



MAR THOMA COLLEGE FOR WOMEN PERUMBAVOOR

STAFF FORUM CONSTITUTION 2017-22



TEACHING STAFF LIST 2017-18

SL NO	NAME
1	Dr Lisy Cherian
2	Dr Annie Kurian K
3	Dr Gigi George
4	Ms Sini Paul
5	Mr Gopikrishna S Nair
6	Ms Sreelakshmi Raveendran
7	Ms Shalitha Jacob
8	Ms Saley Thomas
9	Ms Manju K G
10	Ms Jayasree M J
11	Ms Ganga N B
12	Dr Biju Thomas Mathew
13	Ms Sherin T Abraham
14	Ms Sujo Mary Varghese
15	Mr Jibin Shibu Sam
16	Ms Serene Anna Sam
17	Ms Amy Maria Paul
18	Ms R Anandhi
19	Ms Saritha N
20	Dr K Vineed Kumar
21	Dr Biju Jacob Thomas
22	Ms Reemy Sara Mathai
23	Ms Sunu N V
24	Ms Bincy P Paul
25	Ms Anu K Mathew
26	Ms Sunbula Kareem
27	Ms Keerthi Sasidharan
28	Dr Vinod V
29	Dr Priya Kurian
30	Dr Bibin Kuriakose
31	Mr Gismon Thomas
32	Ms Rosan Abraham
33	Ms Preethi Sara Joseph
34	Ms Chaithanya Elsa Achankunju
35	Ms Sangeetha Rachel Koruth
36	Ms Susmitha P A

37	Dr Minu Susan Koshy
38	Ms Arya M L
39	Dr Anupama
40	Dr Paulose Thomas
41	Dr Rajani Jacob
42	Dr Melvi Chandy
43	Ms Sumayya P A
44	Ms Anjitha Bhasi
45	Ms Arya K Paul

NON TEACHING STAFF LIST 2017-2018

1	Ms Sophy Easow
2	Ms Binu Philip
3	Ms M P Moly
4	Ms Usha Anna John
5	Mr Rayesh Thomas
6	Ms Jessy John
7	Ms Ambili P S
8	Ms Angel Mathew
9	Ms Radha
10	Ms. Jiji
11	Mr. Jacob Mathew
12	Mr. George Varghese
13	Ms. Ammini A
14	Ms. Jolly Paul
15	Mr. Abraham M

TEACHING STAFF LIST 2018-19

SL NO	NAME
1	Dr.Lisy Cherian
2	Dr.Annie Kurien K
3	Dr. Gigi George
4	Ms. Silvey Paul
5	Ms. Ritty Susan Varghese
6	Ms. Keerthi Kishore
7	Ms. Shalitha Jacob
8	Ms. Jayasree M.J
9	Ms. Ganga NB
10	Ms. Manju KG
11	Saley Thomas
12	Dr. Biju jacob Thomas
13	Ms. Reemy Sara Mathai
14	Ms. Anu K Mathew
15	Ms. Sunu N.V
16	Ms. Bincy P Paul
17	Ms. Sunbula Kareem
18	Ms. Jinturol Raj P
19	Ms. Keerthi Sasidharan
20	Dr. K Vineed Kumar
21	Ms. Sherin T. Abraham
22	Ms. Sujo Mary Varghese
23	Ms. Jibin Shibu Sam
24	Ms. Serene Anna Sam
25	Ms. Avani T
26	Ms. Saritha N
27	Ms. Ritty Sebastian
28	Ms. R. Anandhi
29	Ms. Amy Maria Paul
30	Ms. Preethi Sara Joseph
31	Ms. Chaithanya Elsa Achankunju
32	Ms. Sangeetha Rachel Koruth
33	Dr. Minu Susan Koshy
34	Ms. Roshin T Roy
35	Ms. Arya M L
36	Ms. Sumayya PA

37	Ms. Deepthy Rajan
38	Ms. Aswathy Prakash
39	Dr. Vinod V
40	Dr. Priya Kurian
41	Dr. Bibin Kuriakose
42	Ms. Raseena Naseer
43	Dr. Anupama
44	Dr. Paulose Thomas
45	Dr. Rajani Jacob
46	Dr. Melvi Chandy

