be planned.

The meeting got over by 4 p.m



Principal




Staff Secretary

Minutes of the Staff Meeting held on 16th January 2020.

Venue: Director's room

Time: 3:30 p.m.

Agenda: Arts Day
Sports Day
Date fixation of events
First Internal Exam

Members present:

Fr. Dupin, Kazingon CMI Joseph

Asst. Prof. Feki Abraham

BINITHA P.S

ANITHA V.

Sreekala M.M

Ashlitha A.V

Reema Ana Raj

SREEKHA CHANDRAN

SHINY K.

ANJU ANTONY

Lilly Mathew

Sneelha K.S

Seena m. Peter

Ashil Raju.

Tendyon Thomas

Jithu Philip

Shibu George

[Signature]

[Signature]

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[Signature]

[Signature]

[Signature]

[Signature]

Lilly Mathew

[Signature]

[Signature]

[Signature]

[Signature]

[Signature]

Absentees:

Prof. M.K. Purushothaman

Saridharan Nair

The meeting was presided by Dr. Joy P. Joseph, the Principal. Minutes of the previous meeting were passed and corrections were rectified.



Follow up actions were done:

The follow up of NSS was done and certain programs were mentioned as the upcoming programs: a blood donation camp, a talk by an Excise officer on behalf of SADA club and a program by NSS.

- The time issue regarding the purchasal of books were discussed. It is noted that not many additions are made in the library so we must purchase books on an yearly basis and as per the need.

Since teachers find difficulty in finding time to go and purchase books, the Principal opined that we can give names of the books to book sellers and they can conduct a book display where we can choose the necessary and relivant books. He told that this method is used by many of the colleges.

- Funds for the purchasal of books is ready and we must do it at the earliest in view of an Inspection regarding affiliation which may be done by the end of this month.

- First internal for all the classes will be conducted from 3rd February 10th February as a one hour from 9:30 to 10:30 am, after which



the classes will be of shorter duration and would end by 4 p.m.

It was decided that the First Internal Exam will be out of 25 marks including an essay question of 10 marks, a 5 mark question and 5 questions with the weightage of 2.

Ten marks question and five mark question can have two options.

- Question papers should be ready by 25th January (Saturday) and the printing can be collectively done like last time reducing the number of pages.

The sample of question papers should be shown to the Director.

- Scheduling of the formal events were done.

16th March 2020 is the starting date of the University exam for the sixth semester students as per the meeting of the Principals.

- So the model exam of 4th and 6th semester should begin by 2nd March 2020.

- Regarding the Arts and Sports competitions, the competitions should be carried over by the club concerning the events.

Necessary club meetings

- be conducted during the intervals.

Dance club and music club



should start preparing for the college day, from now on. Music club can call the students who are taking part in the band from the classes during class hours as per the necessity. The club coordinator should make sure that they don't take advantage and practice well.

- Regarding the numerous fests conducted by various colleges, the students must report to class teachers and the attendance can be given based on the participation certificate or any evidence.
- Fr. Dipin enquired whether the class teachers are doing 'proper follow-up regarding the long absence of students. If teachers find difficulty in dealing such situations, they can forward the matter to the Principal and he will deal with it.
- Principal said that the attendance will be monitored on a daily basis and that teachers should make sure the attendance of all classes are marked properly at the end of the day.



- Teachers reported that Linways opened for students ~~is~~ is not functioning properly and it was decided that it should be worked on at the earliest.
- Faults of Linways should be reported to the Director if the remedial measures are taking time.
- Calculation of attendance was discussed.
- The updates of Placements were made by the Placement Coordinator Ms. Shiny K.
- IQAC meeting should be called on once the classes are over and proper actions should be taken to file each criterion. Files are registered should be provided for the seven criterions.
- The Librarian remarked that the project's PDF files should be submitted to the library.
- Principal opined that newspaper cuttings of relevant fields can be compiled, binded and kept in the library.
- Principal also said that he is ready to take a class on preparing thesis if such a class is organized.
- February 14th and 15th retreat will be conducted for the students and teachers.



- On 14th all students and teachers should participate compulsorily.
- On 15th the retreat will be for Christian students and so it is optional for other students.
- Arts Day will be conducted on 18th February and Sports day on 19th February.
 - PTA meeting planned on 15th February for 1st and 6th semester is postponed to 17th February.

On 17th February Model 1 & Model 2 students of second years will have PTA meeting.

On 20th February BBA and English batches will have PTA meeting. PTA meeting for second semester shall be done in March.

- The college day will be on 25th February 2020.
- We must make provisions that latest snaps and live videos are uploaded on the website.


Fr. Dipin said that teachers must try to get contact numbers of +2 students as it was noticed that calls made directly to students were fruitful.



- The valuation camp will begin by 1st of April.
- Fr Dipin said that teachers should prepare lesson plan in such a way that the ~~classes~~ ^{portion} would be over ~~and~~ by March 30th.
- Mobile phone usage in the class was discussed and it was told by the Principal and the Director that teachers should be vigilant. The meeting got over by 5.40 p.m.



Principal


17/1/2020

Staff Secretary

Minutes of the Staff Meeting
held on 20th February 2020

Venue: Director's Room Time: 3:30 P.M

Agenda: Evaluation of Arts Day & Sports Day
 Plan for College day

College Magazine

Members Present:

J. Dipin Kalingan
 Asst. Professor Febi Abraham
 Dr. Jay P. Joseph

BINITHA P.S

SREEKA CHANDRAN

P. S. S. Balaram
 Thomas Thomas

M.K Purushothaman

Sreekala m.m

Jithu Philip

Reema An Roy

Seena m. Peter

ANITHA V

Lilly Mathew

Shiny K.

Shrutha AIR

Sudhakar

Akhil Rajin

Dipin K
 Febi
 Jay P. Joseph

Binita

Sreeka

P.S.S. Balaram

Thomas Thomas

M.K Purushothaman

Sreekala m.m

Jithu Philip

Reema An Roy

Seena m. Peter

ANITHA V

Lilly Mathew

Shiny K.

Shrutha AIR

Sudhakar

Akhil Rajin

Lilly Mathew

Shiny K.

Shrutha AIR

Sudhakar

The meeting was presided by
 Dr. Jay P. Joseph, the Principal
 The minutes of the previous
 meeting were passed.



The follow-up of the PTA meetings were done class-wise.

Father and Principal congratulated teachers for their support and co-ordination for both Arts day and Sports day. Principal also asked teachers to note that there should be a pause for welcoming the guests for the welcome speech.

~~College day~~

Some indisciplined actions were noted regarding some students. College day should wind up by 1:30 p.m.

Those whom we doubt on intoxication should be brought before the authority. We must make them understand well about suspension and other consequences beforehand.

Assigning of duty for college day was done.

The selection of compeerees were discussed.

The events to be conducted were discussed.

Vote of thanks should be done by the chair man. If the chair man is not present it will be done by Vice Chairperson.

Principal opined that a physical barrier should be kept so as to



avoid students jumping forward to dance.

Teachers should be seated scattered during programs to maintain discipline.

Academic excellence of students should be made known.

A briefing about the college magazine was done by the Staff Editor Ms. Reema Ann Roy.

She told that the photos are sorted. On 28th the material will be given for designing and the proof-reading will be done by Mr. Tommyson Thomas.

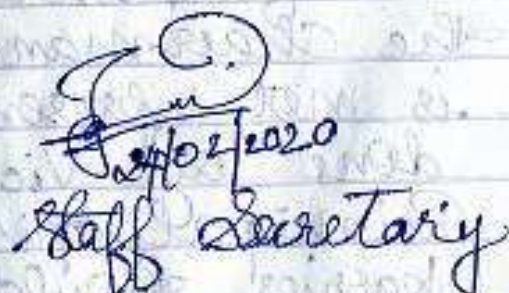
Funds should be collected at the earliest both of magazine and text books.

Father stressed on the importance of teaching and conducting seminars in English.

The meeting came to an end by 4:30 p.m.



Principal

Staff Secretary

Minutes of the Staff Meeting held on 9th March 2020

Venue:

Time:

Agenda: Closing of First year
Re-test
Model examination of
First years.

Members Present

M. Jay P. Joseph
In Dipin Kaemges




Asst. Prof. Feki Abraham
M.K. Purushothaman




BINITHA P.S



ASHITHA A.V



ANITHA V.



ANTO ANTONY



Shiny K.
Lilly Mathew




SREEKA CHANDRAN



Akhil Raja



Jithu Philip



Shibu George



Dr. BN Lakshman Nair



Members absent:

Seena M Peter
Jemmyson Thomas
Sreedha K.S.
~~Akhil Raja~~
Reema Shm Roy
Sreekala MM



The meeting was presided by Dr. Joy P. Joseph, the Principal.

The minutes of the previous meeting were passed.

- * The Principal asked teachers to get ready for the staff meetings with data of the events since the previous meeting.
- * The follow up of PTA meetings were done.
- * Fr. Dipin Karungen, CMI, the Asst. Director opined that from now on a registered letter should be sent from the college to the parents of the students with attendance shortage, ^{only to} ~~especially~~ the students who are sure to get condonation.
- * Principal told that it is better to make students themselves to pay the condonation fees. The students should check MGI university website for instructions.
- * The letter regarding the attendance shortage of first years should be sent by the coming week.
- * Regarding re-test the application form should be bought by the students in Rs. 100/- The proposed date of exam can be decided by the teacher concerned.

