



**MAR THOMA COLLEGE FOR WOMEN**  
**PERUMBAVOOR**

# COLLEGE COUNCIL

**CONSTITUTION**

**2017-22**





# COLLEGE COUNCIL CONSTITUTION

2017-2018

Name of the staff	Department
Dr. Lisy Cherian	Principal & Chairperson
Dr. Priya Kurian	History(Secretary)
Ms. Preethi Sara Joseph	English
Ms. Saley Thomas	Malayalam
Ms. Jayasree M.J	Hindi
Dr. Annie Kurian K	Mathematics
Dr. Biju Thomas Mathew	Commerce
Dr. Anupama P	Physics
Dr. Biju Jacob Thomas	Zoology
Dr. Vineed Kumar K	Physical Education





# COLLEGE COUNCIL CONSTITUTION

2018-2019

Name of the staff	Department
Dr. Lisy Cherian	Principal & Chairperson
Ms. Sherin T Abraham	Commerce (Secretary)
Dr. Annie Kurian K	Mathematics
Ms. Jayasree M.J	Hindi
Dr. Priya Kurian	History
Ms. Preethi Sara Joseph	English
Dr. Anupama P	Physics
Dr. Biju Jacob Thomas	Zoology
Dr. Vineed Kumar K	Physical Education



# COLLEGE COUNCIL CONSTITUTION

2019-2020

Name of the Staff	Department
Dr. Gigi George	Principal & Chairperson
Ms. Sherin T Abraham	Commerce (secretary)
Ms. jayasree M.J	Hindi
Dr. Bibin Kuriakose	History
Ms. Chaithanya Elsa Achankunju	English
Dr. Anupama P	Physics
Ms. Reemy Sara Mathai	Zoology
Dr. Vineed Kumar K	Physical Education
Ms. Supriya Susan Kurian	UGC Librarian
Ms. Usha Anna John	Head Accountant



# COLLEGE COUNCIL CONSTITUTION

2020-2021

Name of the Staff	Department
Dr. Gigi George	Principal & Chairperson
Ms. Sherin T Abraham	Commerce (secretary)
Ms. Chaithanya Elsa Achankunju	English
Dr. Anupama P	Physics
Ms. Reemy Sara Mathai	Zoology
Dr. Vineed Kumar K	Physical Education
Ms. Supriya Susan Kurian	UGC Librarian
Mr. Eldho Uthup	Administrative Staff



# COLLEGE COUNCIL CONSTITUTION

2021-2022

Name of the Staff	Department
Dr. Sujo Mary Varghese	Principal & Chairperson
Ms. Sherin T Abraham	Commerce (secretary)
Dr. Gigi George	Mathematics
Ms. Chaithanya Elsa Achankunju	English
Dr. Bibin Kuriakose	History
Dr. Anupama P	Physics
Ms. Reemy Sara Mathai	Zoology
Ms. Rajani Jacob	Chemistry
Dr. Vineed Kumar K	Physical Education
Ms. Supriya Susan Kurian	UGC Librarian
Mr. Eldho Uthup	Administrative Staff




**MAR THOMA COLLEGE FOR WOMEN**  
**PERUMBAVOOR**

# COLLEGE COUNCIL

**MINUTES**  
**2017-22**



The image features a light green watercolor background with various shades of green and blue. A thin gold border frames the central area. Green leaves and branches are scattered around the border, with some leaves appearing as faint watercolor washes. The text "2017-2018" is centered in a bold, dark green font.

**2017-2018**



Minutes of the staff council held on 9.06.2017  
at 11.30 a.m.

Member's Present:

1. Dr. Lissy Cherian  $\checkmark$
2. Dr. Biju Jacob Thomas  $\checkmark$
3. Dr. Biju Thomas Mathew  $\checkmark$
4. Dr. Gigi George  $\checkmark$
5. Dr. Vineed Kumar  $\checkmark$
6. Dr. Priya Kurian  $\checkmark$
7. Chaithanya Elsa Achankunju  $\checkmark$

Minutes of the staff council held on 9.06.2017  
at 11.30 a.m. in the Principal's Office.

A meeting of the staff council was held on 9.06.2017 at 11.30 a.m. in the Principal's Office. Dr. Lissy Cherian, Principal presided over the meeting. The meeting began with a prayer. Minutes of the previous meeting held on 3.02.2017 was read and passed. 1

The following matters were discussed.

- Dr. Vineed Kumar, Nodal Officer, gave instructions regarding the admission procedures to be carried out.

The admission allotment dates are

13/14 - First allotment

19/20<sup>2017</sup> - Second allotment

26/27/28 - Third allotment

3/4/5 - Fourth allotment

Management Quota and Community Quota on 22/06/2017.

- There is no need to check the fee receipt.
- The candidates should have obtained the signature of Verification at the top corner of



the allotment form from the Computer Centre when they come with the form to the Department.

- Only those students taking permanent admission shall be send to the Department. The students with Higher Option will be checked in the Computer centre itself.
- T.C must be collected.

The process will be as following:

- First the application forms must be verified at the computer centre then the students should be send to H.O.D - then to the Principal - will be then send to pay the govt. and management fees - then to the Computer Centre for admission.
- The first year class will start on 29 June 2017.

2

Date of Birth and +2 Marks must be checked properly. For this both T.C and S.S.L.C. marklist should be checked.

- Open House for the 2nd and 3rd year students must be conducted before October.

Decisions on Uniform purchase was made. Four quotations should be collected. The selected stitching centre may be asked to distribute the clothes from the College. The students can stitch the uniform by themselves.

~~Asperanta~~  
Principal

Priya Kurnian  
Secretary



Minutes of the staff council held on 29.06.2017  
at 2 p.m.

Members Present:

Member's Present

1. Dr. Lisy Cherian LC
2. Dr. Biju Thomas Mathew BM
3. Dr. Vineed Kumar VK
4. Dr. Priya Kurian PK
5. Ms. Preethi Sara Joseph.
6. Dr. Annie Kurien K. AK
7. Ms. Chaithanya Elsa Achankunju CEA
8. Ms. Reemy Sara Mathai (for HOD, Zoology) RS
9. Ms. Jayasree M.J. JM

Minutes of the Staff Council held on 29.06.2017  
at 2 p.m. in the Principal's office

A meeting of the Staff Council was held on 29.06.2017 at 2 p.m. in the Principal's Office. Dr. Lisy Cherian presided over the meeting. The meeting began with a prayer. Minutes of the previous meeting held on 9.06.2017 was read and passed.

3

The following matters were discussed:

- Two quotations was submitted to the council by the uniform committee. The cost of 2 sets was estimated to be Rs. 1800/- It is decided to collect Rs. 1900/- from each student.
- It is must for the students to use the College Identity Card.
- The members of the Council selected the uniform for this academic year.
- Under the head: Study materials of SSP, the books



4

59

purchased during the academic year 2014-15, 2015-16, 2016-17 were decided to be transferred to the College-library to be maintained as a common resource pool.

- It is decided to continue the noon meal scheme. The staff-in-charge of noon meal scheme expressed her interest to collect the donations amount in advance.

- Entry level test must be conducted by all departments

- It is decided in the Council that the teacher's allotment for the University examinations must be verified by the Internal examiners. Exam notice must be circulated among the teaching staff.

4

- Time Table must be given to the students by the departments.

- The discipline of the College must be enforced upon the students.

Supantha  
Principal

Brija Kurian  
Secretary



Minutes of the staff council held on 10.07.2017  
at 3. p.m.

Member's Present:

1. Dr. Lisy Cherian *lc*
2. Dr. Biju Thomas Mathew *mb*
3. Dr. Biju Jacob Thomas *l*
4. Dr. Vineed Kumar
5. Dr. Priya Kurian *pk*
6. Ms. Preethi Sara Joseph *f*
7. Ms. Jayasree M.J. *js*
8. Ms. Annie Kurien K. *ak*

Minutes of the Staff Council held on 10.07.2017  
at 3 p.m. in the Principal's Office.

A meeting of the Staff Council was held on 10.07.2017 at 3 p.m. in the Principal's Office. Dr. Lisy Cherian presided over the meeting. The meeting began with a prayer. Minutes of the previous meeting held on 29.06.2017 was read and passed.

5

The following matters were discussed:

- The Principal informed that the attendance registers must be properly maintained by the departments.

- Internal audit pointed out the shortage of attendance in various departments for the year 2016-17 and the acute shortage was noticed in the department of History and English.

- The files of Minor Research Project must be submitted in the office. The equipments and



the books must be submitted in the College.

- The students who acquired University ranks must be honoured in the public <sup>meeting</sup> along with the students who got placed in T.C.S and other organisations/institutions.

- A mock NAAC should be conducted in the College.

- Department wise and criteria wise powerpoints must be prepared by the respective staffs.

~~Principals~~  
Principal

Pritya Kusari  
Secretary



Minutes of the staff council held on 24.08.2017  
at 10.30 a.m.

Members present:

1. Dr. Lisy Cherian *lc*
2. Jagastree M. J. *Jagastree*
3. Dr. Viseedkumar *V*
4. Dr. Biju Thomas Mathew *BM*
5. Dr. Biju Jacob *J*
6. Preethi Sara Joseph *Preethi*
7. Dr. Anupama P *AD*
8. Chaitanya Prsa Achankunju *CPA*
9. Dr. Annu Kurian *K*
10. Dr. Gigi George *G*
11. Sherin T. Abraham *Sherin*
12. Saleep Thomas *S*
13. Dr. Riya Kurian *R*

Minutes of the staff council held on 24.08.2017  
at 10.30 a.m. in the Principal's office

A meeting of the Staff council was held on 24.08.2017 at 10.30 a.m. in the Principal's Office. Dr. Lisy Cherian presided over the meeting. The meeting began with a prayer. Minutes of the previous meeting held on 10.07.2017 was read and passed.

The following matters were discussed:

The issue regarding the purchase of books for the library from the remaining amount collected from the uniform money was analyzed and a decision was taken in the Council that such matters must be brought before the council, before utilizing the amount.



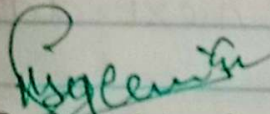
- The UGC fund must be utilised before Sept. 30, 2017.
- There were suggestions from the Mock NAAC to utilize the time, <sup>for the NAAC preparations</sup> by reducing the noon break hours from 12.30 to 1.15 p.m and the other classes from 1.15 to 1.50 p.m, 2 to 2.45 p.m.
- The power-points, prepared for NAAC must be shown to the students of the respective departments.
- The promotion date for the teaching staff is extended to Oct 10, 2017 and the next date will be before March 31, 2017.
- **8** Oath taking ceremony of the College Union must be conducted on 25 August 2017.
- There will be a class on vermi compost on 25.8.2017 at 10.00 a.m. conducted by the department of zoology.
- The College will be closed on 31 August 2017 (Thursday) and will be reopened on 11 Sept. 2017 (Monday).
- Onam will be celebrated on 31 August 2017.
- The first internal exams for the I year degree students will be conducted on Sep. 26, 27 and 28, 2017.



- The attendance for the second and third year degree students will be closed on 16.08.2017 after the NAAC visit.

- First year B.A English student Maria was found in mentally disturbed stage. The Council and the grievance redressal cell decided to collect a letter from her parents explaining the reason and her medical condition and ask them to continue the course after onam vacation.

The meeting concluded at 12 p.m.

  
Principal


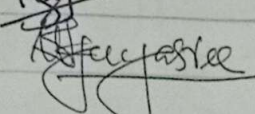

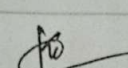

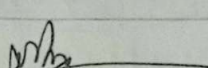

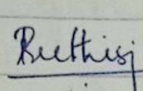

9

Priya Kurian  
Secretary



Minutes of the Staff Council held on 06.12.2017  
at 11.30 a.m.

Member's Present:

1. Dr. Lissy Cherian 
2. Jayasree . M. J. 
3. Dr. Gigi George 
4. Dr. Vineedkumar K. 
5. Dr. Biju Jacob Thomas 
6. Dr. Biju Thomas Mathew 
7. Dr. Anupama P. 
8. Ms. Preethi Sara Joseph 
9. Dr. Priya Kurian 

Minutes of the Staff Council held on 06.12.2017  
at 11.30 a.m. in the Principal's Office.

A meeting of the Staff Council was held on 06.12.2017 at 11.30 a.m. in the Principal's Office. Dr. Lissy Cherian presided over the meeting. The meeting began with a prayer. Minutes of the previous meeting held on 24.08.2017 was read and passed.

10

The following matters were discussed:

— The Council decided to abolish the discussion on the utilization of the profit earned from the sale of uniforms for the academic year 2016. In order to avoid such scenarios in the future, the members suggested that the profit from the sale of uniforms be utilized only after a formal consultation with the uniform committee.

— It decided that any activities conducted by the Departments should be continued during five years.



- NCC is assigned to Mrs. Sangeetha Rachel Koruth from 06 December 2017. NCC parade will be conducted from 11 December 2017 till 20 December 2017.

- The retirement of Ms. Rajalakshmi M.M. On 31 December 2017, send off date and other related matters are to be decided by Staff Council Secretary and Staff Association Secretary.

11

- The online fee registration must be done by the concerned Departments.

The meeting concluded at 1 p.m.

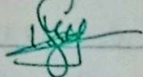
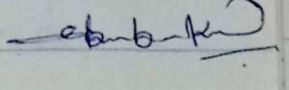
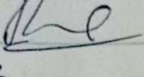
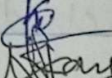
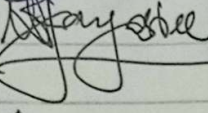




~~Sangeetha~~  
Principal

Priya Kurian  
Secretary



Minutes of the staff council held on 03.01.2018  
at 2.30 p.m.

Member's Present:

1. Dr. Lissy Cherian 
2. Dr. Bibio Kuriaakose, Dept of History - 
3. Dr. Biju Jacobus 
4. Dr. Viseedkumar K. 
5. Jayastee. M. J. 
6. Dr. Gigi George 
7. Ms. Preethi Sara Joseph 
8. Dr. Anupama P. 
9. Dr. Biju Thomas Mathew 

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Minutes of the Staff Council held on 03.01.2018  
at 2.30 p.m. in the Principal's Office

A meeting of the staff council was held on 03.01.2018 at 2.30 p.m. in the Principal's Office. Dr. Lissy Cherian presided over the meeting. The meeting began with a prayer. Minutes of the previous meeting held on 06.12.2017 was read and passed.

The following matters were discussed.

As per the government order and instruction from University, the balance accumulated amount is decided to be utilised for the following:

1. Maintenance of toilets, (windows, doors, electrical/pumping and flooring).
2. As the University have decided to conduct the semester examinations through online method, decided to purchase heavy duty - printers (2 or 3 no's)
3. AMC to computer, generator and UPS according to the availability of the accumulate



amount.

4. Committee have decided to submit a proposal regarding the usage of the accumulated amount to the D. D.

The meeting concluded at 3.30 p.m.

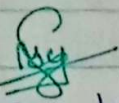
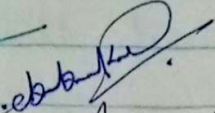
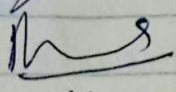
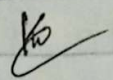
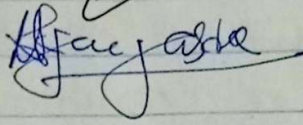



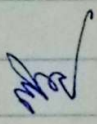
Principa  
Principal

Pritya Kwonani  
Secretary



Minutes of the staff Council held on 08.01.2018  
at 2.30 p.m.

Member's Present.

1. Dr. Lissy Cherian 
2. Dr. Bibin Kuriakose 
3. Dr. Biju Jacob Thomas 
4. Dr. Vineed Kumar K. 
5. Mrs. Jayasree M.J. 
6. Dr. Gigi George. 
7. Mrs. Preethi Sara Joseph 
8. Dr. Anupama P. 
9. Dr. Biju Thomas Mathew 

Minutes of the staff Council held on  
8.01.2018 at 2.30 p.m. in the Principal's  
Office.

A meeting of the staff council was held on 8.01.2018 at 2.30 p.m. in the Principal's Office. Dr. Lissy Cherian presided over the meeting. The meeting began with a prayer. Minutes of the previous meeting held on 03.01.2018 were read and passed. **14**

The following matters were discussed:

- The council decided to prepare a representation to be presented before the Governing Council after a discussion with the HODS and Office Superintendent.
- Election of staff Representative should be conducted after validating the same.
- Internal Exams should be conducted during the second week of February 2018.
- NAAC related matters were reported by Dr. Anupama P. in the IQAC meeting.
- Fund should be arranged to take students to the University youth festival.



- Executive Committee members, should be elected following the PTA General Body.
- It is informed that Alumni meet will be held on 26 January 2018. Senior teachers should encourage students to contribute cash/books to the college.
- The principal presented the matter of classroom rearrangements which would involve the Departments of Physics and Commerce and the Department of Botany as per the meeting of the College construction committee.
- Clarifications were made regarding the class that was scheduled for 16 Dec. 2017.
- A 'Tour committee' may be formed and interdepartmental participation of faculty be allowed during tours of various departments whenever necessary.
- It was informed by Dr. Anupama that Microtech Events will host their Edu Expo on 16 January 2018 and buses will be arranged from the Campus at 9.15 a.m.
- A staff coordinator is required for the Quiz Club.
- Teachers must take initiative to collect the exam facility fees from the students.
- Suggested to make an appropriate arrangement for online fee payment.
- Tutorials of each class should be conducted out effectively.

The meeting concluded at 4. p.m.





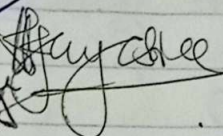
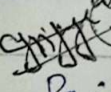
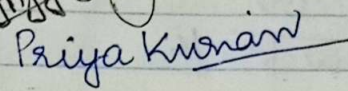
*Principals*  
Principal

Priya Kurian  
Secretary



Minutes of the staff council held on 15.01.2018 at 11 a.m. in the College Conference Hall.

Members present.

1. Dr. Lisy Cherian 
2. Dr. Biju Jacob Thomas 
3. Mrs. Preethi Sara Joseph 
4. Dr. Anupama P. 
5. Mrs. Jayasree M.J. 
6. Dr. Gigi George. 
7. Dr. Priya Kurian 

Minutes of the staff council held on 15.01.2018 at 11 a.m. in the College Conference Hall.

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A meeting of the Staff Council was held on 15.01.2018 at 11 a.m. in the College Conference Hall. Dr. Lisy Cherian presided over the meeting.

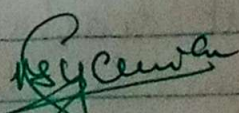
The following matters were discussed:

Discussions were made on the representation submitted by the Staff Council and the IQAC to the Manager on classroom re-arrangement.

- As per the decisions taken at the previous meeting the Departments were asked to visit the new building and suggest potential rearrangement.


- A decision was taken to expand the library with a wider collection of books and reading rooms attached to the existing library.

The meeting concluded at 12.30 p.m.

  
Principal

Priya Kurian  
Secretary



A decorative border featuring blue and gold floral motifs, including roses and smaller blossoms, surrounding a central white area. The border is framed by a gold-colored line. The background is white with scattered gold dots.

**2018-2019**





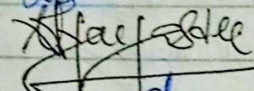
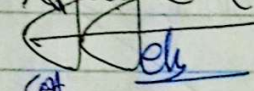
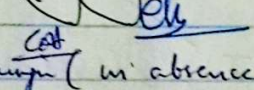

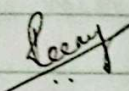

2018 - 2019

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Minutes of the Staff Council held on 11.06.2018  
at 2.30 p.m. in the College Conference Hall.

Member's Present

1. Dr. Lisy Cherian 
2. Sherin T. Abraham 
3. Jayasree. M. J. 
4. Dr. Annie Kurian K 
5. Chaitanya Elsa Akhenthumpu (in absence of HOD, English & in charge of Uniform Group 2017-18) 
6. Dr. Anupama P. OD
7. Dr. Vineedkumar K. 
8. Reemy Sara Mathai (for HOD) 
9. Dr. Priya Kurian P. 

Minutes of the Staff Council held on 11.06.2018  
at 2.30 p.m. in the College Conference Hall.

A meeting of the Staff Council was held on 11.06.2018 at 2.30 p.m. in the College Conference Hall. Dr. Lisy Cherian presided over the meeting. The meeting began with a prayer. Minutes of the previous meeting held on 15.01.2018 was read and passed. 1

Matters arising out of the Minutes:

The Council corrected the previous minutes of 15.01.2018 to be read as H.O.Ds are requested to provide lists of books to be purchased to the library for its upgradation.

The following matters were discussed:

- Dr. Vineed Kumar, Nodal officer explained the admission procedures of various first year degree courses during 2018-19.
- The Nodal officer requested that teachers and NSS volunteers shall assist him in the allotment process.



- Management quota fees paid will not be refunded to a student who decides to discontinue the course after taking permanent admission in the College.
- Dr. Vineed Kumar and Ms. Chaitanya Elsa Achan Kunju will continue as the Staff in Charge for Uniform Committee in 2018-19 too. Ms. Chaitanya Elsa Achan Kunju presented the accounts of uniform purchase done in 2017-18. It is decided to use the balance amount of Rs. 24,425/- for Taekwondo training.
- Principal asked to maintain discipline in the classroom. Teachers are requested not to sit while teaching in class unless deemed necessary.
- The Department of English was asked to take initiative to conduct remedial classes for the weak students in Common course in English.
- Ms. Sherin T. Abraham, H.O.D, Department of Commerce reported her unwillingness to take the responsibility of self-financing B.Com course.
- Entry level Test must be conducted by the concerned departments.
- As per the order received from the Government authorities to publish the details of Public information Officer in the Notice Board and in the College website, the Council made the following appointments.  
Appellate Authority: Dr. Lisy Cherian, Principal  
Public Information Officer: Dr. Annie Kurien K., HOD, Dept. of Mathematics.  
Asst. Public Information Officer: Ms. Usha Anna John (College office)



- Principal reported that our college has got the 'Minority Status' and is waiting to receive the order relating to it.
  - Principal informed that the Mar Thoma Higher Education Council is conducting a seminar tentatively on July 14 and 15 at Tiruvalla. All HODs and Convenors of IQAC are requested to attend it.
  - HODs are requested to identify students for the Noon meal scheme.
  - Common and Department Time Table must be checked by the Heads of the Departments.
  - Guest lecturers must sign the attendance register regularly. Heads of Departments must sign the respective register every week.
  - New Courses must be applied before August 2018 of every year. **3**
  - Activities (The Activity Calender) during 3.30-4.30 p.m. must be decided by the concerned department.
- The meeting concluded at 4.30 p.m.

Priya K  
Principal

Priya K  
Secretary



Minutes of the staff Council held on 3.07.2018  
at 10.00 a.m. in the College Conference Hall.

Member's Present:

1. Dr. Lissy Cherian
2. Dr. Annie Kurien K.
3. Ms. Reemy Sara Mathai ~~B.~~
4. Dr. Vineed Kumar ~~No~~
5. Mrs. Sherin T. Abraham ~~Sherin~~
6. Dr. Anupama P.
7. Mrs. Preethi Sara Joseph J.
8. Mrs. Sophy Easow

Minutes of the Staff Council held on 3.07.2018  
at 10.00 a.m. in the College Conference Hall.

A meeting of the Staff Council was held on 3.07.2018 at 10.00 a.m. in the College Conference Hall. Dr. Lissy Cherian presided over the meeting.

4

The following matter was discussed:

Dr. Lissy Cherian, Principal convened an urgent meeting of the staff Council as requested by Ms. Reemy Sara Mathai regarding the unfortunate incidents surrounding the staff.

The Principal reported to the Staff Council the turn of events on 2 July 2018, following which the treasurer, Adv. Philip Mathew instructed the Principal to hand over to him all the documents and detailed report connected with the incident to seek legal advice.

The Staff Council expressed the concern regarding the consequences which would follow as a result of legal proceedings which would defame the institution and the student concerned. The meeting concluded at 11.30 a.m.

Principal

Priya Kurian  
 Secretary



Minutes of the staff Council held on 9.07.2018  
at 2.30 p.m. in the College Conference Hall.

Member's Present:

1. Dr. Lisy Cherian
2. Jayasree M. J.
3. Dr. Anupama P
4. Dr. Annie Kunen K
5. Dr. Vinodkumar K.
6. Dr. Priya Kurian
7. Reemy Sara Mathai
8. Pruthi Sara Joseph
9. Sherin T. Abraham

Member absent: Sophy Easow

Minutes of the staff Council held on 9.07.2018 at  
2.30 PM in the College Conference Hall.

5

A meeting of the staff Council was held on 9.07.2018 at 2.30 PM in the College Conference Hall. Dr. Lisy Cherian presided over the meeting. The meeting began with a prayer. Minutes of the previous meetings held on 11.6.2018 and 3.07.2018 was read and passed.

Matters arising from the minutes of 11.6.2018

- Matter regarding Management Quota Admission
- The Principal clarified that the amount <sup>taken</sup> under the management quota cannot be transferred to another student on the withdrawal of the student admitted.
  - Activity Calendar, i.e. time table for 3.30 - 4.30 should be submitted by the departments to the Principal before 27-7-'18.
  - Also, the common and department time table has to be submitted to the DD office. So, a single time table should be followed in the both odd and even semesters.



Principal reported that the brochures of the seminar organised by Marthoma Higher Education Commission has been received and the names of those who wish to attend the same shall be given to the Principal at the earliest.

### Matters arising from the minutes of 3.07.2018

It was pointed out that the offence of signing in the register by Dr. Biju Jacob Thomas without the prior consent of the Principal on 2-7-2018 as he had not cancelled his extended leave was included in the minutes.

Also, the documents were to be submitted not to Adv. Philip Mathew but to the Manager through Adv. Philip Mathew.

6

### Deliberations of the meeting held on 9.07.2018.

- Sherin T. Abraham, Asst. Prof in charge of HOD, Dept. of Commerce was nominated to the post of staff council secretary. Principal thanked Dr. Priya Kurian for her valuable service as the secretary for a period of 2 years (2016 to 2018)
- Following the rules of new CBCS pattern, it was decided to conduct 2 internal exams. One shall be conducted as in the previous years coordinated by the internal exam coordinators. The second exam may be conducted as a model exam left to the discretion of the respective departments.
- III Semester classes shall commence on the next day



of their last exam in the respective department.

- Heads of the Departments should sign the work diaries of the faculty of their respective departments which should be submitted to the Principal at the end of each month and these should be submitted to IQAC at the end of the academic year.
- The request for library membership by the guest faculty should be forwarded by the respective HOD to the Principal and the HOD should ensure that the librarian is informed when the concerned <sup>guest</sup> faculty is relieved from the post.

7

- The unfortunate incident regarding II<sup>nd</sup> year History student with regard to her misconduct in the hostel and the disciplinary action taken was reported. Three other students involved in this case were warned and it was decided to call their parents to inform them of the same.
- Head of the Department of English informed that the cluster heads of I year and II year classes of each department shall be sent to the Department of English to equip them to train their peers.
- Mobile phones are strictly prohibited in the campus and if a genuine reason arises, a basic model shall be used which should be kept switched off in the campus.
- It was reported that Dr. Anpama P, Dr. Rajani Jawb and Smt. Chaitanya Elsa Achenkunju will be



coordinators of FLAIR, WWS and SSP respectively.