The exam can be conducted preferably on Friday.

- * The university exam of Fourth semester students will begin from 17th onwards. The timetable came.
- * Feedbacks should be entered on Linways.
Fr. Dipin asked teachers to enter a feedback of every student on Linways regarding this semester.
- * The closing of First semester was discussed about.
Principal asked teachers to surrender the hours to HOD, especially the language teachers.
- * The date of the model exam can be decided once the dates of the university exams are declared. The model exam of the second semester exam is supposed to begin on 30th March. If university exams come in between the date of the exams can be postponed to 27th March.
- * Valuation scheme of Model exam should be submitted to Binitha miss.
- * The indisciplined behaviour of S2 BBA was discussed.



- * Completion of portions were discussed and teachers who require additional hours were noted.
 - * The valuation camp is supposed to begin by April, probably the first week of April.
 - * Fr. Dipin told that if students are absent for two consecutive days it should be reported to Principal. It is noticed that some students are planning a trip in the name of the college. Such incidents should keep us alert and the consecutive leaves should be taken seriously. If not, such incidents can occur again.
 - * Students who go for Kalobravams and other programs should be marked absent in the class as the attendance shall be given later after confirmation.
 - * Staff Tour is proposed on 14th March and discussion about the same was done.
 - * The date of the PTA meeting of the second semester can be decided after knowing the dates of university exams.
- The meeting got over by 4:45 p.m.



Principal



10/03/2020
Staff Secretary

Minutes of the meeting held on 13th Dec 2022 at 2.30 pm

Venue: Common Staff Room

Agenda: Examination and Invigilation
Shodhi-Awarner program for teachers
Staff Tour

Members Present: Fr. Dipin Karinger CM
Dr. Joy P Joseph

Sreekala M.M

Anju Antony

Soleman V

Dhanya S
Anna

Karthika B

Seena. m. Detet

Ashly Paul

Arunthathi G

Kevin C. Varghese

Rahul Babu

Terryson Thomas

Biritha

Anila

Neenu

Lilly

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- The meeting was presided by Dr. Joy P. Joseph.
- Teachers are instructed to conduct the examinations seriously. Any attempt of malpractice should be reported to the principal along with a witness and report from the Invigilator.
- It was instructed that the entry into the examination hall should be restricted through a single door, only after checking the Id Card.
- Id Cards and Hall ticket should be examined by the invigilator.
- All invigilator should strictly join the checking of student.
- Invigilator are strictly instructed to attend their duties.

- 11) Strictly
- It was intended to form an internal ^{exam monitoring} squad to check exam related malpractices and they are permitted to conduct physical checking of students if required.
 - Mobile phones and smart watches are strictly prohibited in the exam hall.
 - Inspectors should report all the checkings in all the exams.
 - The expenditure statement of Kalopsia was presented by Ms. Nona and she was advised for a painstaking effort.
 - It was decided that the College Union will carry out the Christmas celebration of the year 2022. The teachers in charge are Ms. Roju and Ms. Anila.
 - It is intimated that the College closes for Christmas vacation from 23rd December and reopens on 3rd Jan 2023.
 - It was suggested that the staff trip can be conducted in 30th of December. Ms. Anila and Ms. Solomon V L were intimated to be the staff tour co-ordinators.
- The meeting was concluded by 4.30 pm.

J.P.

Ms. Anila Roshan Joy
Staff Secretary

Passed



Dr. Joy P. Joseph
Principal





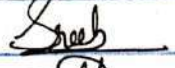

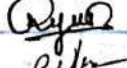
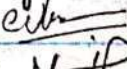
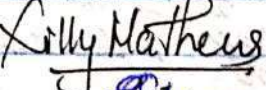




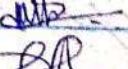
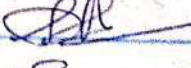
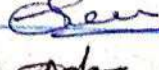
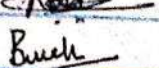


Minutes of the staff Meeting held on January 7, 2022

Venue : Computer Lab Time : 1.00 pm

- Agenda :
1. Internal - I, IV & V semesta
 2. Departmental documentation
 3. Mentoring groups
 4. Rescheduling if any
 5. Kalopsia
 6. Soft skills classes
 7. Other relevant matters

Members Present

Dr. Joy P. Joseph 

Asst. Prof. Shiny K.	
Rose JANAYA JOY	
SREEKA. CHANDRAN	
SOLYMON V.L	
Rejesh P.R	
Kevin C. Varghese	
Lilly Mathew	
Shibu George	
Swedha K.S	
ANITHA V.	
Anjo Antony	
Sreekala M.M	
SOLYMON V.L	
Seena M. Peter	
Neha Agnes Francis	
BINITA.P.S	
Ann Varghese	

The meeting was presided by the Principal, Dr. Joy P. Joseph.

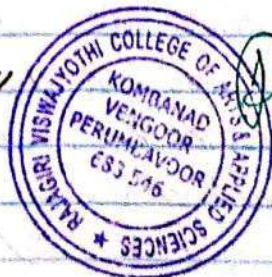
- * Follow up of the decisions made during the previous meeting was done.
- * The parents meeting of the first semester students should be scheduled after the second internal examination.
- * The Principal stressed the updation of lesson plan. The casual leaves should be reduced from the total hours while making lesson plans. When the syllabus is completed, faculty should get the lesson plan signed by the Principal and submit the same to the HODs so that it can be documented.
- * The fourth semester classes will commence from January 17, 2022. Lesson plans of fourth and sixth semesters should be prepared in the new format given by the Principal.
- * The fifth semester model exam of 50% mark weightage will be conducted from January 18, 2022 as online open book examination. Time will be from 7 pm to 9 pm. The question paper pattern will be same as university exam. Rules and regulations should be made. The uploaded answersheets should be physically submitted. If there is Plagiarism, marks will be deducted.

- * Regarding departmental documentation, HODs should delegate work to faculty.
- * Regarding mentoring groups, the allotment of students to faculty should be done and the file should be handed over to the next faculty.
- * Postponed programmes should not be cancelled, but re-scheduled.
- * Renewal program will be from February 10, 2022.
- * An online class on road safety should be conducted.
- * Soft skills classes should be conducted as scheduled.
- * The Prof. Grecksle briefed the plans for Kalopsia 2022. The tentative date is February 11, 2022. Promo activities will start from January 10, 2022 onwards. The Literary Fest of the English Department will be incorporated with Kalopsia.

The meeting concluded at 2.15 pm.

~~10/11/2022~~ SHINY K
Staff Secretary

Principal



Minutes of the staff Meeting held on
February 4, 2022

Virtual meeting

Time : 1.00 pm

- Agenda :
1. Academic schedule of Even semesters
 2. Year ending programs
 3. Kalopsia
 4. Other relevant matters

Members present :

Dr. Jey P. Joseph

Fr. Dipin Karingen

Asst. Prof. Binitha P.S.

Shibu George

Shiny K.

Shreeka Chandan

Shreeka M.M.

Anitha V.

Anju Antony

Rejeesh P.R.

Anu Varghese

Amudha K.S.

John Philip

Solymon V.L.

Seena M. Peter

Lilly Mathew

Biniy Sebastian

Nela Agnes Francis

Rose Tanuja Joly

Kevin C. Varghese

Bunitha

Shibu

Shiny

Shreeka

Shreeka

Anitha

Anju

Rejeesh

Anu

Amudha

John

Solymon

Seena

Lilly

Biniy

Nela

Rose

Kevin



The meeting was presided by the Principal, Dr. Joy P. Joseph.

- * Follow up of the conduct of the open book exam was done.
- * Each department should hold a department meeting to decide on the conduct of their semester model exam. First year students must be given a model exam of the first semester.
- * The tentative date for PTA meeting of 2021 admission is February 15, 2022. All faculty should have students' data and parents can meet any of the faculty if the class teacher is not available.
- * The Renewal program is postponed to the month of March.
- * The Principal stressed on arranging a session on budget by the Commerce department.
- * The first internal exam of 6th semester and second semester will be conducted from February 17 and February 28 respectively.
- * All the sports events of the college should be over before the college day. Arts day and college day will be between

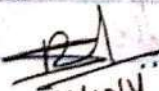


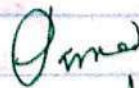
March 14-18 and March 24-25 respectively. Prof. Rose Kenya Joly was delegated the duty to organise the intracollegiate Literary Fest.


* The present status of the arrangements and registration of Kalopsia was briefed by Prof. Sreekala M.M. The event coordinators also expressed their plans regarding the conduct of each program. The winding up ceremony will be held live through Youtube. Flash mob on February 8th will be arranged during the break time. Kalopsia flag hoisting ceremony will be on February 7, morning.

* Discussion has to be held with the Assistant Director regarding inauguration ceremony, classes on February 8 and Google pay money transfer to winners.

The meeting concluded at 2.55 pm.


SHINY K.
5/2/2022
Staff Secretary




Principal



Minutes of the Staff Meeting held on
March 31, 2022

Venue : Computer lab Time : 1 pm

Agenda : 1. Planning of April & May activities
2. Other relevant matters

Members Present :

Dr. Jay P. Joseph ✓

Fr. Dipin Kuvungen

Asst. Prof. Bintha P.S.