→ The entry level test for 1st years and the advanced test for 2nd and 3rd years shall be held on 2.8.2018, AN Session.

→ Attendance should be strictly taken in the FN and AN sessions on all working days including days meant for functions or activities.

Attendance of the opencourse should be taken even if the concerned faculty is on leave.

8

→ The orientation programme for 1st year students and their parents shall be held on 18.7.2018.

Chief guest of the day will be Dr. Muse Mary George, Asso. Prof, Dept of Malayalam, U.C. College, Aluva.

The students & parents can leave after the session.

→ Principal reported that the proposal sent to the government for utilisation of balance in accumulated fund has been approved and the amount of ₹4,60,252/- is sanctioned. Staff Council authorised the purchase committee to spend the ~~discuss~~ amount as discussed in the council held on 3 January 2018.

The meeting concluded at 4.00 PM.

P. S. S. S.

Sherin  
Sherin T. Abraham  
Secretary.



Minutes of the Staff Council held on 02.08.2018  
at 3.30 PM in the College Conference Hall.

### Members Present

1. Dr. Lisy Cherian ~~LS~~
2. Jayasree . M. J. ~~Jayasree~~
3. Shamin T. Abraham ~~Shamin~~
4. Keeney Sree Mathai ~~KS~~
5. Dr. Anupama P ~~AP~~
6. Dr. Visveedkumar K. ~~VK~~
7. Dr. Annie Kurian K ~~AK~~
8. Pruthi Sree Joseph ~~PSJ~~
9. Chaitanya Asa Thankyji (uniform Committee) ~~CA~~
10. Usha Anna John ~~UAJ~~
11. Dr. Bibin Kurukose (Rep from History)

Minutes of the Staff Council held on 02.08.2018 at  
3.30 PM in the College Conference Hall.

A meeting of the Staff Council was held on 02.08.2018 at 3.30 PM in the College Conference Hall. Dr. Lisy Cherian presided over the meeting. The meeting began with a prayer. Minutes of the previous meeting held on 09.07.2018 was read and passed.

### Deliberations of the meeting

- Principal informed that, though UGC has suggested to start B.Voc programs in the academic year 2018-19 itself, University has not given a clear instruction regarding the commencement of B.Voc programs.
- The Coordinators of WWS and SSP have been authorised to follow the instructions from the Higher Education Dept if



Govt. of Kerala gives approval for the conducting of 2 programs.

→ College Union Elections shall be held on 16 August 2018 as announced by the University.

→ Regarding Uniform: Two quotations was submitted before the council by the uniform committee. The cost of 2 sets was estimated to be around ₹ 1,800/- . It was decided to collect ₹ 1,900 from each student. The colours selected for 1st year students are Aqua blue for top and Raymond blue for coat and pant. And there shall be no change in the pattern.

→ Head of the Department of Hindi expressed her discomfort in handling her Hindi classes due to the severe noise from the classes of B.Com self financing. Moreover, the absence of their department in the first floor is making the situation worse. Principal assured that necessary steps will be taken to solve the situation and ensure discipline.

10

→ Tentative dates for internal exams shall be on 10, 11 and 12 of September for all 2nd and 3rd year students.

→ It was decided that combined classes shall not be let free if anyone class leaves for any programme in their concerned department. Also, one full day shall not be taken to celebrate freshers day.

→ Onam Celebrations shall be held on 17 August 2018 and Entry level test is postponed to 6 August 2018. Criteria for selecting Advanced, Medium and slow learners shall be decided in the concerned depts.


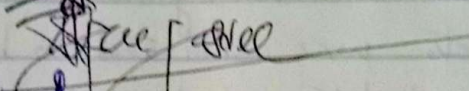


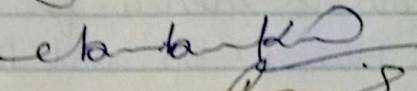
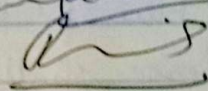
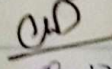
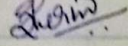
Meeting concluded at 4.30 PM.

*Sherin*  
SHERIN T. ABRAHAM  
(Secretary)



Minutes of the Staff Council held on 03-10-2018  
at College Board Room.

Members Present

1. Dr. Lisy Cherian 
2. Jacques M. J. 
3. Ruthi San Joseph 
4. Eiji George 
5. Bibin Kurianose 
6. Dr. Ben Jacob Thomas 
7. Dr. Anupama P 
8. Sherin T. Abraham 

Members Absent

1. Smt. Usha Anna John
2. Dr. Vinced Kumar.

11

Minutes of the Staff Council held on 03-10-2018 at 2:30 PM in  
College Board Room.

A meeting of the staff Council was held on 03.10.18 at 2:30 PM in the College Board Room. Dr. Lisy Cherian presided over the meeting. Minutes of the previous meeting held on 02.08.2018 was read and passed.

Matters arising out of minutes

Regarding B.Voc Programs: Principal reported about the meeting she had attended on 30-9-2018 at St. Paul's College, Kalamassery on the implementation of B.Voc Programs where in the University Syndicate positively responded in conducting the programs in colleges.

Also, the Governing Council has given the assurance that the initial expenses with regard to implementation



of B.Voc Programs would be met by the management until the reception of the same from UGC. In the Governing Council, Dr. Minu Susan Koshy was nominated as the nodal officer for B.Voc Programs and Dr. Paulose Thomas was entrusted with the task of providing technical assistance towards the same.

### Deliberations of the meeting.

→ Principal welcomed Dr. Bibin Kuriakose promoted as Assistant Professor in charge of HOD to the Staff Council.

→ A monitoring committee for the conduct of WWS and SSP in the College is required where in the members shall include

Principal

IQAC Coordinator

WWS and SSP Coordinator

One Senior Teacher and

One Student Representative each for WWS and SSP.

The Council nominated Smt. Sherin T. Abraham to the post of Senior teacher in the monitoring committee. The selection of student representative is left to the discretion of WWS and SSP coordinators.

→ Tutorial : It was decided to conduct tutorial classes on every Monday from 3.30 PM to 4.30 PM, where attendance shall also be taken.

→ Value Education : Value Education classes shall continue to be held on first Wednesday of every month. And the prescribed syllabus shall be used to take these classes.



- Internal exams for I year students shall be held on 22, 23 and 25<sup>th</sup> of October 2018.
- Mobile Squad: Teachers in the concerned department shall accompany and assist the mobile squad when they visit to check the use of mobile phones.
- Alumni: IGAC coordinator informed that a minimum of ₹1,00,000 is to be collected from the former students so as to get score in NAAC accreditation. So teachers shall use their contacts with old students to raise the needed amount before the next accreditation.
- IGAC convenors should convene their meetings regularly.
- Principal informed about the Higher Education Commission exposure visit to Madras Christian College, Chennai in November 2018 and at least 2 teachers should participate in the same.
- Principal reminded that writing in the duty leave register must be strictly followed when teachers avail duty leave.
- Event Register shall also be maintained and updated after the conduct of seminars, workshops or other programmes by Departments, Associations or clubs.
- During the days of Bus strike, attendance shall be given to students who come.

Meeting Concluded at 4.00 PM.

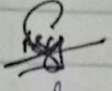


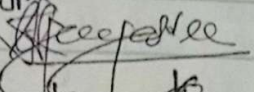


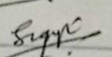


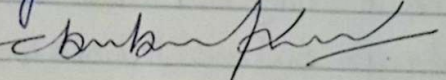

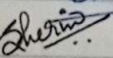
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 SHERIN T. ABRAHAM  
 (Secretary)



Minutes of the Staff Council held on 21.3.2019  
in college Board Room.

Members Present

1. Dr. Lisy Cherian 
2. Dr. Annie Kurian K 
3. Dr. Gigi George 
4. Jayastha M.J. 
5. Dr. Viseedkumar K. 
6. Usha Anna John 
7. Supriya Susan Kurian 
8. Reemy Sara Mathai 
9. Preethi Sara Joseph 
10. Dr. Bibin Kurekora 
12. Dr. Anupama P 
13. Sherin T. Abraham 

14

Minutes of the Staff Council held on 21.3.2019 in  
the college Board Room at 11.30 AM.

A meeting of the staff council was held on 21 March 2019 in the College Board Room at 11.30 AM. Dr. Lisy Cherian, Principal presided over the meeting. The meeting started with a prayer led by Dr. Gigi George. Minutes of the previous meeting held on 3.10.2018 was read and passed.

Matters arising out of minutes.

Regarding B.Voc Programmes - Principal reported that B.Voc courses offered in our college got affiliation from MG University. But the registration of B.Voc students are still pending as the University has not yet opened their Students' portal to do the registration.



Also, No Objection Certificate is to be received from the government. Staff Council decided to forward the application for NOC to the government at the earliest.

Regarding Duty leave: Principal reminded that procedure for availing Duty leave must be strictly followed and the practice of writing in the Duty leave register must <sup>also</sup> be strictly followed.

### Deliberations of the meeting.

15

Principal welcomed Smt. Reemy Sara Mathai promoted as Assistant Professor in charge of HDD and Mrs. Supriya Susan Kurian, Librarian of the college to the staff council. Also, warm welcome was extended to Dr. Gigi George, special invitee to the staff council meeting as she would be assuming the role of Principal in charge from 1.4.2019.

### Uniform Accounts

Smt. Chaithanya Elsa Achenkunju (Special invitee to staff council to present uniform accounts) presented the income and expenditure incurred towards uniform distribution

Amount collected from students - ₹ 4,50,500

Amount paid to uniform agency - ₹ 4,44,600

Balance in Hand ₹ 5,900

Staff council decided to hand over the excess ₹ 5900 to meet the shortage of funds in NSS activities of this academic year.



Since heavy shortage of funds is faced in NSS due to the delay in the release of funds from University, Council decided to request to PTA to revive the NSS revolving fund once again by transferring an amount from PTA to NSS revolving fund in the coming years. Also, to increase the usual amount from ₹ 5000 to ₹ 10,000 to be transferred to NSS revolving fund.

(2019-20)

Academic Calendar shall be prepared by Departments and IQAC Criteria Committees and submitted to IQAC Coordinator at the earliest.

16

Dr. Gigi George and the Criteria convenors of IQAC were entrusted with the responsibility of drafting the master plan of the college by May 15, 2019. The assistance of Dr. Paulose Thomas shall also be taken for the purpose.

Details of vacation classes shall be given to IIEIT at the earliest to design the brochure.

Staff Council secretary thanked Dr. Lisy Cherian and Dr. Annie Kurien for their valuable service as members of staff council during the tenure of their service. In response, Dr. Lisy Cherian thanked the council and shared her joy in being part of the council for many years.

Meeting concluded at 1.00 PM.

*Shyju*

*Sherin*  
SHERIN T. ABRAHAM  
(Secretary)



A decorative border of watercolor-style flowers in shades of pink, purple, and orange, scattered around the edges of the page. The flowers vary in size and opacity, creating a soft, artistic frame.

**2019-2020**



Minutes of the Staff Council held on 6.6.19 in College Board Room.

Members Present

1. Dr. Gigi George
  2. Ms. Reenu Sae Mathai
  3. Ms. Supriya Susar Kurian
  4. Chaitanya Aa Achankuzhi
  5. Ms. Preethi Sae Joseph
  6. Dr. Vinod Kumar K.
  7. Jagadee. M. J.
  8. Dr. Bibin Kurian
  9. Dr. Anupama P.
  10. Sherin T. Abraham
- Absent: Usha Anas John

Minutes of the Staff Council held on 6.6.19 at 3 PM in the College Board Room.

A meeting of the staff council was held on 6 June 2019 at 3 PM in the College Board Room. Dr. Gigi George, Principal in charge presided over the meeting. Minutes of the previous meeting held on 21 March 2019 was read and passed.

Matters arising out of minutes.

Principal and IQAC coordinator pointed out the emergency in preparing the Master Plan of the college at the earliest. It is required to be presented as Institutional Development Plan for RUSA immediately. Also it is frequently demanded by various academic assessment agencies. Towards this, each department and IQAC centres



shall prepare their action plans for a period of 1 year, 5 years and an extended long term plan of 10 to 20 years. After receiving the same from all departments and centres, it shall be consolidated to frame the Master Plan.

Reviving of NSS revolving fund by transferring a fixed amount from PTA should be implemented soon.

### Deliberations of the meeting.

Staff Council welcomed Dr. Gigg George who took charge as Principal in charge of the college and also promoted as Head of the Department of Mathematics.

#### Headship Rotation

In compliance with the University circular to rotate the Head of the Department position every 3 years to the next ~~seniormost~~ Associate Professor ~~OR~~ and in the absence of associate professor, to the next senior teacher having 5 years of experience, the Headship in Dept. of English got transferred from Smt. Preeti Sara Joseph to Smt. Chaithanya Elsa Achenkunju with effect from 3 June 2019.

The Council thanked Smt. Preeti Sara Joseph for her valuable service as Head of Dept and also welcomed ~~OR~~ Chaithanya Elsa Achenkunju to the Staff Council.

Principal informed that University has directed to separate self-financing course classes and departments to be from aided courses classes and departments.

The Council discussed the possible <sup>re-</sup>arrangements of classrooms and departments for this purpose.



Regarding open course: If any Department wish to change the open course they are offering in their respective department shall take such decision at the earliest before the meeting of U DC students for open course allotment.

3

Meeting concluded at 4.30 PM.

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~~Handwritten signature in black ink~~  
ZHERIN T. ABRAHAM  
Secretary



Minutes of the Staff Council held on 5.7.19 in  
College Board Room.