Shibu George

Shiny K. ~~✓~~

Arslan Chandian

Asreekala M.M.

Anitha V.

Arijan Antony

Anu Varghese

Repeih P.R.

Sneetha K.S.

Shibu Philip

Stygmom V.K. ✓

Seena M. Peter

Lilly Mathew

Biny Sebastain ✓

Neha Agnes Sebastain

Rose Priya Joly ✓

Karin C. Varghese



The meeting was presided by the Principal, Dr. Jay P. Joseph.

- * Unfinished portions should be completed either offline or online.
- * The third semester revision classes will resume from April 1st, 2022.
- * 6th April - 6S second internal will start. Valuation of answer sheets should be done at the earliest.
- * The tentative date for farewell and photo taking of BCom and BBA is on 12th April.
- * 2S second internal will be on April 25, 2022
- * The fourth semester will be resumed from May 2nd, 2022.
- * The second internal of 4th semester will be on May 9th, 2022
- * College reopens after vacation on June 1.

The meeting concluded at 2.00 pm

SHIVK.
31/3/2022
Staff Secretary



Principal

- The meeting was presided by Rev. Fr. Dipin Keringal, the Asst. Director of the college.
- The meeting started with silent prayer.
- President of the meeting congratulated Mr. Kevin Sir and Miss Anju for their commendable leadership for in the success of bicycle rally which organized in relation to bicycle day.
- Few of the following directions and suggestions initiated by the presiding chair was,
 - regarding Notice Board inside and outside the departments should be maintained regularly.
 - Coat for the teachers should be arranged in the next week.
 - Students must be entered into class before the prayer chart.
 - No student is allowed to entertain in the department unless or until proper need.
 - They shouldn't engaged in other class too.
 - Students are not strictly restricted to use mobile at Varanda and class-rooms.
 - Once a decision taken in the staff meetings, no teachers should violate it.
 - Regarding the food Saffy day, the meeting pre-assessed the programmes and suggested that, the useful materials like sugar, tea, soap etc. distributed to staff.

Fr. Dr. Bejil P. P. Secretary

Principals



Principal

The meeting was presided by the Principal,
Dr. Joy P. Joseph

- * Event flow of Commerce fest should be mailed to all teachers.
- * Separate Counters can be provided for spot events and 'Mehandi' works.
- * Disputes should be dealt only by the faculty. Students should be retained in involving any sort of disputes and problem solving.
- * Teachers should be in official dress and remain in campus until the dispersal.
- * Only participants can enter the 'thank - thank' for the event.
- * Rules should be clearly set and briefed before the commencement of event.
- * Food should be served to the one who are issued with token.
- * The meeting was concluded at 4. p.m.

Ms. Anila Roshan Joy
Staff Secretary

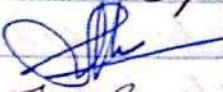
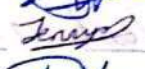

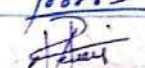

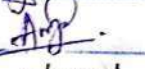
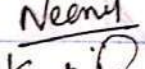
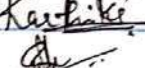
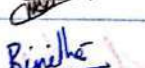
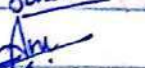

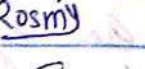

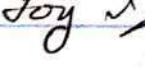

Dr. Joy P. Joseph
Principal



Minutes of the staff meeting held on 12/09/22.
 Venue :- Common Staff Room Time 3.30 PM

Agenda :- Deepsharambam, Induction Program
 Other Relevant Matters

Members Present :-

	Dr. Joy P. Joseph ✓
	Fr. Dipin Laxinger CMJ
Solymon V.L	
Terenson Thomas	
Rahul Babu	
Aroundhathi. G	
Anna Jain	
Anjo Antony	
Neenu Varghese	
Karthika. B	
Sreekala M.M	
BINITHA. p-s	
Ann Varghese	
Dhanya. b	
Rosmy Roy	
Seena. m. Peter	
Anila Roshan	



The meeting was presided by the Principal,
Dr. Joy P. Joseph.

- * The mediators organizers of Onam celebration was appreciated. The teachers and students committees were appreciated for their team work.
- * Accounts committee of Commerce Fest and Onam were appreciated for excellent account maintenance.
- * Senior teachers may do background work to continue Tally Course.
- * Soft skill class materials can be provided on request. But the classes should go as per the schedule.
- * Asst. Prof. Teason was welcomed back to RUCAS Campus.
- * Collector Declared local holidays are not holidays for teachers. Unless there is a special note from Principal, All teachers should report to Campus.
- * Teachers should ensure that they put initials in attendance log everyday morning and evening.
- * Course plan need to be completed as per timetable. Teachers should complete the course plan weekly on every Friday without a break.
- * Staff fund was approved by every teachers and it was decided to raise an amount of Rs 100/- month. Teaching staff was requested to maintain a healthy relationship between colleagues.

- * Academics should not be compromised.
Teachers should direct students to focus on academics.
- * Parents have to report for 'Deekshambam' at 9.30am along with their wards.
- * Event can be started at 10.am.
- * Tea can be served in classrooms itself.
- * Chizath also could be distributed to students in the classroom.
- * Sound system is under rectification.
- * Students should be requested to sit along with parents.
- * Stall should display prize tags
- * College Diary Committee was regarded for their work.
- * The meeting was concluded by 4.40 p.m.

J.P.

Ms. Anila Roshan Joy
Staff Secretary

Dated

Dr. Joy P. Joseph
Principal.











Minutes of the staff meeting held on 7/10/22 at 1.05pm.


Venue: Common Staff Room

Agenda: 2nd Sem Planning, College Fest, Inauguration duty and any other relevant matters.

Members Present :-

Dr. Joy P. Joseph	
Fr. Dipin Javirgaon CM	
Anna Jain	
Arundhati. U	
Anila Roshan	Joy J. J.
Lilly Mathew	Lilly Mathews
Neenu Varghese	Neenu
Rahul Babu	Rishi
Ann Varghese	
Bioilka ps	Bijitha
Dhanya's	
Sreekala M.M	
Anjis Antony	AMP
Rosmy Roy	Rosmy
Karthika. Balachandran	Karthika
Seena. m. De ted	Seena
Temyson Thomas	Temyson
Ashly Paul	

The meeting was presided by the Principal, Dr. Joy P. Joseph.

- * The  were appreciated for the successful of six days orientation programme. Academics should be given more focus now. The Fest should be wound up by 27th of January.
- * The Internal exams, ^{dates} should be sorted out by

- the Head of Departments with the help of College Handbook.
- * The class teachers should make the students enter the Internal exam dates and other program schedules into the College Handbook Calendar.
 - * Teachers may bring the college Handbook for the staff meeting.
 - * Extra special classes or online class should be given by teachers.
 - * Teachers should strictly maintain discipline during invigilation duty.
 - * Mentoring distribution can be done within department. Report should be forwarded ~~once~~ ^{once} in ^{two} ~~one~~ month.
 - * The Departmental P.T.A meeting feedbacks should be given to principal.
 - * In case of mass boycotting in classes, teachers should conduct the classes regularly and communicate the same to parents and students.
 - * Movie club can engage the display board with news reels in afternoon breaks.
 - * The date for Freshers Day was suggested by Fr. Dipin. The suggested date is 18th October 2022.
 - * The General Convener is Ms. Binitha, and assisted by Ms. Arundathi. The second year class teachers Ms. Sreekala, Ms. Neenu and Ms. Rosmy are the executive members.
 - * The programme schedule should be submitted to principal well in advance.
 - * The ~~business~~ fest can be scheduled on 2nd week of November. Ms. Anra was assigned to be the General Co-ordinator and Ms. Sreekala as the Co-ordinator of the event.
 - * The students who participate intercollegiate tests should

- go for participation through concerned clubs in our college. club coordinators may select a team for competitions.
- * Cultural and Ethnic days can be observed together in November 7th.
 - * Online meetings for clubs can be conducted.
 - * Head of the Departments should check on academic status of Third and Fifth year by October 31st. HOD's are instructed to chart the Internal exams.
 - * For 1st Semester the course plan should be prepared in such a way that, the Semester portion should be completed within 27th of January 2023.
 - * The 'Days' mentioned in college Hand Book can be observed by providing short hours from morning and can use 5pm to 4pm for event.
 - * Its decided that Ms. Philishia Rose Sajan, the daughter of our support staff Ms. Deepa, can be honoured with a Cash prize of Rupee 1000 for her Gold medal achievement in District Level Competition held at Lathurangalam.
 - * The meeting was concluded at 1.30pm.

[Signature]
Ms. Anila Roshan Joy
Staff Secretary

[Signature]
Dr. Joy P. Joseph
Principal

[Signature]
Passed




Minutes of the meeting held on 23rd Nov 2022
at 3.30pm.