Members Present

1. Dr. Gigi George ~~GH~~
2. Avani T ~~AT~~ (Uniform Committee Special invitee)
3. Dr. Anupama P ~~AP~~
4. Jayashree M. J. ~~JMJ~~
5. Dr. Bibin Kuriakose - ~~CK~~
6. Reemy Sae Mathai ~~RS~~
7. Supriya Susan Kurian ~~SK~~ Present: Dr. Vineed Kumar
8. Sangeetha Rachel Korath ~~SK~~ Absent:
9. Sherin T. Abraham ~~SA~~

Minutes of the Staff Council held on 5.7.19 at 11.30 AM  
in the College Board Room. 4

A meeting of the Staff Council was held on 5 July 2019 at 11.30 AM in the College Board Room. Dr. Gigi George, Principal in charge presided over the meeting. Minutes of the previous meeting held on 6 June 2019 was read and passed.

Matters arising out of minutes.

Council pointed out 2 omissions in the minutes which are:

- Conduct of a staff tour (both teaching and non-teaching staff) was recommended and it shall be held on the second saturday of July (tentatively)
- Fast the system of following a tutor ward book semester wise for every student admitted from 2019 onwards wherein absence of students shall be strictly recorded.



### Other matters arising out of minutes :

The action plans of departments of criteria shall be submitted to the IQAC Coordinator before July 19

IQAC Coordinator also mentioned that the immediate requirement of updating RUSA NHERC MIS portal need not be done by our college as it is meant for Non-RUSA Beneficiary Institutes.

### Deliberations of the meeting.

5

#### Uniform matters :

It was decided to invite quotations with sample specifying brand and material. The specifications shall be

For Coat - 569	Majatal Big Boss - 1 m
Shirting - 51215	Gold Stripes - 2.5 m
Pant - 34	Rock n Roll - 2 m

Quotations with lowest quotes will be selected subject to the condition that their production premises shall be visited before finalising the tender.

First year B.Voc students shall follow the same uniform as the rest of the departments. And second year students shall continue to follow their current uniform.

Request of M.Sc students to wear uniform was not approved by the council.

A representative from B.Voc faculty shall be invited to staff council if any matter relating to B.Voc course is included in the Agenda.



### Discipline Committee

Staff Advisors to College Union and Arts club and Heads of Departments shall constitute the Discipline committee of the College.

Tendency of ragging within the campus and hostel should be attended strictly and such practices shall not be allowed.

Prohibition of mobile phones shall be strictly followed. If any student violates the rule and is caught with mobile phone in the campus, then a fine of ₹ 2500 shall be charged. If the student repeats the violation second time, then a fine of ₹ 1000 shall be charged. And after that if again caught with phone, then the cell shall not be returned.

6

ASAP and DCA classes should be concluded early so that students can report for first hour classes in time.

recording details of  
A register for late coming students shall be maintained in every department. It shall record date, time, name of student and student signature.

To ensure that all important informations and notices are conveyed to all students, short assembly meetings shall be called at 100PM in the conference hall.

Council nominated Dr. Rajani Jacob, Smt. Chaitanya Elsa Achenkunj and Smt. Serene Anna Sam as members of Student Grievance Redressal Cell. It is formed as per the instructions from University.

Dr. Vinod Kumar, Dept. of Physical Education informed that a <sup>Cricket</sup> world cup promotional campaign organised by News 18 channel will be held in our college on 6 July 2019.



Post Office Savings Account of students : It was decided to continue the practice of account keeping and updating by the staff and students of Dept of Physics and if the workload is found huge, then the same shall be delegated to other departments.

It was decided to incorporate University calendar in the College handbook. Also include in the list of days permitted to wear colour dress, it shall include the words Christmas day and other days announced by Principal. 7

Fine, if any collected shall be put in the charity box.

Fund, if any collected for helping needy students or parents shall be handed over only to parents and confirm that they have received it.

Meeting concluded at 1.00 PM

~~Therian~~

Therian  
Therian T. Abraham  
(Secretary)



Minutes of the Staff Council held on 24 July 2019  
in the College Board Room.

Members Present

1. Dr. Gigi George
2. Jayasree, M. J. ~~George~~
3. Dr. Vinod Kumar K. ~~George~~
4. Supriya Susan Kurian ~~Supriya~~
5. Chaitanya Das Athankuppi ~~Chaitanya~~
6. Alsha Anna John ~~Alsha~~
7. Dr. Anupama P. ~~CD~~
8. Reem, Sara Mathai ~~RS~~
9. Dr. J. Bibin Kurianose - ~~Chaitanya~~
10. Sherin T. Abraham ~~Sherin~~

Minutes of the Staff Council held on 24.7.19 at  
10.00 AM in the College Board Room.

8

A meeting of the Staff Council was held on 24 July 2019 at 10.00 AM in the College Board Room. Dr. Gigi George Principal in charge presided over the meeting. Minutes of the previous meeting held on 5.7.19 was read and passed.

Matters arising out of minutes

Along with Student Grievance Redressal cell, the council suggested to constitute an Internal Grievance cell to address the issues of staff in the institution provided such constitution is mentioned as a requisite in Government or UGC or University regulations.

Regarding Uniform - Quotations were received with sample. Based on that, the least quoted quotation following the institutional specifications was selected were in the payment



from one student onwards 2 sets of uniform shall be ₹ 900. The council decided to collect ₹ 50 extra per set to provide free uniform for needy students. Hence, for 2 set of uniform, a student has to pay ₹ 1900.

Presence of a lady teacher should be ensured while taking measurements. Assistance of Smt. Chaitanya Elsa Achankunju shall be taken to meet the requirements relating to uniform distribution.

### Deliberations of the meeting.

#### Internal Examination.

The Council decided to conduct two examinations internally in every semester wherein one exam shall be as per the discretion of the department and one generally in the existing system. The General internal exam shall be held in the first week of September.

9

Tutorial/Mentoring/Remedial classes for students: Purpose: Tutorial hour is meant for academic discussions, Mentoring refers to the sessions for Mentor-ward personal one to one interaction and Remedial classes are meant to take extra coaching for weak students.

#### Website:

Smt Reenu Sara Mathai, teacher in charge of website informed that college website has been corrupted and is not functioning. Since there was no Back up provision, the entire <sup>data</sup> links and portals in the website should be again done to renew the website. The Council decided to entrust the work to the same agency but should ensure back up facility to retrieve lost data.



Sanitary Pad disposal machine in Hostel :  
 The Council decided to replace the existing 40 pads capacity electric burner with 100 pad capacity electric burner to ensure less repair and maintenance. Also, the number of student inmates in hostel is more than 100.

Formulation of Internal Committee for Students with Disabilities - Equal Opportunity Cell.

In compliance to UGC circular, to constitute an Equal Opportunity Cell for students with disabilities, the Council nominated the following members to the committee :-  
 Principal, Dr. Gigi George, of 2019-20 academic year.

Dr. Vineed Kumar K,

Dr. Bibin Kuriakose,

Dr. Rajani Jacob,

Dr. Paulose Thomas,

Smt. Feba. P. Baby,

PTA Vice President

College Student Union chairperson and  
 Jaiin Paul of III B.A. History.

Uniform for B.Voc students.

Representation by Dr. Minu Susan Koshy, Coordinator of B.Voc courses in the college to have a different uniform was heard in the Council.

The Council decided that all the students in the college shall follow common uniform specifications in the campus and B.Voc students shall maintain a separate uniform for internship purposes as part of their course requirement.

Council thanked and appreciated the valuable service of



our Principal and Dr. Vinod Kumar in the smooth conduct of the admissions of 2019-20 academic year.

The Council nominated the following members to the committee for finalising the class re arrangements to incorporate the needs of all departments.

The nominated members are: Principal

Staff Council Secretary

Infrastructure Convener

IQAC Coordinator and

Staff Representative to Governing Council.

The Committee was instructed to prioritise student strength while allocating classrooms.

Meeting concluded at 1.00 PM.

11

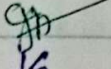

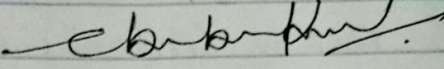



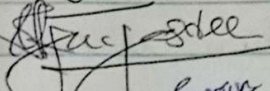
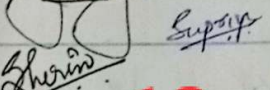
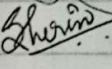
~~Therese~~

~~Therese~~  
Therese T. Abraham  
(Secretary)



Minutes of the Staff Council held on 6-8-19 at 2.30 PM in the College Board Room.

Members Present :-

1. Dr. Gigi George 
2. Dr. Vinodkumar K. 
3. Dr. Bibin Kurianose 
4. Reemy Sae Mathai 
5. Chalthanya Dea Ashentunju 
6. Dr. Anapama P 
7. Jayastee. M. J. 
8. Supriya Susan Kurian 
9. Sherin T. Abraham 

12

Minutes of the Staff Council held on 6.8.19 at 2.30 PM in the College Board Room.

A meeting of the Staff Council was held on 6.8.19 at 2.30 PM in the College Board Room. Dr. Gigi George, Principal presided over the meeting. The meeting started with a silent prayer. Minutes of the previous meeting held on 24.7.2019 was read and passed.

Matters arising out of minutes.

Website :

It was decided to temporarily revive and recover the existing website to cater the immediate student scholarship needs. Later, a request shall be given to Governing Council to entrust a professional and competent agency to create and develop a completely new website that caters to all latest technological and academic requirements needed for a college website.



Dates of Internal Examination : Internal Examination for all semesters shall be held on 2nd, 3rd and 4th of September 2019.

### Deliberations of the meeting :

College Onam Celebrations shall be held on 5th September and lunch for staff shall be organised on 6th September.

College Union Election is scheduled on 14 Aug 2019.

Entry level test shall be conducted after the IQAC meeting which will be conducted at the earliest.

13

Librarian reported the need for developing a digital library and there is a heavy space constraint to accommodate new books. Books are also required to cater to the revised syllabus.

Regarding contribution to the family of late Varghese  
College Security.

Fund collected through Snehasparsham programme :	₹ 73,500
Contribution from Adv. Philip Mathew, College Treasurer :	₹ 10,000
Contribution from management	₹ 16,500

Total  
The amount of ₹ 1,00,000 shall be handed over after the forthcoming Governing Council

Regarding use of Department Development Fund.  
Voucher from departments shall be presented at the management office.



Infrastructure Convenor pointed out the immediate need of a mobile projector (movable) which can be kept in the custody of IICET centre. Also, the sign boards stating 'No Parking' kept in the front is inappropriate and reduces the convenience of staff parking.

Principal reminded to give special attention to the attendance of students staying in Balika Mandiram to avoid any case of indiscipline.

14

Mobile Squad and Discipline committee were instructed to be more vigilant.

Regarding Re arrangement of classrooms.

Majority of the Staff Council members approved the re arrangement plan prepared by Dr. Vneedkumar already presented in the classroom rearrangement committee. The members <sup>who approved the plan</sup> marked their approval by putting their signature in the plan and it was handed over to the Principal to present in the Governing Council.

Meeting concluded at 4.45 PM.





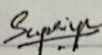

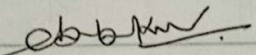
~~George~~

~~Sherin~~  
Sherin T. Abraham  
(Secretary)



Minutes of the Staff Council held on 17-9-19 at 2.30 PM  
in the College Board Room

Members Present

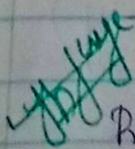
1. Dr. Gigi George. 
2. Dr. Viscekumar K 
3. Dr. Anupama P 
4. Usha Anna John 
5. Supriya Susan Kurian 
6. Reemay Sree Mathai 
7. Dr. Bibin Kuruvone 

15

An emergency staff council was held on 18.9.19 at 10.30 AM in the college Board Room.

The purpose of the meeting was to report the unfortunate incident that happened on the previous day 17.9.19 when Shilpa Sasi of Ist M.Sc Zoology jumped from the IIIrd floor to the Centre quadrangle of the college.



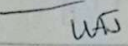

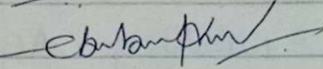
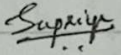
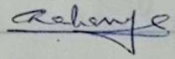

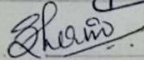
She was immediately taken in a private car by teachers and non-teaching staff to San Joe hospital and from there in ambulance to St. James hospital, Chalakudy. An amount of ₹ 35,000 was immediately given by college towards the surgery expenses of Shilpa Sasi which helped her survive major damage which could be otherwise fatal or long lasting.

  
Principal



Minutes of the Staff Council held on 29-11-19 at 2.30 PM in the College Board room.

Members Present

1. Dr. Gigi George. 
2. Dr. Anupama P. 
3. Usha Anna John 
4. Reemay Sae Mathai 
5. Dr. Bibin Kurukose 
6. Supriya Susan Kurian 
7. Chaitanya Elsa Achenkungu 
8. Dr. Vincedkumar K. 
9. Sherin T. Abraham 

16

Minutes of the Staff Council held on 29.11.19 at 2.30 PM in the College Board Room.

A meeting of the staff council was held on 29.11.19 at 2.30 PM in the College Board Room. Dr. Gigi George Principal presided over the meeting. The meeting started with a prayer by Smt. Chaitanya Elsa Achenkungu. Minutes of the previous meetings held on 6.8.19 and was read and passed.

Matters arising out of minutes.

The decision of purchasing a mobile projector was reminded again and it was decided to present the matter in the forthcoming PTA Executive meeting.

Deliberations of the meeting.

Principal and the Council members congratulated, appreciated and thanked Mrs. Usha Anna John for her valuable service in the office ever since she joined on 11 May 1987.



Her expertise in handling all the sections of the office, letter drafting, legal aspects was emphasised by the members. Also, her dignified approach and ability in ensuring harmony in the office and among the office staff was also highlighted. The members wished her a happy and prosperous retired life.

IQAC Coordinator Dr. Anupama P informed that uploading work of AQAR is in progress and might be completed by end of December 2nd week. For this Student Satisfaction Survey should be conducted among the current second and third year students and also 2019 March passed out students.