Venue : Common Staff Room

Agenda :- Election
Kalopsia updates

Members Present :-

Dr Joy P. Joseph 

Fr. Dipin Karingan CM2

Tennison Thomas



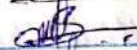
Seena M. Petch



Karthika Balachandran



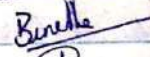
Sreekala M.M



Anna Jain



Binetha P.S



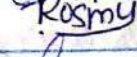
Arundathi G



Ashly Paul



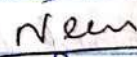
Rosmy Roy



Dhanya



Neenu Varghese



Sohyun V



Rahul Babu



Anila Roshan Joy



1. Our NSS unit has been approved as a funding unit from the academic year 2023.
2. It has been observed that there is a rise in mobile phone usage due to bunking of class. The classtime should be strictly used for academic purpose only.
3. It is ~~intended~~^{reminded} that the student's driving through the campus is strictly restricted. All the teachers should strictly maintain this instruction.
4. It is informed that the College Union Election is to be conducted on 29th Nov 2022, Tuesday morning

- Ann. of the annual in 'Parliamentary' mode.
- The Recording Officer will be Mr. Solomon U.K. and the names and other relevant details will be detailed by Mr. Solomon U.K. regarding the election procedures.
- It was decided to conduct the oath-taking ceremony of the college union on Tuesday itself immediately after the completion of election procedures.
 - The teachers were instructed not to take the 'election procedures' seriously.
 - It was mandatory to attend the election for students.
 - It was informed that our college will be hosting the Program Advisory Committee Meeting of Science, Engineering Research Board (a statutory body of DST, Govt of India) in Interdisciplinary Biological Science on 5th, 6th and 7th of December held at Six Link Castle, Athari.
 - It was instructed to Log and share the Lalopsia updates in social medias.
 - The meeting was concluded by 4.30 pm.

J.P.
Mr. Anil Kumar Joy
Staff Secretary

P.D.
Ph

J.P.
Dr. Joy P. Joseph
Principal



Minutes of the meeting held on 10th Jan 2023 at 3.30pm

Venue :- Common Staff Room

Agenda :- Lesson planning for Even Semesters

Result analysis

University Youth festivals

Other relevant matters

Members Present :- Fr. Dipin Karinger CM?

Dr. Joy P. Joseph

Ms. Anila Roshas Joy

Seena. m. Peter

Rahul Babu

Sreekala. M. M

Karthika. B

Solymon. V. L

Kevin. Varghese

Anna Jain

Anjo Antony

Dhanya. J

Ashly Paul

Arunadhathi. G

BINITHA PS

Jennison Thomas

Lilly Mathew

Neenu Varghese


The meeting was presided by the Principal, Dr. Joy P. Joseph

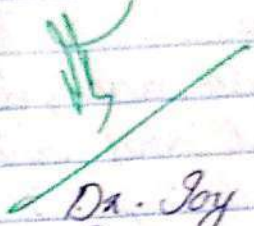
- * It was instructed that the exam related malpractices should be strictly checked.
- * The Christmas program Co-ordinator Ms. Anju and the supporting teachers were appreciated for their meticulous organisation of Jingle Bells 2022.
- * It was informed that the NSS unit of our College had renovated a house in Vengoor panchayath. The staff co-ordinator Mr. Kevin Varghese and student Co-ordinator was appreciated

for their endeavours.

- * It was instructed that the faculty lesson plans should serve the objective. A faculty should engage atleast 60 hours for standurd completion of sections.
- * The Result analysis of the second and fourth semester was carried out and analysed the pass percentage and fail percentage. It was instructed to categorize the students based on the grades they receive and each faculty should know the academic profile of their students.
- * It was instructed to conduct the library entry up-to-date.
- * Faculties should identify the weak students and focus on remedial classes for needy. The newlyadmitted students of current academic year also need to be identified based on their academic performance.
- * The faculties are instructed to submit the mentees report.
- * It was instructed that for the university level youth festival individual events can be focused.
- * Also the staff is instructed to fill the self appraisal form before the College Day.
- * Departmental level meetings can be conducted in the presence of principal.
- * Remedial instructions for the weak students should be initiated by the mentees.
- * Departments are instructed to conduct PTA meeting for first year students and the results need to be communicated to parents.
- * Monthly attendance should be displayed in Notice Board.
- * Leave forms should be strictly obtained from students signed by parents.

- * The details of regular absents should be communicated to their respective parents.
- * Online mode of PTA meeting can be conducted for NRI parents.


Staff Secretary
Ms. Anila Roshen Joy


Dr. Joy P. Joseph
Principal



Minutes of the meeting held on 16th Feb 2023 at
3.30 Pm

Venue :- Common Staff Room

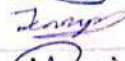
Agenda :- Closure of academic session
Planning on Arts, Sports and Colley Day
Other relevant matters

Members present :- Fr. Dipin Karinger CMI Kody
Dr. Joy P. Joseph

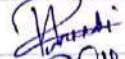
Solymon V.C.L



Tennison Thomas



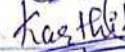
Arundhati G



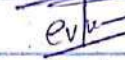
Ashly Paul



Karthika B



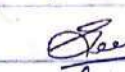
Kevin V. Varghese



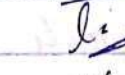
Rosmi Roy



Seena M. Peter



Anile Roshan Joy



Neenu Varghese



Anna Jan



Sreekala M.M



Anjin Antony



Rahul Babu



BINITA PS



ANILA ROSHAN JOY



The meeting was presided by Dr. Joy P. Joseph, the Principal

- * It was instructed that the current results should be entered into Linways. The Department of Commerce was appreciated for their timely data entry into Linways. Also it was instructed that the result analysis should be coupled with mentorship and development.
- * It was observed that there is a gradual improvement in the University Exam results. But it was instructed that through the process of mentoring, we need to by

- for better results.
- * The coordinators of University Youth Festival were appreciated for their co-ordination of the students for various events. But it was suggested that students may seek blessings from the Assistant Director and Principal before leaving for competitions or trips.
 - * The students, Jitho Mon Thankachan and Christy George were appreciated for receiving 'A' grade in various events.
 - * It was instructed that the lately submitted Lesson Plans need to be submitted to Principal directly.
 - * It was decided that the major events like Arts Day, Sports Day and College Day, dates can be fixed once the exam date arrives.
 - * The Arts and Sports Day can be conducted in a single Day starting from 9.30 am onwards.
 - * It was instructed that the Union members should be involved for Arts and Sports Day planning. Also students should be convinced regarding clubbing of Arts and sports events through Union members and class co-ordinators and events for Arts day can be announced in advance.
 - * The Sports events will be co-ordinated by Ms. Kevin C. Khej and Arts by Ms. Arjun and Ms. Sreekala.
 - * College Day should be wound up by 1 pm. The official function duration can be upto one hour. The programs for College Day can be practiced well in advance. The Program list can be prepared with the help of students.
 - * The Committee for College Day
 - Cultural Programme - Ms. Anna
 - Reception and Invitation - Ms. Anila
 - Programme Committee, Composing and Stage - Ms. Aruna



Prize Distribution - Ms. Binitha

Ms. Ashly

Laboury Note - Department of Management

- * The Exit pass can be obtained from Computer Lab also.
- * The photos of every events should be forwarded to Ms. Ranga. If anyone require drafting help, can be sought from Ms. Ranga.
- * It is instructed that the accompanying teachers need to ensure photos while on trips.
- * The dates of the events should be forwarded to TAAC.
- * Reports can be obtained from students too.
- * It was informed that the works of Teachers and students may publish in College Blog.
- * It is decided to publish the College Magazine Rivulet this year. The Magazine's Staff Editor is Ms. Terryson.
- * The College website administration need to be carried out by Ms. Terryson.
- * It was informed that ACCA classes have commenced in our Campus and is chatted on every Wednesday and Friday.

Staff Secretary
Ms. Anila Roshan Joy

Principal
Dr. Joy P. Joseph



Minutes of the meeting held on 10th March 2023 at 1.05 pm

Venue: Common Staff Room

Agenda: Arts Day, Sports Day and College Day

Members Present:- Fr. Dipin Kariygen CM?

Dr. Joy P. Joseph

Binisha P.S

Solymon V.L

Seena M. Peter

Akudathi G

Ashly Paul

Ternyson

Rosmy Roy

Kevin

Anju

Sreekala

Danya

Anna

Neenu

Rahul

- The meeting was presided by Dr. Joy P. Joseph.
- There was an evaluation of the preparations for arts, sports and college day.
- Ms. Rosmy was given charge of the decoration committee.
- It was instructed that certificate printing should be over by Monday or Tuesday.
- It was decided to give away the participation certificates on the day of event itself.
- It was instructed that the class coordinators should ensure that students wear formal dress for college day.
- It was decided to honour the University 'A' grade winners by presenting Mementos.
- Every program co-ordinators are entrusted to submit

The photos and videos of our events in store.
The examination team was appreciated for
conducting intervals appropriately.
The meeting was concluded by 2 PM.

J.J.

J.J.

Staff Secretary
Ms. Anila Dastan Joy

Passed J.J.

Principal
Dr. Joy P. Joseph



Ms. Anila

Minutes of the meeting held on 20th April 2023 at 1:30 pm

Venue: Common staff room

Agenda: winding up of the academic year 2022.