For every entry we make in AQAR, validating documents are compulsory. **17**

It was decided to use ecofriendly products for all future programmes. For this, it was suggested to use steel glasses, cloth banners etc and avoid flex plastic plates, glasses etc.

Librarian informed that students could join for NPTEL courses as the college is now a local chapter of NPTEL. For this, teachers will have to take up the role of mentors in their respective discipline.

Upcoming programmes were mentioned with their tentative dates.

- Christmas programme - 19 December 2019
- Sports Meet - 17 December 2019
- Arts Festival - 15, 16 and 17 of January 2020
- OSA - 25th Saturday ~~20~~ January 2020
- Counselling class - Any day in January



Pylee Memorial Lecture - In February 2020.

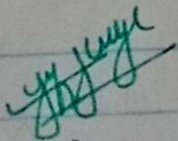
OSA/Alumni meet was decided to be held on 25th January unlike the previous years when 26th January was scheduled for OSA meeting. It was decided so because in the year 2020, 26th January is Sunday.

The Arts festival dates scheduled as 15, 16 and 17 January. But there are chances that B.Voc exams might be scheduled on the same dates. The Council decided to conduct the arts festival on the scheduled dates itself even if B.Voc exams are announced those days.

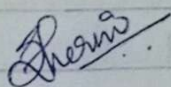
18

The introduction of Toast Masters Speakers club in College was discussed and the proceedings it was decided to entrust brains Trust club and staff in charge Sri. Jibin Shibu Sam to handle the formalities.

Meeting concluded at 4.00 PM.



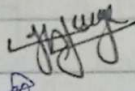
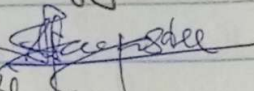
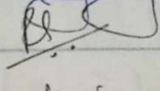

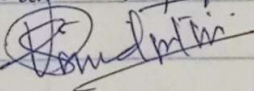
Principal

  
Therun T. Abraham  
(Secretary).



Minutes of Staff Council held on 20-1-20 at 11.30 AM.  
in the College Board Room.

Members Present:

1. Dr. Gigi George 
2. Jayashree. M. J. 
3. Reenu Sara Mathai 
4. Chaitanya Elsa Achankunju CEA
5. Dr. Viseedkumar K. 
6. Dr. Anupama P COO
7. Supriya Susan Trainer Supriya
8. Dr. Vinod. V. 

19

Minutes of the Staff Council held on 20.1.20 at 11.30 A.M  
in the College Board Room.

A meeting of the Staff Council was held on 20.1.20 at 11.30 AM in the College Board Room. Dr. Gigi George, Principal presided over the meeting. The meeting started with a prayer by Smt. Chaitanya Elsa Achankunju. Minutes of the previous meeting held on 29.11.19 was read and passed.

Matters arising out of minutes.

IQAC Coordinator, Dr. Anupama. P informed that <sup>uploading of</sup> AQAR was completed in December 2019 itself.

In response to the same, 3 Queries have come from NAAC. viz. which can be summarised as follows:-

- \* Give weblink of best practices and institutional distinctiveness under Institutional values Criteria
- \* Also give weblink of procedures and policies for maintaining facilities under Infrastructure Criteria



To ensure use of eco friendly products in the campus, steel glasses shall be purchased before the forthcoming OSA meeting on 25 January 2020.

Sports Meet shall be held on 4 February 2020.

It was decided to fasten the formalities of introducing ~~Brain~~ Toastmasters club in the college in collaboration with Brains Trust and PTA Executive.

### Deliberations of the Meeting. 20

Principal and the members welcomed Sri. Eldho Uthup, LD clerk and Head Accountant in charge to the Staff Council.

Principal congratulated IGAC, <sup>Coordinator and Dr. Minu Susankoshy.</sup> for uploading AQAR and data for NIRF ranking.

Also Dept of Physical Education for securing 2nd place in the inter collegiate cricket.

Various departments for conducting many seminars and Staff Advisors for the conduct of Arts festival.

It was decided to arrange a class to verify the pay fixation procedures of teaching staff and also to clarify all doubts relating to same. It was decided to collect an amount from the staff for organising the class.

Principal informed that An amount of ₹ 33,200 (₹ 17,200 from non-teaching staff and ₹ 16,000 from teaching staff) was collected towards flood relief requirements of 2 students.

The council decided to give out of the amount



collected ₹ 20,000 to Bhavana of B.Lam Computer Applications and ₹ 13,200 to Aiswarya Mohan of B.A History.

It was decided to collect an amount as floor rent for putting up any stall by student to be recorded under governance criterion of NAAC. Also, fine for use of mobile phones should also be collected and recorded.

Internal Exam shall be held on 18, 19 and 20 of February 2020

College Day tentatively to be held on February 28 subject to the dates of MG University Kalolsavam.

Staff Council nominated Smt. Sijo Mary Varghese <sup>21</sup> to the post of Public Information Officer following the resignation of Dr. Anupama.P from the post.

Details of <sup>Department</sup> Computers should be given for the purpose of renewing AMC.

Appeal given by students seeking clarification in the result of One Act play held in connection with Arts Festival was read in the meeting. The council decided to hold judges decision as final.

Also Council suggested to call judges from outside.

Meeting concluded at 1.00 PM

*[Signature]*  
Principal

*[Signature]*  
Sherin T. Abraham



Minutes of Staff Council held on 25 February 2020 at 11.30 AM in the College Board Room.

### Members Present

- |                         |                      |
|-------------------------|----------------------|
| 1. Dr. Gigi George      | <del>Signature</del> |
| 2. Jayasree M. J.       | <del>Signature</del> |
| 3. DR. ANUPAMA P        | <del>Signature</del> |
| 4. Do. Viceedkumar k.   | <del>Signature</del> |
| 5. Supriya Susan Kurian | <del>Signature</del> |
| 6. Preethi Sara Joseph  | <del>Signature</del> |

Minutes of the Staff Council held on 25 February 2020 at 11.30 AM in the College Board Room. Dr. Gigi George, Principal presided over the meeting. The meeting started with a prayer by Smt. Preethi Sara Joseph. Minutes of the previous held on 20 January 2020 was read and passed.

22

Matters arising out of minutes  
NIL

### Deliberations of the meeting

College Day shall be held on 11th or 9th of March subject to the declaration of bus strike on 6th of March. Afternoon session of variety entertainments shall be held in the PG Seminar Hall. Retirement function shall be held on 12 of March.

Once Again Departments shall alert students and warn them against the use of mobile phone and then discipline or mobile squad committee shall check its usage.



Librarian Supriya Kurien informed about Environment related film packages (consisting of film and books). Details of the same shall be given to Heads of Departments and get suggestion.

Principal nominated Preethi Sara Joseph <sup>as EBSB coordinator</sup> <sup>clubs, dept and association</sup> Principal requested to hand over all reports before 28 February Afternoon.

Physical Education Department requested to inform students to handle the Badminton movable post carefully and shall be done only with the help of security.

Principal reminded to give applications of leave other than casual leave before 23<sup>rd</sup> of every month.

Members requested to hold a class on promotion and API related matters.

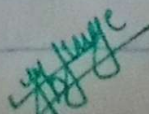
MG University has decided to conduct its senate election on 9 March 2020 and council nominated Dr. Anupama P as polling officer.

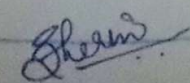
Basketball tournament was scheduled to be held on 27 and 28 of February and students shall be permitted to attend and cheer the participants.

Students with outstanding achievements shall be honoured on College Day.

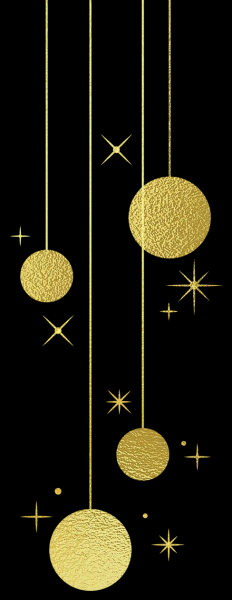
Anjitha Devassy of II English nominated for scholarship of St Paul's Marthoma church, Perumbavoor.

Meeting concluded at 12:30 PM.

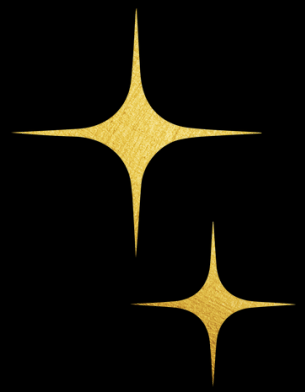
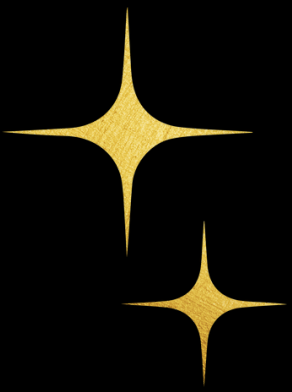
  
Principal

  
Secretary





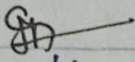


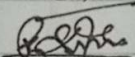
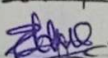
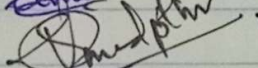
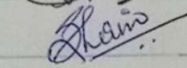
**2020-2021**





Minutes of Staff Council held on 6 August 2020 11.AM  
in the College Board Room.

Members Present:

1. Dr. Gigi George 
2. Dr. Vinod Kumar K. 
3. DR. ANUPAMA P. 
4. Paulose Thomas 
5. EDHO UHUP 
6. Dr. VINOD. V. 
7. Sherin T. Abraham 

Minutes of the Staff Council held on 6 August 2020 at  
11.AM in the College Board Room.

Dr. Gigi George, Principal presided over the meeting. The  
meeting started with a prayer by Smt. Sherin T. Abraham.  
Minutes of the previous meeting held on 25.2.20 was read  
and passed.

Matters arising out of minutes : NIL

Deliberations of the meeting

Matters relating to Admission :-

- Tentative dates of admission were reported by Admission  
nodal officer Dr. Vinod Kumar.
- It was decided to collect Government prescribed fees and  
it was also decided to make arrangements for online  
fee payment.
- Certificate verification of admitted students shall be  
done by the respective Heads of the Department or by a  
faculty entrusted by the HOD in his/her absence.



Library Advisory Committee was formed nominating the following members

Principal

5 Heads of Departments - Dept of Commerce

Dept of Zoology

Dept of English

Dept of History

Dept of Physics

Student Representative

- College Union Chairperson

Librarian

Calendar and Handbook - Teachers are requested to give any special details to be added in calendar of 2020.

2

Attendance for second semester shall be considered till March 31.

Meeting concluded at 12 PM.

~~Signature~~

Principal

~~Signature~~

Therese T. Abraham  
Secretary



## Staff Council

Minutes of meeting held on 12-10-2020 at 7PM in online platform Google Meet.

## Members present

1. Dr. Gigi George
2. Smt. Chaitanya Elsa Achenkunju
3. Dr. Anupama P
4. Smt. Reemy Sara Mathai
5. Dr. Vinod Kumar
6. Sri. Eldho
7. Supriya Susan
8. Sherin T. Abraham

3

Minutes of the Staff Council held on 12-10-2020 at 7PM in Google Meet. Dr. Anupama P hosted the meeting. Dr. Gigi George, Principal presided over the meeting. The meeting started with a prayer by Smt. Chaitanya Elsa Achenkunju. Minutes of the meeting held on 6 August 2020 was read and passed.

Matters arising out of minutes - NIL

## Deliberations of the meeting

1. Internal Examinations of Semester 3 and 5.  
It was decided to conduct internal examination in a convenient <sup>mode</sup> as per the discretion of the respective departments.  
Dates of the internal examination will be announced by the exam coordinators through a notice.



Department of English will inform the dates of internal exam of Common course English.

Attendance shall be noted but marks shall be given liberally for attendance.

If any student finds it difficult to attend test online shall be given the privilege to submit assignment instead of taking test.

Felicitation of rankholders.

It was decided to hold an online meeting to felicitate rankholders of academic year 2019-20 after the admissions of first year.

Date can be tentatively in first week of November.

The meeting shall be organised by College Union and shall include staff, PTA <sup>members</sup> and students.

For this, consent from PTA shall <sup>4</sup> be taken.

Principal congratulated the departments who could produce rankholders this year.

First year Orientation.

An orientation of first year students with their parents should be held by each department for their respective ~~res~~ students separately.

Second Semester Exam Registration.

Fees of regular students of both 2nd and 3rd year shall be collected by class teachers and be remitted online through college. Whereas passed out students shall do the fee remittance themselves.

Librarian informed the completion of stock verification and the requirement of renewal of journals.

Meeting concluded at 8:30 PM.

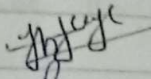
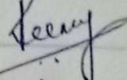
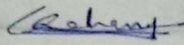
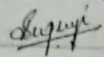
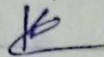

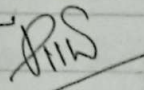
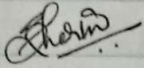
*[Signature]*  
Principal

*[Signature]*



Minutes of the Staff Council held on 7 December 2020 at 2.30 PM in College Board Room

Members Present :

1. Dr. Gigi George 
2. Reeny Sara Mathai 
3. Chanthanya Elsa Achankumpi 
4. Supriya Susan Kussian 
5. Dr. Vinodkumar K. 
6. Dr. Anupama P. 
7. Dr. Vinod V. 
8. Shobin T. Abraham 

Minutes of the Staff Council held on 7 December 2020 at 2.30 PM in College Board Room. 5

Dr. Gigi George, Principal presided over the meeting. The meeting started with a prayer by Smt. Reeny Sara Mathai. Minutes of the meeting held on 12.10.2020 was read and passed.

Matters arising out of minutes - NIL

Deliberations of the meeting :

1. It was decided to start a separate head under PTA stating 'Department Development Fund' for the purpose of giving salary to Management guest teachers. Towards this ₹ 320000 from the shall be transferred from the PTA fund collected. This arrangement is exclusively for the academic year 2020-21 only (as there is insufficiency in fund due to Corona issues)



2. Librarian informed the requirement of registering in Vidwaan portal by all faculty. College has already registered the same in IRIMS. This is necessary to receive funds from UGC and Ministry of education. It was decided to inform all faculty to do the registration at the earliest.
3. IQAC Coordinator emphasised the need to use the College LMS portal for the online teaching learning activities of first year students.
4. The need to buy a licensed web platform for webinars that can accommodate larger number of students (more than 100) and having longer time duration was put forward. No decision taken in this matter.
5. Head, Department of zoology reminded the need for a fixed classroom for final year B.Sc Zoology students to be finalised before regular classes begin in college.

Meeting Concluded at 3.30 PM

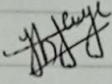
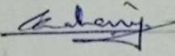


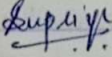


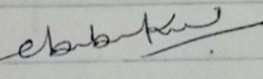
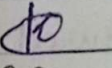
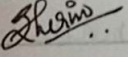
~~George~~  
Principal

~~Sherin~~  
Sherin T. Abraham  
(Secretary)



Minutes of the Staff Council held on 1 Jan 2021 at 2.30 PM  
in College Board Room.

Members Present

1. Dr. Gigi George 
2. Chaitanya Elsa Achenkumpi 
3. Paulose Thomas  (special invitee)
4. Echo Uthuv 
5. Supriya Susan Kuerian 
6. Dr. Anupama P 
7. Kanyasa Moku 
8. Dr. Bibin Kurukoe 
9. Dr. Visalakumar K 
10. Sherin T. Abraham 

Minutes of the Staff Council held on 1 Jan 2021 at 2.30 PM  
in the College Board Room. 7

Dr. Gigi George, Principal presided over the meeting. The meeting started with a prayer by Smt. Chaitanya Elsa Achenkumpi. Minutes of the previous meeting held on 7 December 2020 was read and passed.

Matters arising out of minutes: NIL

Deliberations of the meeting:

Regular Offline classes:

Staff Council decided to choose the time slot of 9.30 AM to 3.30 PM from the options given by MG University to start regular offline classes for 3<sup>rd</sup> year students from 4 Jan 21. Council also nominated the following members to constitute the Monitoring Committee to check whether COVID 19 protocols and guidelines are strictly followed in the campus.



Members are:

Dr. Vmeid Kumar k

Dr. Anupama . P

Sri Edho Wthup

Health Inspector

Student

Also, it was decided to conduct online classes of ~~also~~ I and II year students also from 9.30 to 3.30 starting from 4 Jan 2021.

So for the same Net Connectivity is an inevitable requirement in all departments and classrooms.

Bussar of the college ensured that the required Internet facility will be made available in the campus in a few days.

All permanent teachers and government guests shall come to the college every day.

Dr. Biju Jacob Thomas, Dept of Zoology was nominated as the coordinator for Organic Farming course of 1st year students.

Meeting concluded at 3.30 PM

~~Signature~~

Principal

Secretary ~~Signature~~  
Therin T. Abraham



Minutes of the Staff Council held on 15 February 2021  
at 10:30 AM in the College Boardroom.

### Members Present

1. Dr. Gigi George
2. Dr. Vineedkumar. K
3. Dr. Sujo Mary Varghese
4. Dr. Anupama. P
5. Chaithanya Elsa Achenkunju
6. Reemy Sara Mathai
7. Dr. Bibin Kuriakose
8. Supriya Susan Kurian
9. Eldho Uthup.

✓

CS  
Chaithanya

Secretary

Minutes of the meeting held on 15 February 2021  
written by Smt. Chaithanya Elsa Achenkunju in the  
absence of secretary Smt. Sherin T. Abraham. Dr.  
Gigi George, Principal presided over the meeting.

### Deliberations of the meeting 9

1. Common Course English classes shall be held in  
PG Seminar hall.
2. Classrooms for second languages classes shall be  
fixed and informed to other departments.
3. First year internals to be completed during the  
offline classes.
4. List of students who miss Common course English internals  
shall be given to parent departments. Students shall be  
informed about seriousness of internal exams.
5. TCS will organise online training programme for final  
years. An orientation meeting will be held first and  
interested students shall join for the online training

Gigi George  
Principal

Chaithanya  
Secretary



Minutes of the Staff Council held on 22.5.2021  
via Google Meet at 10.00 AM.

Members Present :

Dr. Gigi George  
Sherin T. Abraham

Dr. Vinced Kumar

Dr. Anupama P

Smt. Chaitanya Elsa Achenkunju

Smt. Reemy Sara Mathai

~~Smt.~~ Supriya Susan Kurein

Sri. Eldho Uthup

Dr. Bibin Kuriakose

Smt. Sangeetha Rachel Koruth (Special Invitee).

Minutes of the Staff Council held on 22.5.2021 via  
Google Meet at 10.00 AM. Smt. Sherin T. Abraham hosted  
the meeting and was presided over by Dr. Gigi George,  
Principal. The meeting started with a prayer by  
Smt. Supriya Susan Kurein. The minutes of the previous  
meeting held on 15 Feb 2021 **10**

Matters arising out of minutes : NIL

Deliberations of the meeting

In the presence of the current NCC Teacher in Charge  
Smt. Sangeetha Rachel Koruth, prospects of starting a  
Naval unit was discussed. It was decided to apply for  
the same in aided stream. If it got sanctioned, Smt.  
Sangeetha would assume the charge of Naval Unit and  
Smt. Chaitanya would take up the charge of  
NCC - Army unit.



is now treated as important as SSR (Self Study Report)  
As of AQAR 2019-20, the process is almost complete.  
BAC Coordinator updated the progress on each  
criterion as is expecting to complete and submit  
within first 2 weeks of June.

Laptops.

Principal reported that the institution received 13  
Laptops from MLA fund. It is now kept under the  
custody of IIT Coordinator

Guest Faculty.

It was decided to advertise for the posts though no  
order is yet received from Government.  
For this Heads of Departments requiring guests should  
give a request to Principal. **12**

Stock Verification.

Lab equipments purchased every year must be properly  
entered in the stock register without fail.

LMS - It was decided to make the necessary ~~ext~~ payment  
and get extension of LMS facility for another  
6 months.

Open Course - Every department shall prepare an  
introductory audio or video on the course offered  
to be shared among students.

~~This~~ In the academic year 2021-22, a new open  
course is introduced by Dept of Physical Education  
- Physical Health and Life Skills Education

Smt. Chaitanya Elsa Achenkuzha shall continue as Exam  
Coordinator till another teacher is entrusted the role.  
Meeting concluded at 11.30 AM.

*[Signature]*  
Principal

*[Signature]*  
Secretary  
Sherin T. Abraham



Minutes of the Staff Council held on 31.5.21  
via Google Meet at 7PM

Members Present

Dr. Gigi George

Dr. Sujo Mary Varghese (assuming Principal-in-charge from  
7-6-21)

Sherin T. Abraham

Dr. Vinod Kumar K

Dr. Anupama P

Dr. Vinod V

Smt. Reemy Sara Mathai

Smt. Chaitanya Elsa

Sri. Eldho Uthup

Supriya Susan Kurien

13

Minutes of the Staff Council held on 31.5.21 via  
Google Meet at 7PM. The meeting was hosted by  
Smt. Sherin T. Abraham and was presided by Principal  
Dr. Gigi George. Prayer was led by Smt. Reemy Sara M.  
Minutes of the previous meeting held on 22.5.2021

~~Deliberation~~ Matters arising out of Minutes.

1. Regarding purchase of Daisy or Jaws software as  
audio-visual aid for differently abled students. It was  
reported that such purchases can be made only in  
online mode which is not permissible under the  
provisions of PD Account.

Deliberations of the meeting.

Every member of Staff Council expressed their whole



hearted gratitude and appreciation to Dr. Gigi George who served as Principal in charge from 1.4.2019 to 6.6.21. Her humble attitude, supportive approach, professional expertise in handling office documents etc were highlighted in the remarks of everyone. From 7.6.2021, Dr. Gigi George will continue in the Staff Council as Head, Dept. of mathematics.

Members also offered best wishes and support to Dr. Sujo Mary Varghese who will be assuming the office of Principal in Charge from 7.6.2021.

Open course.

Exam Coordinators informed that Open course can be started from 14 June 2021.

Academic Timing.

It was decided to adopt the time slot 8.30 - 1.30 as academic timing for the year 2020-21.

14

Common online platform to accommodate large group of students.

IRAC was entrusted to give a request to Governing Council to purchase a suitable online platform that can accommodate large group of students to facilitate webinars, meetings etc. Members were directed to obtain information on the best online platform.

Meeting concluded at 8 PM

*Gigi George*

Principal

Secretary *Shamini*

Shamini T. Abraham



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**2021-2022**





2021-22.

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Minutes of SC held on 1.7.21 at 7.50 PM via Google Meet

Members Present

Dr. Sujo Mary Varghese  
Dr. Gigi George  
Sherin T. Abraham  
Dr. Veneed Kumar  
Dr. Anupama  
Smt. Reenu Sara Mathai  
Smt. Chaitanya Elsa  
Dr. Vmód . V  
Sri. Eldho Uthup  
Supriya Susan Kurien

1

Minutes of the Staff Council held on 1.7.21 at 7.50 PM via Google Meet. Meeting was hosted by Smt Sherin Abraham and presided by Principal Dr. Sujo Mary Varghese. Meeting started with a prayer by Dr. Gigi George and minutes of previous meeting held on 31.5.21 was read and passed.

Matters arising out of minutes - NIL

Deliberations of meeting

Principal reported details regarding an FCRA A/c of College having an available fund of ₹ 1,28,000. There was an urgent requirement to withdraw the amount and close the Account before June 30, 2021 and the Account cannot be continued or renewed by our College.

So the amount was withdrawn and it was used for



purchasing 16 mobile phones. The purchase was made as per direction of manager.

2 mobile phones are kept aside to be given against prior request given by Dept of History and Dept of Commerce Computer Applications. And now we have 14 mobiles to be distributed among needy students of our college.

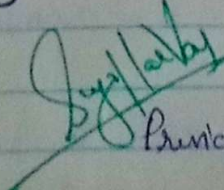
Questions were raised on why the utilisation of amount was not presented in any associated deciding body like staff council or Purchase Committee. Dr. Anupama P insisted to minute her protest as minutes of Staff Council is a vital document among those uploaded to NAAC and other auditing agencies.

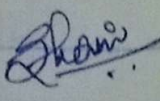
Principal responded that this particular fund comes purely under the authority and control of management and the staff council has no role in deciding the utilisation of the same. Moreover, this is not subject to any Govt. audit. The management has entrusted the task of distribution of mobile phones only.

Regarding distribution of mobile phones purchased, the council decided that heads of Dept shall give request letter to Principal mentioning needy students identified by them based on students financial status and their struggle in attending online classes without mobile phone.

And it was also decided to include the distribution of mobile phones in the Snehasparsham utilisation of college.

Meeting concluded at 9.00 PM.

  
Principal

Secretary   
Therun T. Abraham



Minutes of staff council held on 15-7-21 at 7.45 PM  
via Google meet.

### Members Present

1. Dr. Sujo Mary Varghese
2. Dr. Grigi George
3. Sherin T. Abraham
4. Dr. Vneedkumar
5. Dr. Anupama . P
6. Smt. Reemy Sara Mathai
7. Smt. Chaitanya Elsa Achenkunju
8. Dr. Bibin Kuriakose
9. Sufriya Susan Kurien
10. Sri. Eldho Whup

3

Minutes of the Staff Council held on 15-7-21 at 7.45 PM  
via Google Meet. The meeting was hosted by  
Smt. Sherin T Abraham and was presided by  
Principal Dr. Sujo Mary Varghese. Meeting started with  
a prayer by Dr. Grigi George. Minutes of the previous  
meeting held on 1-7-21 was read and passed.

### Matters arising out of minutes :

Regarding mobile phone distribution

It was decided to include the distribution of mobile  
phones under Snehasparsham scheme of college. Principal said  
14 applications are received against 15 mobiles available.

Staff Council entrusted Principal to give the remaining  
mobile to any deserving student.

Photo shall be taken to document under Snehasparsham  
scheme. Photo of students shall not be taken.



## Deliberations of the meeting

Principal announced an online webinar organised by Marthoma Higher Education Council scheduled on 31 July and 1 August. It is in association with the topic is "Higher Education and Cyberspace: Reconfiguring Institutional Strategies".

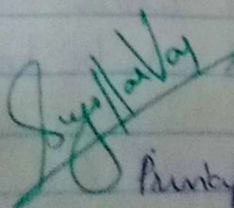
Principal suggested that all teachers should compulsorily attend. All Heads of Departments were nominated to form a committee to facilitate the webinar.

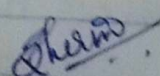
Librarian informed that when students pass out from the institution, their college ID cards have to be returned to the library. If it is lost, they shall be required to pay a fine. **4** Staff Council decided to collect ₹ 50/- as fine and shall be paid to management which later can be used for any needs of library.

IQAC coordinator informed that IQAC is planning to organise a ~~webinar~~ on class on office procedures associating with DD.

It was decided to organise at a later date in offline mode.

Meeting concluded at 8:30 PM.

  
Principal

  
Sherin T. Abraham  
(Secretary)



Minutes of Staff Council held on 2-8-21 at 2.00 PM via online mode.

Members Present.

Dr Sujo Mary Varghese

Dr Gigi George

Sherin P. Abraham

Dr. Anupama P

Dr. Vineed Kumar

Chaithanya Elsa

Reemey Sara Mathai

Dr. Bibin Kurnakose

Sufriya Susan Kuriin

Eldho Uthup.