Members present: Dr. Dipin Karingen CMJ

Dr. Joy P. Joseph

Binisha P.S

Solomon V.L

Sicra M. Peter

Tennyson

Lilly Mathew

Asundathi G

Ashly Paul

Karthika Balachandran

Rosmy Roy

Anju

Sreekala

Divya S

Neeraj

Anna

Rahul







The meeting was presided by Dr. Joy P. Joy

There was a discussion about less number of events during this academic year compared to last year. It was decided that more number of events should be asserted based on criteria set by NAAC.

The idea that coordinators of each event need to ensure that photographs should be taken and stored in lab was asserted. It was instructed that program coordinators should ensure the quality of photographs.

The principal asked to share the opinions of teaching staff about the previous academic year and college in general.



Principal thanked everyone for their contributions towards the end of the academic year. He also focused on the significance of conducting programmes based on NEAC criteria and reminded faculties regarding importance of course plan and added that exam conduction has improved during academic year 2022.

Principal opined that internal should be conducted responsibly and the marks should be awarded judiciously and asserted that internal exams cannot be replaced by assignments and seminars.

Both the principal and Asst. Director asserted the restricted usage of mobile phones in classes by the students. Also it was strictly instructed by both that, teachers should not entertain the late coming of students. The late arrival of students to attend class should be strictly checked. Principal added that there has been a policy change in academics in students favour.

It was instructed that repetition of Internal exams should happen only for serious reasons like hospital cases.

It was informed that the Principal will continue in his current designation for one more academic year.

Both principal and Asst. Director appreciated Mr. Akundathi and Mr. Babul for their commitment towards our collegial wish them good luck for future.

There was a reminder about the convocation which was to happen on 25th April 2023 and father informed that

Cultural events can be charted from the family members of our staff.

The date of conduction of City Escape is confirmed on 6th and 7th of May 2023

d./
Staff Secretary
Ms. Amile Roshan Joy

Dr. Joy P. Joseph
Principal







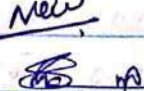

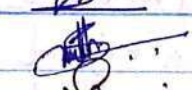

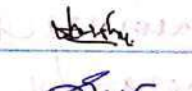


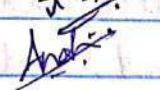



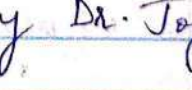


Prasad

Minutes of the meeting held on 5th June, 2023 at
2 pm. Venue: Associate Director's Room/Office.

Agenda: Beginning of the New Academic Year 2023-'24.

Members present :

Dr. Dipin Karinger CMI	
Dr. Joy P. Joseph	
Binitha P.S.	
Sohman V.L	
Anila Roshan Joy	
Dhanya S	
Anna Jain	
Neenu Varghese	
Shemal Chandran	
Sandha P.N	
Sreekala M.M	
Angu Antony	
Harishma S.L	
Scena.m. Peter	
Terrayson Thomas	
Anila Roshan Joy	
Ansh Anand	
Tony Sebastian	

The meeting was presided over by Dr. Joy P. Joseph.

The meeting mainly focussed on the review of the decisions made during the Academic planning in view with the changes necessary for the new academic year and their implementation. The new faculties who joined were welcomed and they introduced themselves. The faculty were assigned their roles and charges for the academic year, and club coordinators were

selected, along with faculty in charges of IQAC, Examination Cell, NSS, Anti-ragging committee and others.

Special emphasis was put on the attendance policy, where any student below 75% of attendance in a semester should be sent for continuation and the matter to be communicated to the parents. Attention should be given to linways entry too.

Policy regarding the conduct of internal exams and retests were formulated. A common date for internal exams would be announced. A new policy for retests was introduced wherein the student had to give an application with a fee which has to be approved by the principal and subject teacher, and the retests were to be held on Saturdays. Improvement exams will not be encouraged.

A programme policy was developed where every event would have a chief faculty coordinator with sub committees and its in-charge faculties. Photographs both geo-tagged and otherwise; social media handle and news coverage has to be ensured. A report of every event had to be submitted to IQAC in the prescribed format. Each faculty member was expected to coordinate atleast one programme.

Strict mobile phone policy had to be implemented, if usage was found in classrooms. The first time would be Rs. 100, ~~with~~ followed by a confiscation if the second time.




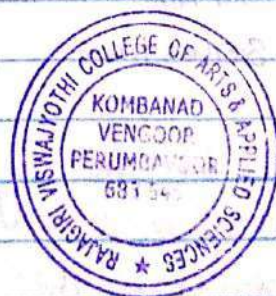
The actual signatory policy regarding leave for teachers was emphasized, with Hours too had to be adjusted and mentioned in the leave application.


The new semester period was fixed from June 5th to October 31, and lesson plan in the prescribed format as well as to meet the requirements of NAAC and UGC had to be prepared. All the teachers were expected to be in the classroom and the verandah before the prayer bell.

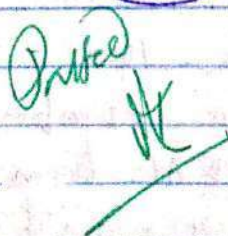
Notice boards in every department should be updated with the upcoming events of the month and news articles. Teachers should prepare for the academic auditing and self-appraisal and performance report. In view of the NAAC criteria, the conducts of the events should be reserved for the afternoon session preferably, and morning session to be used for academics.

Online meetings could be conducted with the parents to maintain regular communication. Department meeting with the Principal could be held every month with the time and venue informed in advance to principal. The magazine release date was also decided.


Staff Secretary
Ashly Paul.

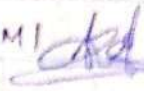





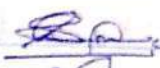
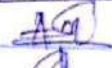


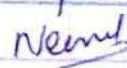
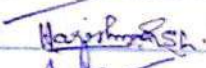



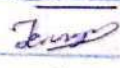




Dr. Joy P. Joseph.
Principal.


Dr. Joy P. Joseph.

Minutes of the meeting held on July 5, 2023 at 3 pm.
 Venue: Common Staff Room. Agenda: Deeksharambham.

Members Present:

Fr. Dipin Keriya CM1	
Dr. Joy P. Joseph	
Biniha P.S.	
Solomon V.L	
Anula Roshan Jay	
Renjini D.	
Thara Irene George	
Shamool Chandran	
Angu Antony	
Sreekala M.M	
Anna Jain	
Neenu Varghese	
Harishma S.L	
Ansh Anand	
Dhanya S	
Seena M. Peter	
Terenson Thomas	
Sarika P.N	

The meeting was presided by Dr. Joy P. Joseph.


The meeting primarily focussed on the conduct of 'Deeksharambham', the 10th anniversary of the college for the 2023 batch. Mr. Anna Jain, Chief Coordinator, discussed the event flow and duties of each member. The guests for the day were also finalized. It was decided that classes would be suspended on 11 July on account of Deeksharambham. Discussions on the arrangements such

as refreshment and accommodation facilities for parents were made.


The orientation for the 2003 batch was decided to be conducted on three days after Easter Sunday. It was instructed that detailed schedule of each day had to be prepared and the sessions had to be planned and conducted well on time, especially the ones engaged by resource persons.

The classrooms for new batches had to be arranged, and the suggestion was made that the classrooms for the new batch for 1st year should be near the respective department staffrooms. Teachers were instructed to be in full dress and to pay attention to the admission process. Teachers were also asked to prepare the classes entirely in English considering the requirements of the students.

With regard to the NAAC preparation, the submission of reports to the IQAC of all the events had to be done fastidiously, and it was mentioned that the same was done well for the month of June.


Staff Secretary
Ashly Paul




Dr. Jay P. Joseph
Principal

Minutes of the meeting held on August 4, 2023 at 1.10 pm.
 Venue: Director's Room. Agenda: Fresher's Day, Oram celebration.

Members present: Fr. Dipin Karinger

Dr. Jay P. Joseph

Binitha P.S.

Solymon V.L.

Shila Roshan Jay

Regini D.

Thara Irene George

Neenu Maryjere

Anne Jain

Sreekala M.M.

Anja Antony

Sheenol Chandran

Havisbama S.L.

Saritha P.W.

Seena M. Peter

Lilly Mathrese

Terrison Thomas

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The meeting was presided over by Dr. Jay P. Joseph.

The principal, Dr. Jay P. Joseph firstly appreciated for the smooth conduct and organization of Deekshambam. The teachers who newly joined to the college and Ms. Thara Irene George of the department of BCA and Psychology respectively were formally introduced to the college and they formally introduced themselves. Ms. Regini was assigned the Student Welfare Club and



Ms. Thara was assigned the Quiz Club in the meeting.

Regarding the Fresher's Day, 11th of July was proposed as the day for the Fresher's Day for the 2023 batch. It was suggested that the 2nd years, 2022 batch would host and conduct the event under the guidance of Ms. Anjin Antony and it was advised that attention should be given to the games and events that it would be held in a healthy way without any discomfort or hurt to the new students.

The first internal examinations for 1S was set to begin on September 25, 2023. 19th of August, Saturday was decided to be a working day for students and teachers to compensate for the holiday on St. Thomas Day. Internal exams for 5S was decided to begin on 14th August and for 3S on 16th of August. Absentees for Internal examinations were to be dealt with the procedure for retest as formulated by the academic committee and it was emphasized that the same be strictly enforced for a more disciplinary conduct of examinations. Assignments and reminders had to be made compulsory components for internal marks.