5

Minutes of Staff Council held on 2-8-21 at 2.00 PM via Google Meet. The meeting was hosted by Smt Sherin P Abraham and was presided by Dr. Sujo Mary Varghese. Meeting started with a prayer by Smt. Reemey Sara Mathai. Minutes of the previous meeting held on 15.7.21 - was read and passed.

Matters arising out of minutes : NIL

Deliberations of the meeting.

Regarding Admissions 2021

Admission nodal officer Dr. Vineed Kumar presented the schedule of admissions 2021.

As per schedule classes of first semester would start on September 27.

This year B.Voc courses are included under



Self financing stream and a new course Integrated M.Sc Physics is included in the aided stream.

Management Quota applications will be given from 9th August.

Heads of Dept should inform Principal, the amount of Dept Development Fund to be collected this year.

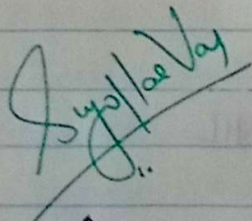
Brochure

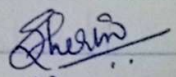
A brochure of college is to be prepared. Dr Bibin Kuriakose was given the charge to coordinate the preparation.

Regarding preparation of department brochures<sup>6</sup>, it was left to the discretion of each department.

Principal suggested that one faculty from each department must be present to assist nodal officers in the admission process.

Meeting concluded at 3.30 PM

  
Principal

  
Sherin T. Abraham  
Secretary



Minutes of the meeting held on 2.9.21 at 7PM  
via Google Meet.

### Members Present

1. Dr. Sujo Mary Varghese
2. Dr. Gigi George
3. Sherin P. Abraham
4. Dr. Vineed Kumar. K
5. Dr. Anupama. P
6. Chaithanya Elsa Achenkunju
7. Reemmy Sara Mathai
8. Dr. Rajani Jacob
9. Dr. Babin Kuriakose
10. Supriya Susan Kureen
11. Sri. Eldho Uthup.

7

Minutes of the staff council held on 2.9.21 at 7PM  
via Google Meet. The meeting was hosted by  
Smt. Sherin P. Abraham and presided by Principal  
Dr. Sujo Mary Varghese. Meeting started with a prayer  
by Chaithanya Elsa Achenkunju. Minutes of the previous  
meeting held on 2.8.21 was read and passed.  
Matters arising out of minutes: NIL  
Deliberations of the meeting

1. Principal and members welcomed Dr. Rajani Jacob  
to staff council who has assumed charge as  
Head, ~~Dept~~ Assistant Professor in charge of HOD,  
Dept of Chemistry from 28.7.21
2. Principal informed that necessary arrangements  
has to be made to welcome Dr. R. Bindu, Minister  
for Higher Education and Social Justice, who will be



visiting our college on 7.9.21, 9.30 AM to felicitate the 8 rankholders.

To this, it was decided to include the participation of Management, PTA, staff and students ensuring adherence to strict covid protocol.

To accommodate and facilitate participation of all YouTube live streaming shall be provided.

Presence of NCC students is to be ensured.

College Union and Arts Club were given the charge to coordinate all the activities related with the program.

Expenses to the same shall be met from the management.

- 8
- The head accountant in charge informed about the availability of the PD fund for audio and visual education that's to be utilized before September 30th. The council decided to use this fund to purchase DAISY (Digital Accessible Information System)

Meeting Concluded at 8.30 PM.

*Sybil*

Principal

*Sherin*  
Sherin T. Abraham  
(Secretary)



Minutes of the meeting held on 22.9.21 at 9 AM  
in College Board Room.

### Members Present

Dr. Sujo Mary Varghese	<u>Syjoilalbas</u>
Dr. Gigi George	<u>GA</u>
Chaitanya Asa Achankunji	<u>CSA</u>
Dr. Bibin Kuniakox	<u>ebbk</u>
Dr. Rajani Jacob	<u>Rajani Jacob</u>
Dr. Anupama P	<u>AD</u>
Dr. Visecdkumar K.	<u>K</u>
Reemy Sara Mathai	<u>R</u>
Eldho Choy	<u>ED</u>
Sherrin T. Abraham	<u>Sherrin</u>

9

Minutes of the Staff Council held on 22.9.21 at 9 AM  
in College Boardroom. The meeting was presided by  
Principal Dr. Sujo Mary Varghese. The meeting started  
with a prayer by Dr. Gigi George. Minutes of the  
previous meeting held on 2.9.21 was read and passed

Matters arising out of minutes.

Regarding fund available in PD Account :- It was  
decided to utilise balance amount of 211,000 to  
purchase 2 cordless mic and 1 portable trolley speaker  
BTAB60 of Ahuja and excess amount required if  
any shall be taken from management.

Deliberations of the meeting

Class timings decided

Classes for final years started in offline mode from  
Oct 4, 2021 - 9.30 - 3.30

Classes for first years and second years in online  
mode from Oct 4, 2021 - 9.30 - 3.30



137

Till Oct 4, classes will continue in online mode from 8.30 - 1.30.

Offline classes for final years starting from Oct 4 will be held following the directives from the Government.

Teachers will be required to be present in college on rotation basis for the smooth conduct of both online and offline classes.

#### Vaccination Drive

Principal reported that request has been given to RMO, Taluk Hospital, Perumbavoor to host a vaccination drive for our college.

#### Coordinator for B.Voc Self financing courses.

Principal informed that Sri. Sreekumar N, Faculty B.Voc Tourism & Hospitality Mgt has been appointed as coordinator for the 3 B.Voc self financing courses.

10

This year, as a new course Integrated M.Sc Physics is commencing in college under aided stream, there is requirement of additional staff in Dept of Physics, Mathematics, Chemistry and English. Also language Lab is required to conduct English Laboratory sessions for the course. It was decided ~~that~~ to give request to Management to provide the required staff and facilities mentioned.

Pylee Memorial Lecture 2020-21 will held on 28-9-21 at 10.30 AM in online mode.

Chief Guest: Dr. Muralee Thummarukudy  
(Operations Chief at the Crisis Management branch of UN Environment Programme, Switzerland)



Value Education classes shall be held on ~~every~~ just wednesdays of every month. It was decided to seek the assistance of Rev Daniel Mathew, college chaplain to provide and lead the sessions.

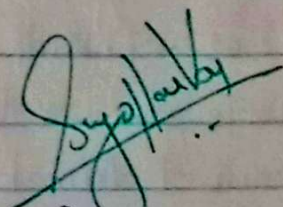
Tutorial and Mentoring ~~str~~ of students shall be held on every Monday.

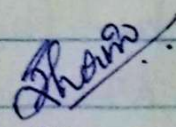
Remedial classes shall be taken by departments regularly.

11

Heads of Dep'ts were directed to inform students who have not yet collected Student Aid Fund 2020-21.

Meeting concluded at 10.40 AM

  
Principal

  
Sherin T. Abraham  
(Secretary)



Minutes of the meeting held on 07. October 2021 at 4.10 p.m. in Principal's Room.

Members Present:

Dr. Sujo Mary Varghese

~~Dr. Gijo George~~

Ms. Supriya Susan Kurian

Dr. Anupama P.

Chaitanya Elsa

Saly Jose

Dr. V. iceckkumile

Dr. Bibin Kuriakose

Jibin Shibu Sam

~~Dr. Gijo George~~

~~Supriya~~

~~Dr. Anupama P.~~

~~Chaitanya Elsa~~

~~Saly Jose~~

~~Dr. V. iceckkumile~~

~~Dr. Bibin Kuriakose~~

~~Jibin Shibu Sam~~

(Special Invitee  
Hostel)

Minutes of Staff Council meeting held on 7.10.21 at 4.10 PM in Principal's room. Meeting was presided by Principal Dr. Sujo Mary Varghese. Chaitanya Elsa Achenkunju was requested to assume the role of secretary in the absence of Sherin P. Abraham. Deliberations of the meeting (Special matter) **12**

Principal reported that Dr. Bibin Kuriakose, Head, Dept of History had received information that Arswarya Mohanan, Student of III B.A History, a hosteller possesses a gun and is kept in hostel. On receiving this information, Principal checked the room of the concerned student and an ~~found~~ air gun was identified. Principal reported the matter to the Manager. Following the instructions from the Manager and the decision taken by the Staff Council, Principal reported the matter to Perumbavoor Police Station. Meeting concluded at 5 PM

*Sujo Mary Varghese*  
Principal

*[Signature]*  
Secretary



Minutes of the Staff Council held on 22.10.21  
at 8 PM.

### Members Present

Dr. Suyo Mary Varghese

Dr. Gugi George

Dr. Anupama P

Dr. Vineed Kumar

Chaitanya Eba Achenkuzhy

Reeny Sara Mathai

Dr. Vinod V

Jubin Shibu Sam

Eldho Uthup

Supnya Susan Kueren

Minutes of the Staff Council held on 22.10.21  
at 8 PM via Google Meet. Smt. Reeny Sara Mathai  
served as secretary and the meeting was hosted by  
Dr. Vineed Kumar, Principal, Dr. Suyo Mary Varghese presided  
over the meeting.

13

### Deliberations of the meeting.

1. Offline classes for IDC would commence on 25.10.2021
2. Class timing shall be 9.30 AM to 3.30 PM.
3. III DC shall be left for study leave from 25.10.21
4. Offline classes for II DC students can commence when their 1st Semester university examination ends or when considered appropriate by their respective departments.
5. Requirement of classrooms for Integrated Physics and Common English classes have to be provided.
6. Request from Head, English department for the arrangement of IDC English class in the ground



- floor as they have a differently abled student. Principal assured that need would be considered.
7. Principal informed that hostellers would come and take admission on Monday itself and communicated the requirement for a local guardian for hostelites.
  8. As per new University Order, Second language classes for Model II B.A, B.Sc streams are to be unified (common paper). In light of same, the college timetable needs to be reset at the earliest. Smt Sherin P. Abraham and Heads of departments concerned shall do the needful.
  9. The network issue needs urgent redressal. Hence it was unanimously decided to give a request from college to the network providers regarding the urgency of the matter.
  10. Lack of sufficient rooms especially during examinations was discussed.
  11. ~~Invigilation~~ Invigilators are to be given a briefing on University exam duties. Exam coordinators along with the concerned office staff is to lead the session.
  12. Unyorm for IDC & II DC will be decided in January after considering the scenario.

Meeting concluded at 9PM

~~Smt Sherin P. Abraham~~  
Principal.

for Secy  
Secretary



Minutes of the Staff Council held on 11.11.21 at 11.00 AM in College Boardroom.

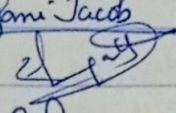
Members Present

Dr. Sujo Mary Varghese

Dr. Gigi George.

Ms. Supriya Susan Kurian

Dr. Rajani Jacob

Ms. Sangeetha Rachel Komth  (Special Invitee)

Dr. Anupama P

Reenu Sasa Mathai

~~Gigi~~

Supriya

Rajani Jacob

AN

RS

Minutes of the staff Council held on 11.11.21 at 11.00 AM in College Board room. Principal Dr. Sujo Mary Varghese presided over the meeting. The meeting started with a prayer by Dr. Gigi George. Minutes of the previous meeting held on 22.10.21 was read and passed.

Matters arising out of minutes : NIL

Deliberations of the meeting

NCC AND of college (Special Invitee) informed the proposal of hosting and ATC Day camp involving 400 students (150 boys and 250 girls approx.). For this the college is expected to provide Ground, Canteen washrooms and around 10 classrooms.

Tentative dates of the camp is 10 Dec to 16 Dec, 2021 which will be working days for the college.

Council suggested to associate with MBA college to provide few washrooms and classrooms.

And we shall accept the proposal provided we get consent from MBA college.



Principal informed that Uniforms is to be implemented for students at the earliest. So the procedures for the same are decided to be started.

Shortened Hours on Tuesday for NAAC related activities.

Regular class hours shall be from 9AM to 1PM for students and from 9.00 to 3.30 for teachers. Time from 1.30 to 3.30 shall be utilised for NAAC purposes by whole teachers (both permanent and guest)

Shortened Hours shall be as follows

- |        |   |
|--------|---|
| I hour | : 9 to 9.45                             |
| II     | : 9.45 to 10.30, 10.30 - 10.40 (break)  |
| III    | : 10.40 to 11.30                        |
| IV     | : 11.30 to 12.10, 12.10 - 12.20 (break) |
| V      | : 12.20 to 1.00.                        |

Snehasparsham

It was decided to initiate a fund collection under Snehasparsham scheme towards House renovation of Sri. Gusion Thomas (Guest lecture, Dept. of History). Keeping a target of 1,50,000 approx.

It was decided to form an Internal College Union for the smooth conduct of college activities. ~~if~~ in the absence of any direction from University regarding the same.

Meeting concluded at 12.30 PM.

Principal

Secretary



Minutes of the Staff Council held on 9.12.21 at 11.30 AM  
in College Boardroom.

Members Present

Dr. Sujo Mary Varghese

Dr. Gigi George

Seene Anna Sam

Supriya Susan Kurian

Dr. Rajani Jacob

Ms. Sangeetha Kankal

Dr. Anupama P

Dr. Bibin Kurukore

~~Dr. Gigi George~~

~~Se~~

Supriya

Rajani Jacob

~~Dr. Anupama P~~

~~Dr. Bibin Kurukore~~

~~Dr. Anupama P~~

Minutes of the meeting held on 9.12.21 at 11.30 AM  
in college board room. Meeting was presided by  
Principal in charge Dr. Sujo Mary Varghese. Dr. Gigi George  
led the initial prayer. Minutes of the previous meeting  
held on 11.11.21 was read and passed.