In the meeting, it was decided that Dram celebration would be organized on 25th August, led by the Dept. of Commerce. It was advised that discipline be strictly maintained; And the events of the programme be well-thought out and coordinated. Expenses for the celebration would be met by student contributions. It was informed that the college reopens on Sep 4th after Dram vacation.

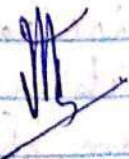


The details of an invited lecture on Recent Trends in IT and Accounting to be held on August 10 was informed. Emphasis was given to mentoring and that it would be overseen by the Dept. of Psychology.

The IQAC meetings and progress was updated with the details of all events conducted till now. The SSR preparation would begin by December with assistance by a professional/expert. The College Magazine and the Editorial team was appreciated for their efforts and the college handbook was planned to be released in August itself.

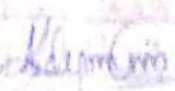


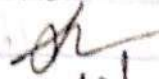




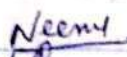





The delay in the start of the University semester exams on August 3, 2023 was addressed in the meeting. Teachers were instructed to distribute the booklet in case of any delay in question paper printing. Thorough examination on how to mark the absentees in the exam with clear titles of batch/Regular/Private students etc. was done. The balance undistributed booklets and absentee form was to be submitted within 1 hour from the start of the exam. Students should be instructed to be seated in the examination hall 10 minutes prior to the start and teachers who are free were asked to assist the invigilators.


Staff Secretary
Ashly Paul


Dr. Jay P. Joseph
Principal



Minutes of the meeting held on 26th September
at 3:30pm. Venue: Common Staffroom.

Members present:	Fr. Dipin Karinger (M)	
	Dr. Jay P. Joseph	
	Biniha P.S.	
	Sobhyan V.L	
	Anila Roshan Jay	
	Ragini D.	
	Thara, Trine	
	Anju Antony	
	Neenu Varghese	
	Anna Jam	
	Dhanya	
	Harshma S.L	
	Shraddha Chandran	
	Tennison Thomas	


This meeting was held at the NAAC meeting on the aforementioned date. The meeting was presided by Dr. Jay P. Joseph.

The departments were asked to update the Teacher's profile to facilitate NAAC requirements. The Kalopsia core committee was formed that included one member from every department along with the Faculty coordinators. The following were


selected as the members of the committee -
 Ms. Dhanya (Management), Ms. Ashly (English & Languages)
 Ms. Rengini (Computer Application) Ms. Thara (Psychology)
 and the fest faculty coordinators are Ms. Anna^{Jale} and
 Ms. Anju Antony.

The IQAC core committee members were informed to keep the works updated with respect to every department. The minutes of the IQAC meetings had also to be recorded. After the discussions of every criteria of the SSR report, the groups were asked to update the To-do list to monitor the progress of the work towards SSR preparation.

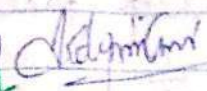

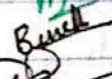



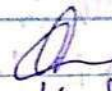

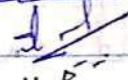







The director also informed the staff about the suspension of two students from the hostel and college for a period of 7 days on grounds on violating the rules and misbehavior.


 Staff Secretary
 Ashly Paul




 Dr. Joy P. Joseph
 Principal.

Minutes of the meetings held on 11 October, 2023 at 3 pm
Venue: Common Staffroom

Members Present: Fr. Dipin Karigen CM 
 Dr. Joy P. Joseph 
 Binitha P.S. 
 Solomon V 
 Anila Roshan 
 Regini D. 
 Thara Irene
 Dhanya S. 
 Karthika B 
 Anila Roshan Joy 
 HARISHMA.SL 
 Shermol Chandran 
 Anju Antony 
 Neenu Varghese 
 Anna Jain 
 Terrence Thomas 
 Ansh Anand 

The meeting was presided over by Dr. Joy P. Joseph.

It was advised in the meeting that lesson plan submission be done promptly with regular updates on the portions. Attention had to be paid on the NAAC activities especially on extension and skill development activities.

It was informed that the IQAC room and the details of the events to be updated in IQAC mail. Appreciation letter had to be sent from all possible sources related to the events. Linkages, MoU and Appreciation letters as per the



stipulated needs for NAAC has to be met in every department. A format for the appreciation letter has to be prepared.

The Postal Day observation conducted by Cultural Heritage Club & the Department of English, and the Psychology department for the Pig exhibition was appreciated. The environment awareness programme and school adoption by NSS was also given due credit for their work.

The ASAP programme and orientation to equip student for interviews and placement was planned to be held on October 16, 17 and 18.

It was identified that research was a significant element towards NAAC preparation. Hence, it was informed that teachers apply to an agency for research and to be taken up now by all departments except Computer Application and Psychology.

Asst. Prof. Anila Roshan, Asst. Prof. Dhanya S and Asst. Prof. Karthika Balachandran were asked to take up the same representing each department. Teachers were asked to attend seminars by NAAC. Two students from every department had to be identified to do minor research and publish research papers.

The results of the internal exam were to be published within 10 days of the exam and results had to be submitted to the director. The Question paper for Part B was discussed for the 2nd internal semester. It followed Part A - 10x2; Part C - 1x15 making a total of 50 marks.



Kabysia, the college fest, was scheduled to be held on October 30 & 31 - 30th October for school sports and 31st for college events. A TA form was prepared to maintain proper records for transport purposes. The amount set was Rs. 3/km for 2 wheels, Rs. 8/km for car. The TA bill for students had to be signed by the teacher; whereas TA bill for teachers to be signed by HODs.

The progress of Kabysia was updated by the Chief Coordinator and the committee incharge. It was advised that the list of students taken from class for any works related to the fest/events had to be informed to the teachers for ensuring attendance.

Paid




Minutes of the meeting held on 10th November, 2023 at
1:15 pm ; Venue: Common Staffroom Agenda: 4th and
6th Semester Commencement

Members present: Fr. Dipin Koringen CM

Dr. Jay P. Joseph

Bisilba.p.s.

Thara Inile

Harishma SL

Tom Sebastian

ANILA RUSHAN JOY

TENNYSON THOMAS

Anne

Karlika.B

Anja Antony

Sheemol Chandran

Neenu Vagghese

Anosh Anand

Seena M. Peter

Dhanya S.

Saritha P.N.

Solyman VL

Ranjini D.

Discussion

The meeting began with a review of the matters discussed in the previous meeting and an evaluation of the follow up on the preparation of NAAC documentation. All the departments and litera in-charges were enquired the updations.

All the teachers were instructed to adapt student centric programmes and teaching-learning techniques in classes and shift away from teacher-centric approach



Mentoring, both academic and general had to be conducted regularly maintaining the reports and progress record of the students. The categorization of students into fast learners, medium and slow learners to facilitate remedial teaching and individual attention.

The data on mentoring, details of ICT enabled classes, links and files provided in classes, copies of Internal question paper had to be maintained in the department. Considering Outcome Based Education, lesson plans should also include details of the outcome of the course.

The updations regarding linkages, MOVs and appreciation letters were also asked. It was informed that the format for the appreciation letter could be obtained from IQAC. The progress of actions towards research in every department were also sought.


The coordination of the events - Kalopsia and Artlera was appreciated for its conduct. The feedback of the ASAP classes conducted was positive and an evaluation of the same was made. The attendance and related documents of ASAP classes had to be sent to the IQAC. It was instructed that the programmes from now onwards would be aligned with the requirements of certain NAAC criteria. Emphasis was given on the need to fulfil the extension activities, linkage and MOVs. Criteria wise requirements and necessary data had to be sought and arranged from every dept. The feedback forms and Teacher self-evaluation had to be submitted in each semester. The student discipline ID card and uniform had to be strictly maintained.



It was decided that the End internals for 3rd Semester would be conducted as Model examination in University exam pattern. The portions for 2nd semester should be completed by November 27. Study holidays for 3rd and 5th Semester would begin on 13th November, in view of their University exams. The classes for 4th and 6th Semester would begin on 4th December. The timetable for the respective semesters would be set.

The squad for inspection were asked to make random checkings and the updates regarding the inspection had to be given to the principal and Director. The inspection should be done atleast twice in a month. The Squad members include - Solomon sir, Tony sir, Binitha miss and Saritha miss.

The NSS Major camp would be held from Dec-20 to January 1 at St. Mary's School, Kariyatt. The NSS Co ordinators were appreciated for their works.


Staff Secretary
Ashly Paul


Principal


Dr. Joy P. Joseph
Principal



Minutes of the meeting held on 4th December, 2023 at 11:30 AM. Venue: Common Staffroom Agenda: Even Semester Commencement, Ethnic Day & X'mas Celebration.

Members present : Fr. Dipin Karingen CM

Dr. Joy. P. Joseph

Soleymon V L

Secna. M. Peter

ANILA ROCHAN JOY

Dhanya S

TENNYSON THOMAS

Rengeni D

SHARA IRINE

BINITHA P.S

HARISHMA S.L

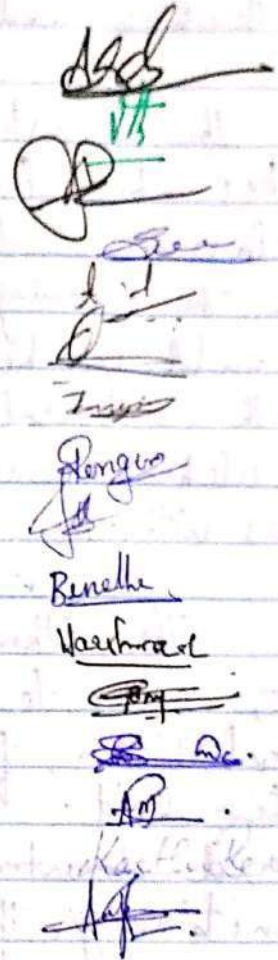
TONY SEBASTION

Sheemol Chandran

Anju Antony

Karthika B

Anna Jain



Discussion

The meeting began with a discussion and review of the follow up and progress of the matters discussed in the previous meeting. It was advised that Student Centric Approach be implemented in the classroom and efforts be made for that. The format for mentoring be finalized and shared. The division of students and mentoring to be coordinated. Teachers to motivate the slow learners and encourage motivated learners in a classroom. ICT to be incorporated in student-centric approach.



The actions taken as follow up include the use of modified course plan that integrated ICT and student centric objectives. The feedback collection and evaluation were also carried out.

The Christmas celebration was to be held on 21st, December from morning to evening. There would be classwise Christmas celebration in respective classes in the morning session and the common celebration would be held in the evening, from 5.30 - 7.30 pm, with cultural programmes. The staff Christmas celebration was decided to be held on December 22, 2023 with the staff outing at Mango Meadows, Kottayam.

The Ethnic Day celebration would be held on December 15, prior to which a range of events such as exhibition, folk dance and bamboo weaving workshop would be held. The welfare mechanism at college level and department level was explained along with the functioning. The need to increase the importance of research aptitude and insights in students was brought to discussion in the purview of the 4 year UG programme. The mentoring sessions had to be conducted on a regular basis - once a week with proper policies and forms. More attention should be paid on academic mentoring. The meeting of the welfare officer and welfare coordinators with the principal had to be conducted by next week.

Regarding the commencement of even semester, it was informed that if there were pending in 1st semester, it had to be completed by the end of the even semester should be started, as per the modified course plan template.



There would be incentives and rewards for teachers and students for the completion of SWAYAM programmes or other online certificate courses. The SWAYAM course details had to be updated. The reward policy had to be formulated and a committee would be formed to decide the deserving students and teachers for the rewards, that constitutes Principal, Director, SWAYAM coordinator and Staff secretary. Participation of students had to be explored with mandatory enrollment to suitable courses.

The certificate courses offered by the college through departments would be designed. For retrospective purpose, a participation of 70% of students to various certificate programmes to be made with enrollment details for NAAC Documentation, and to award certificates to the students. The poster/brochure, official notice, syllabus and evaluation methods had to be documented and shared with the students.

The staff welfare and a hectic work environment for the staff was brought to notice in the meeting due to the classes and allotment of time of NAAC purposes. So it was decided that until Christmas, short hours would follow with the time from 3 pm to 4 pm to be allotted exclusively for NAAC related works. Certificate courses, practice for events, Sports tournaments could also be conducted during the time.

Staff Secretary
Ashly Paul



Passed

Dr. Jay P. Joseph
Principal

Minutes of the meeting held on 18 January, 2024 at 3 pm. Venue: IQAC Room. Agenda: NAAC Updates.

Members Present: Dr. Joy P. Joseph III
Fr. Dipin Karingan CM1.

- | | |
|------------------------|-----------------|
| 1. Bivithap S | <u>Bivithap</u> |
| 2. Kasthika B | <u>Kasthika</u> |
| 3. Anju Antony | <u>AM</u> |
| 4. Terryson Thomas | <u>Terryson</u> |
| 5. Dhanya S | <u>Dhanya</u> |
| 6. Rengeni D | <u>Rengeni</u> |
| 7. Ambily K R | <u>Ambily</u> |
| 8. Neenu Varghese | <u>Neenu</u> |
| 9. Sathya M R | <u>Sathya</u> |
| 10. HARISHMA S L | <u>Harishma</u> |
| 11. Sheema of chandran | <u>Sheema</u> |
| 12. Mala M N | <u>Mala</u> |
| 13. ANILA RUSHAN JOY | <u>Anila</u> |
| 14. Anna Jini | <u>Anna</u> |
| 15. Seena. m. Peter | <u>Seena</u> |

The meeting was presided by Dr. Joy P. Joseph

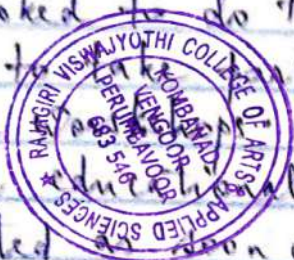
The meeting began by welcoming the newly joined faculty, Ms. Ambily to RVCAS. This was followed by a review and progress check of the matters discussed in the previous meeting. Principal advised that a meeting of the Research Committee should be held at the college with the Research coordinator and representatives from every department. It was informed that the meeting should be allotted for student centric hours.



The updates of the certificates that began, i.e., Tally and Tax Filing, were given and an analysis of its progress was made. The details of the students who registered for different certificate course offered on any platform such as SWAYAM, course era, MOOC etc and the registration data had to be given to Mr. Anji. The class in-charges were asked to give the data by Saturday and the circulation of brochures also had to be done. Similar detailed brochures had to be prepared for seminars and workshops conducted in the college.

The dates of class tours could be decided as per convenience and in a way that does not disrupt the schedule of events. The events related to Arts Day could be conducted through respective clubs and the preparation could be carried out in the same way. The welfare coordinators and welfare officers should, on regular intervals, verify if mentoring is done effectively and a brief of the same to be given to the Principal or Director. With regard to participation in fests or events, it was directed that the names of the students be given to the principal as well as meet the principal prior to the date of the event or the Director in the absence of the Principal.

Teachers who had not attended any FDPs this year were asked to do the same, and all the faculty were asked to submit and present papers in seminars or conferences. Any pending MoUs or linkages either with educational institution or industry had to be completed as soon as possible. The brochure, Attendance register, Photos and other details of



certificate courses had to be shared with the IQAC for NMAC documentation. All the teachers were advised to complete the profile the Vidhwan ID with utmost priority. The requirement for 13 more computers with regard to the ratio of the students, would be met. The minutes and the by-laws of the Staff Welfare Association to be prepared and Ms. Binitha P.S was selected as the coordinator of the Staff Welfare Association.

[Signature]
Staff Secretary
Ashly Paul

[Signature]
Prasad

[Signature]
Dr. Jay P. Joseph
Principal



[Signature]

Minutes of the meeting held on 14 February, 2024 at
12:30 pm. Venue: IQAC Room Agenda:

Members present:

Dr. Joy P. Joseph	
Fr. Dipin Karinger CMI	
1. Rengeni. D	<i>Rengeni</i>
2. Dhanya. S	<i>Dhanya</i>
3. Anshu K R	<i>Anshu</i>
4. Jithmon V L	<i>Jithmon</i>
5. Karthika Karthika. B	
6. Bintha. p s	<i>Bintha</i>
7. Seena m / Detet	<i>Seena</i>
8. Neenu Varghese	<i>Neenu</i>
9. Anu Antony	<i>Anu</i>
10. Anna Jain	<i>Anna</i>
11. Sheenol Chandan	
12. Tony Sebastian	<i>Tony</i>
13. Thara Irene George	<i>Thara</i>
14. Harishma SL	
15. Anila Roshan Joy	<i>Anila</i>
16. Terryson Thomas.	<i>Terryson</i>
17.	

The meeting was presided by Dr. Joy P. Joseph.

The meeting began with appreciating the students who participated for the fest and a reminder to maintain files related to fest participations.

It was informed that a modified Appraisal form would be given to all the faculty members this year also, as in the previous year.

All the events that took place in since the previous meeting were looked into such as,

the overseas education class by Santa Monica, Maritha Mission class and it was advised that all events be analyzed based on process and outcomes of the programmes. The appreciation letter for the Stem Cell Donation by NSS had to be focused.

The establishment and MoU signed were looked into and it was suggested that more MoU had to be signed with industries for collaborative activities. It was informed that an evaluation meeting should be held the next day after the conclusion of an event for identifying improvements and corrections, which should be called by the coordinator of the respective event. The Skill Development Programme, class on IPR and the workshop on Systematic Literature Review by RAC were analyzed. All the coordinators were appreciated for the conduct of the programmes. Five teachers - Ms. Dhanya S, Ms. Anna Jain, Ms. Binitha, Ms. Neenu and Ms. Ambily would present the draft of their Research literature review. The upcoming events were read out - Workshop on SPSS data analysis for 2nd and 3rd year BBA students; Solar seminar on 21st February, Fest in RCSS, Kalamassery and Sports Day on 23rd February. Physical Education in-charge, Asst Prof. Tony Sebastian detailed the schedule of the Athletic Meet and the duties assigned.

The dates for the internal examinations were decided in the meeting. The first internal for 25 batches would begin on 19th February and the second internal for 45 batches would start on 26th February. Class teachers were asked to set the time for the same.



It was informed that further on, every Saturday except second Saturday would be working days either with regular timetable or special timetable to facilitate completion of portions. There would be class on 17th February, Saturday.