Matters arising out of Minutes

17

Collection under Snehasparsham scheme for house  
renovation of Sri. Gismon. presented the detailed accounts  
Coordinator of Snehasparsham scheme, Dr. Bibin Kurukore, and  
reported that ₹ 2,43,000 was collected from the  
current teaching and non-teaching staff and also from  
retired teaching staff. The collected amount is  
deposited in management account to be handed over  
to Sri. Gismon. Staff Council approved the accounts presented.  
NCC camp will be held from 13 Dec to 19 Dec.  
Deliberations of the meeting.

- It was decided to have common uniform for all 3  
UG classes with difference only in the colour of logo

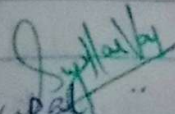


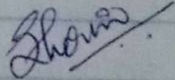
- embroidered on the coat. It was decided to call quotations for the same.
2. Principal reported the NSS camp will be held inside the college premises from 23 Dec to 29 Dec 2021.
  3. For the proposed NCC ATC camp, classrooms 114, 115 and 116 will be taken. Also they will require canteen, washrooms <sup>college ground</sup> and premises near auditorium. To make it convenient. Canteen timings of the students in college would be from 11 AM to 11.30 AM, 12.30 PM - 1.30 PM and from 3 PM to 3.30 PM. PG Seminar Hall, Board Room and Manager's College room also will be made available for NCC Camp requirements.

18

4. Office representative, Sri Eldho reported that students are not following the deadlines announced for fee payment. So it was decided to instruct students to follow the fee payment deadlines strictly.

Meeting concluded at 12.30 PM.

  
Principal

  
Secretary  
Sherin T. Abraham.



Minutes of the staff council held on 3-1-22 at 2PM  
in College Board room.

### Members Present

Dr. Sujo Mary Varghese Sujo Mary Varghese  
 Dr. Gigi George Gigi George  
 Sherrin P. Abraham Sherrin P. Abraham  
 E. L. K. O. E. L. K. O.  
 Dr. Bibio Kuriakose Bibio Kuriakose  
 Dr. Rajani Jacob Rajani Jacob  
 Dr. Conupama P. Conupama P.  
 Ms. Sanjetha Rachel Konth Sanjetha Rachel Konth  
 Dr. Vinodkumar K. Vinodkumar K.  
 Ms. Supriya Susankuska Supriya Susankuska

19

Minutes of the Staff Council held on 3-1-22 at 2PM  
in the College Board room. Meeting was presided by  
Principal-in-charge Dr. Sujo Mary Varghese. Miss Supriya  
Susan Kuran led the initial prayer. Minutes of  
the previous meeting held on 9.12.21 was read  
and passed.

Matters arising out of minutes.

### Uniform.

2 quotations were received with 1100 and 1325 prices  
It was decided to select Weaving bird who quoted 1100.  
It was also decided to collect £ 1150 for 1 set from students.  
Around 1 month is required to complete the distribution  
of Uniform.

### Deliberations of the Meeting.

College



→ Staff Council approved the request given by ASWA (Athletics Welfare Association) on starting an athletics academy in our college in association with department of physical education.

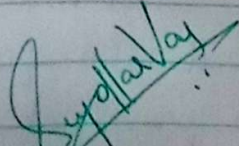
Principal reported that -

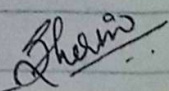
→ The college received approval to run 4 Diploma courses offered as part of National Youth Programme an initiative of Society for Development of Technical and Vocational Education, New Delhi meant to provide vocational training for unemployed youth. Ms. Chaitanya Elsa, IQAC Convener, Curricular Aspects is given the charge of coordinating the same.

→ Principal reported that she had attended AIACHE 19th General Body meeting and its Triennial conference from 27 to 29 Dec, 2021 at Kanyakumari. There, she was nominated as member to the Executive Board and as President of the Kerala Region of AIACHE.

Principal also said that, this position and platform can be used for academic collaborations and deliberations between member institutions and foreign universities.

Meeting concluded at 3PM

  
Principal

  
Secretary  
Therin P. Abraham



Minutes of the staff Council held on 28 January 2022  
at 10.30 AM

Members Present

Dr. Sujo Mary Varghese

Dr. Anupama P.

Dr. Vinodkumar K

Dr. Vinod V

Dr. Geje George

Ms. Supriya Susan Kurian

Chaitanya Elsa

Sherin T. Abraham

Sujoy Mary

AD

V

V

Geje

Supriya

Chaitanya

Sherin

Minutes of the Staff Council held on 28.1.22 at  
in the College Boardroom. Meeting was presided by  
Principal in charge Dr. Sujo Mary Varghese.  
Prayer was led by Mrs Chaitanya Elsa Achenkunjy.  
Minutes of the previous meeting held on 3.1.22  
was read and passed.

Matters arising out of minutes **21**

1. Approval for Athletics academy with ASWA  
was received from Governing Council held on 25 Jan.
2. Regarding 4 Diploma courses. Convenorship has  
been given to Reemy Sara Mathai and Serene Anna  
Sam in the place of Chaitanya Elsa Achenkunjy.
3. Uniform distribution cannot be proceeded as protest  
on money and number of sets to be purchased  
has come. Also regular offline classes are not  
happening.  
So the Council decided to withhold the proceedings  
and continue the agreement with Weaving Bureau  
with the same quoted rate next year







Minutes of the Staff Council held on 24 February 2022  
in the College Boardroom at 1.30 PM

### Members Present

1. Dr. Sujo Mary Varghese Syjo Mary
2. Dr. Gigi George Gigi George
3. Chaitanya Bsa Achankunju Chaitanya
4. Dr. Vinod V. Vinod
5. Dr. Anupama P. AD
6. Reany Sae Mathai Reany
7. Dr. Vinod Kumar K. Vinod
8. Sherin T. Abraham Sherin
9. E'dho Othup E'dho

23

Minutes of the Staff Council held on 24.2.22 in  
the College Boardroom at 1.30 PM. Meeting was  
presided by Principal Dr. Sujo Mary Varghese. Dr. Gigi  
George led the prayer. Minutes of previous meeting held  
on 28 January 2022 was read and passed.  
Matters arising out of Minutes : NIL

### Deliberations of the meeting.

1. It was decided to felicitate the achievers in  
sports for academic year 2021-22 with the  
involvement of staff, students and PTA.
2. Requests to conduct Music Band programme in  
college were received from College Union and Women's  
cell. It was decided to allow women's cell to  
organise it as it was more economically feasible.
3. It was informed that fasting Blood sugar  
test shall be conducted by HRD lab @ ₹10/hr



for entire staff and students of the college on 8th, 9th or 10th March 2022 under the leadership of YRC & NSS.

4. Tours for final years.  
 Since no circular or notification is received regarding permission to organise tour, it was decided that one day field visit can be planned for III DC students.

5. Proposal to <sup>Conduct of</sup> NCC camp from 25 March to 30 March was discussed. But taking into consideration the smooth conduct of classes and functions during that period, approval for the camp was not given.

6. It was discussed to give some incentives <sup>24</sup> or token of appreciation to teachers for their research contributions as publications, books etc on College day under the leadership of research committee. No decision taken.

7. Also decided to felicitate B.Voc rankholders  
 Meeting concluded at 3 PM

~~Principal~~

Secretary  
 Sherin P. Abraham



Minutes of the Staff Council held on 1 March 2022 at 2 PM in College Boardroom.

Members Present

Dr. Sujo Mary Varghese

Sujo Mary

Dr. Byn Jacob Thomas

Byn Jacob Thomas

Dr. Gigi George

Gigi George

Dr. Bibin Kuriakose

Bibin Kuriakose

Eldho Othup

Eldho Othup

Chaitanya Bose

Chaitanya Bose

Dr. Anupama P.

Anupama P.

Dr. Vinced Kumar K.

Vinced Kumar K.

Sherin P. Abraham

Sherin P. Abraham

Minutes of the Staff Council held in College Board room on 1.3.22 at 2 PM. in the Principal Dr. Sujo Mary Varghese presided over the meeting. Dr. Gigi George led the meeting in prayer. Minutes of the previous meeting held on 24.2.22 was read and passed.

25

Matters arising out of minutes.

NCC camp from 25 March to 30 March - Proposal was discussed again and approval was given for the same.

Deliberations of the meeting.

Financial help for Sri. Jacob Mathew (Monachen) Staff Council decided to take a fund collection from staff for Sri Jacob Mathew, lab assistant, dept of chemistry as he is suffering from liver related illness and requires surgery which is quite



expensive. The fund collection shall be made after getting details regarding how much amount is required and how much he can raise from his personal sources.

Principal reported about food poisoning issue in hostel where 13 students were taken to hospital. Staff Council decided to forward the matter to hostel committee and also instructed that a cook to prepare food has to be appointed with immediate effect. 26

Principal also reported that officials from Health Department and from Municipality had come to probe into the matter.

Meeting concluded at 3PM.

~~S. J. S. / Principal~~

~~Therun P. Abraham~~  
Therun P. Abraham  
(Secretary)



Minutes of staff council held on 21 March 2022 in college Boardroom.

Members Present

Dr. Sujo Mary Varghese Sujo Mary

Sheela P. Abraham Sheela

Chaitanya Elsa Achenkunji Chaitanya

Supriya Susan Kurian Supriya

Gigi George Gigi

Eldho Uthap

Dr. Rajani Jacob Rajani Jacob

Dr. Anupama P AD

Dr. Baban Kureelore Baban

Dr. Vinod Kumar K Vinod

Minutes of meeting held on 21.3.22 at 3.30 PM in college Boardroom. Principal Dr. Sujo Mary Varghese presided over the meeting. Smt. Chaitanya Elsa Achenkunji led the prayer. Minutes of the previous meeting held on 1.3.22 was read and passed.

Matters arising out of minutes - NIL

\* Deliberations of the meeting members

Staff Council thanked Dr. Gigi George for her sincere cooperation and participation in the staff council as head of the dept. of mathematics and also as Principal-in charge of the college.

Principal ~~reminded~~ ~~said~~ remarked that the attendance register should be marked punctually on time. L' will be marked if delayed.



Also letters of leave should also be given on time without delay.

It was informed that a circular dated 4.0.22 number A7-121/2022 received from District Development Office for scheduled caste says that as per modified guidelines, from 2021-22, all three years degree SC students will receive all funds directly to their personal account.

So it was decided to inform all SC/ST students to remit the full fees as when it is required from govt and university from the date of their admission.

Department Development Fund was decided to collect from third year and second year.

For third year, fund for one year shall be waived as freeship if they give request for waiver.

It was decided to conduct Retirement function for Dr. Gigi George and Sri. Jacob Mathew on March 30  
And College Day on March 31.

*Sybil Vay*

Secretary *Sherin*  
Sherin T. Abraham



Minutes of Staff Council held on 23 May 2022 via Google Meet at 6.00 p.m.

Members Present:

Dr. Sijo Mary Verghese

Jibin Shibu Sam Jibin

Dr. Rajani Jacob Rajani Jacob

Keeny Sara Mathai Keeny

Dr. Anupama P AD

Dr. Vineethkumar K. VK

For Info: Dr. Bibin Kuruvu - ebk  
Eldho Uthup

Sherni T. Abraham Sherni

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Minutes of the Staff Council held on 23 May 2022 at 6 p.m. <sup>via</sup> the Google Meet. The meeting was hosted by Ms. Sherni T. Abraham, the secretary of Staff Council and was presided by Dr. Sijo Mary, Principal. Prayer was led by Ms. Chaitanya Aec. Minutes of the previous meeting held on 21 March 2022 was read and passed.

Matters arising out of Minutes: Nil

Deliberations of the Meeting:

Principal and members welcomed Dr. Shalitha Jacob and Dr. Vinod V, the newly appointed Assistant Professors in charge of Departments of Mathematics and History respectively. They also thanked Dr. Bibin Kuruvu who served as Assistant Professor in charge of Head, Department of History for the past 2 years. Ms. Chaitanya Aec was nominated as the secretary of Staff Council and the Council members thanked Ms. Sherni T. Abraham who served as the secretary.



for the past 4 years.

- Library Advisory Committee: The following members were nominated to the Committee for the year 2022-23

Ms. Sheela T. Abraham	: Dept. of Commerce
Dr. Vineed Kumar	: Dept. of Physical Education
Ms. Chaitanya Elsa	: Dept. of English
Ms. Reemmy Sara	: Dept. of Zoology
Dr. Rajani Jacob	: Dept. of Chemistry
Ms. Supriya Susan	: UAC - Librarian
Ashna Giji	(III B.A. History, General Secretary of College Union 2021-22)

- Uniform shall be deployed to U.G. second and third years (2022-23). Unstitched material at Rs 650 per set (including coat, top and pants) will be distributed. Third years shall buy atleast 1 set to wear on Monday, Wednesday and Friday. Second years shall buy 2 sets of uniform material to wear on Monday to Friday, except Wednesday.

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- Principal instructed that invigilators of university exam duties shall leave the duty throughout 3 hrs of exam.
- Principal suggested to incorporate following activities in 2022-23.
  - Seminars and classes on NTP
  - Orientation classes for staff and students
  - activities to equip students with better communication skills and etiquettes.
  - Students shall be involved in monitoring cleanliness of bathrooms.
  - Teachers shall concentrate on research activities. Ph.D holders shall try for guideship
  - Promote certified AId or courses having 30 hrs (to



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be counted by UGC regulations).

Snehaspandham Coordinator Dr. Bibin proposed a fund raising for the husband of Ms. Sujatha, IIET Assistant, who got seriously injured in a lake accident. Council agreed to implement the same.

A class on various administrative/office areas, esp. PD account fund utilisation, etc. shall be conducted for the staff (teaching & non-teaching) at the earliest.

Meeting concluded at 7.30 p.m.

*Sujatha*  
Principal.

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*Sherin*  
Sherin T. Abraham