The dates for Arts Day and College Day was suggested as March 6 and March 7 respectively. The Director informed that the notice period for resignation from here onwards would be 2 months. It was decided in the meeting that Asst. Prof. Tennyson Thomas would continue as the IQAC coordinator, and considering the unavailability of Asst. Prof. Sreehala M, Asst. Prof. Anna Jain would be the new Joint IQAC coordinator. Asst. Prof. Tennyson would be the faculty editor of the college magazine, who has assigned teachers from each department respective portfolios. The collection and updation of data has to be done regularly. Teachers might also need to accompany students for MGU Youth Festival, as was done in the last year.

Staff Secretary
Ashly Paul


Prisco

Dr. Joy P. Joseph
Principal.




Minutes of the meeting held on 20 March, 2024
at 2:30 pm - Venue Board room.


Agenda: 1st Semester Valuation Comp, Block leave for teachers, Graduation Day, Ending of academic year.

Members Present: Dr. Joy P. Joseph 
Fr. Dipin Karingen CMI

ANITA Ravina B 

Neenu Varghese 

Dhanya S 


Thara Vinu George 

Lilly Mathew 

Karthika B 

Binitia P S 


Seena M. D. 

Rengini D. 

Solymon V L.

Harishma S L.

Tennyson Thomas


Ajya Antony 

Ambika K. P.

Sreelakshmi M.M.

Tony Sebastian

Anna Jain

Aheemol Chandan 

The meeting was presided by Dr. Joy P. Joseph.

The meeting began with a follow up and of revision in certain agenda discussed in previous meeting. It was informed self-appraisal form for teachers has



and had to returned duly filled by April 1, 2024. The revised dates for the A2 and B2 forms of Second semester students was informed as 11 April. And the 25 Model examinations would be conducted from April 2 to April 8. The B2 forms of 45 had to be submitted by 27 March before the college closes for Easter holidays, and the 4th semester classes had to concluded by 22nd March.

The programmes conducted in the month were reviewed and the coordinators of Arts Day, College Day and MGV Youth Festival were appreciated. The farewell programme of the outgoing students was also appreciated.

Considerations regarding the valuation camp for first semester was made in the meeting that teachers could report to the camp as required. The classes for 25 could be conducted in online mode if needed. There would be no classes after the exams during the Model examination.

The finalized form of the revised norms of NAAC was discussed as per the 10 criteria and the new teams were assigned each criteria:-

1. Curriculum Design - Ms. Sreekala M.S. & Ms. Sheemol.
2. Faculty Resources - Ms. Anju Antony & Ms. Annu Mariya.
3. Infrastructure - Mr. Tenayson Thomas & Ms. Harishma.
4. Financial Resources - Ms. Neenu Varghese & Ms. Preethe.
5. Learning and Teaching - Ms. Binitha P.S. & Ms. A.
6. Extended Curricular Engagement - Ms. Anna Jain,
 * Mr. Tony Sebastian, Ms. Ashly Paul
7. Governance & Administration - Ms. Karthika & Ms. R.



8. Student Outcomes - Ms. Karthika B, Ms. Seena Peter.
9. Research and Innovation - Ms. Dhanya S & Ms. Anubha Roshan
10. Sustainability - Ms. Saritha P.N, Ms. Ambily.

Principal informed the staff that April 12, 2024 would be his last working day at RVCAS and that he wished to host a gathering for all staff on 6 April. Fr. Director informed that there would be a farewell programme in honour of Principal, Jay sir on 12 April at 6.30 pm at the college.

The provision for Block leave for teachers could be availed from 17 April 2024. The admission process and preparation for 2024-25 year has started and it was informed that the fee structure was revised with a hike in the fee and a few strategies to improve admission were also planned. Fr. Director also invited all the staff to the Hostel Day celebrations slated to be held on 21 March.

The new system of courses as per NEP 2020 was briefed. The Four Year Under Graduate Programme (FYUGP) would require a Nodal officer in the college with faculty Advisors from each department. Two faculties from every department were advised to prepare themselves with the norms of FYUGP in order to provide sufficient counselling regarding the subject combinations and credit systems. The names had to be given to the Director by 21 March. presentation on ¹⁵ had to be given on any working Saturday on convenient dates.



The Teachers Profile and Self Appraisal form would serve as a record of all the activities and

information of every faculty member of the academic year. The self-Appraisal form had to be completed before 12th April and once Principal's signature is received on it, it had to be submitted to the Director along with the data collected related to respective NAAC criteria.

~~ASHP~~
Staff Secretary
Ashly Paul

~~Princed~~
~~JK~~

Principal
Dr. Joy F. Joseph



Minutes of the meeting held on the 16th May, 2024, at 2:00 p.m. Venue - Board Room.

Agenda: Opening a Help Desk for CAP Registration, Assigning New Post and Responsibilities, Formation of Statutory Committee, Discussion on New Mobile Policy, Workload Division, Creation of General Timetable, Schedule for Upcoming Workshops and FDPs.

Members Present: Dr. Devasia M. D. (Principal)
 Fr. Dipin Karinger FMI (Associate
 Thera Cini George S. Director)
 Tennyson Thomas
 Seena M Peter
 Nenu Varghese
 Rengiri D.
 Ambily K. R.
 Sneekala M. M.
 Binitha P. S.
 Anju Antony
 Dhanya S.
 Anila Roskar Joy J. J.
 Kasthika Balachandran
 Indu V. S.
 Maria Mathews
 Sumir Reju
 Solomon V. L.

The meeting was presided by Dr. Devasia M. D.
 The meeting commenced with a discussion on the necessity of establishing a help desk in connection with CAP registration.

A group consisting of six teachers was formed, led by



The nodal officer, Ms. Binitha P.S., to manage the CR registration help desk.

* Master Timetable Preparation :

The principal instructed the academic coordinator to prepare the master timetable after consulting with the department heads by May 30th.

* Reassignment of Department Heads :

The following individuals were appointed as new heads of their respective departments -

Commerce : Ms. Breejula N.M

Management : Ms. Karthika Balachandran

English : Dr. Indu V.S

Psychology : Ms. Sreedevi

* Constitution of Statutory Committees

As per the university direction, three statutory committees were formed :

1. Anti-drug Committee : Mr. Tennyson Thomas (Convener)
2. Anti-ragging Committee : Ms. Solomon V.L (Convener)
3. Internal Complaints Cell : Ms. Anju Antony (Convener)

* New Mobile Policy

A discussion ensued regarding the enforcement of a new mobile policy on campus. It was decided that the students would be restricted from using mobile devices in class without the teacher's permission.

* Department Meetings and Course Allocation

Heads of various departments reported that they conducted department meetings and allocated courses to the faculty members.

* Additional Appointments

1. Ms. Sreedeviksha assigned the role of ~~Secretary~~
2. Ms. Maria Mathews was selected as the ~~Secretary~~



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* OBE Workshop Instructions

Ms. Sreekala N.M and Ms. Anju Antony provided instructions regarding the upcoming Outcome-Based Education (OBE) Workshop.

The meeting was adjourned at 3.30 p.m.

Minutes recorded by:

Approved by:

aym
Maria Mathews
Staff Secretary



M. J. J.
17/05/20
Principal

* Minutes of the meeting held on the 22nd of May, 2024, at 9.30 a.m. Venue:- Board Room

Agenda: FDP Planning, Selecting a name for FDP 2024, Constituted Academic Council, Welcoming new faculties, Paying respects to Dhanya Nair's family.

Members Present: Dr. Devasia M.D (Principal)

: Fr. Dipin Karinger (AIT Associate Director)

Solymon V.K

Tenderson Thomas

Theresa Irine George

Susmin Reju

Neeenu Varghese

Anju Antony

Sreejith.S

Binetha.p.s

Ambily K.R

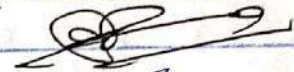
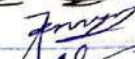
Dr Indu V.S

Amila Roshan Jay

Seena.m. Peter

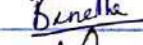
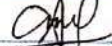
Anne Jain

Navia Mathews










The staff meeting was convened on May 22, 2024, presided over by Principal, Prof. Dr. Devasia M.D

* FDP 2024 Planning

After thorough discussion, a name for the Faculty Development Programme 2024 was agreed upon and sessions for each day were finalised. Resources for the sessions were also identified to ensure success of the programme.



* Academic Council Establishment

The need to establish an Academic Council to oversee result analysis was deliberated upon. It was unanimously agreed to constitute the council to enhance the academic quality and integrity of the institution by establishing a PSTA and also celebrating events such as Merit Day.

* Welcome to New Faculties

Ms. Sneezith S and Mr. Arun V V. were warmly welcomed as new additions to the college faculty.

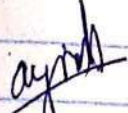
* Condolences to Dhanya Ma'am's Family

It was decided to pay respects to Dhanya Ma'am's family on her father's demise by visiting their residence.

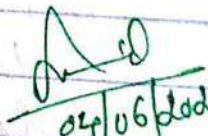
The meeting adjourned at 11:30 a.m.

Minutes recorded by

Approved by


Mava Mathews
Staff Secretary.




04/06/2024
Principal.