NON TEACHING STAFF 2018 -2019

1	Ms Sophy Easow
2	Ms Binu Philip
3	Ms M P Moly
4	Ms Usha Anna John
5	Ms Bindhu Mathew
6	Mr Eldho Uthup
7	Mr Sam Babu
8	Ms Feba P Baby
9	Ms Supriya Susan Kurian
10	Ms Angel Mathew
11	Ms Radha
12	Ms. Jiji
13	Mr. Jacob Mathew
14	Mr. George Varghese
15	Ms. Jolly Paul
16	Mr. Abraham M
17	Mr. Dileep T S

TEACHING STAFF LIST 2019 -2020

SL NO	NAME
1	Dr. Gigi George
2	Ms. Keerthi Kishore
3	Ms. Ritty Susan Varghese
4	Ms. Silvery Paul
5	Ms. Sini Paul
6	Ms. Emilda Sebastin
7	Ms. Shalitha Jacob
8	Ms. Jayasree M.J
9	Ms. Ganga N.B
10	Ms. Manju K.G
11	Ms. Anjali P.P
12	Dr. Biju Jacob Thomas
13	Ms. Reemy Sara Mathai
14	Ms. Sunbula Kareem
15	Ms. Anu K Mathew
16	Ms. Sunu N.V
17	Ms. Athira M
18	Ms. Keerthi Sasidharan
19	Dr. Vineed Kumar
20	Ms. Sherin T Abraham
21	Ms. Sujo Mary Varghese
22	Mr. Jibin Shibu Sam
23	Ms. Serene Anna Sam
24	Ms. Avani T
25	Ms. Ashitta Augustine
26	Ms. Amy Maria Paul
27	Ms. R. Anandhi
28	Ms. Saritha N
29	Ms. Chaithanya Elsa Achankunj
30	Ms. Preethi Sara Joseph
31	Ms. Sangeetha Rachel Koruth
32	Ms. Minu Susan Koshy
33	Ms. Roshin T Roy
34	Ms. Arya M L
35	Dr. Anupama
36	Dr. Paulose Thomas

37	Dr. Rajani Jacob
38	Dr. Melvi Chandy
39	Dr. Vinod V
40	Dr. Bibin Kuriakose
41	Dr. Aliaskutty Poullose
42	Mr. Gismon Thomas
43	Ms. Raseena Naseer
44	Ms. Deepthy Rajan
45	Dr. Rakhi R
46	Ms. Seba George
47	Ms. Namitha S
48	Ms. Anitta Benny
49	Ms. Uthara Suresh

NON TEACHING STAFF 2019 -2020

1	Ms Usha Anna John
2	Ms Bindhu Mathew
3	Mr Eldho Uthup
4	Mr Sam Babu
5	Ms Feba P Baby
6	Mr Benny John T
7	Ms Supriya Susan Kurian
8	Ms Princy George
9	Ms Karishma Karan
10	Ms Angel Mathew
9	Ms Radha
10	Ms. Jiji
11	Mr. Jacob Mathew
12	Mr. George Varghese
13	Mr Abraham M
14	Ms. Jolly Paul

TEACHING STAFF LIST 2020-2021

SL NO	NAME
1	Dr. Gigi George
2	Ms Shalitha Jacob
3	Ms Ritty Susan Varghese
4	Ms Keerthi Kishore
5	Ms Emilda Sebastian
6	Ms Sini Paul
7	Ms Uthara Suresh
8	Ms Anitta Benny
9	Ms Jeshy Varghese
10	Ms Namitha S
11	Ms Arya M L
12	Ms Saritha N
13	Ms Amy Maria Paul
14	Ms R. Anandhi
15	Ms Reemy Sara Mathai
16	Dr. Biju Jacob Thomas
17	Ms Keerthi Sasidharan
18	Ms Anu K Mathew
19	Ms Sunu N.V
20	Ms Athira M
21	Ms Roshin T Roy
22	Dr. Minu Susan Koshy
23	Ms Chaithanya Elsa Achankunju
24	Ms Preethi Sara Joseph
25	Ms Sangeetha Rachel Koruth
26	Ms Avani T
27	Ms Jibin Shibu Sam
28	Ms Serene Anna Sam
29	Ms Sherin T. Abraham
30	Ms Sujo Mary Varghese
31	Dr. Anupama
32	Dr. Paulose Thomas
33	Dr. Rajani Jacob
34	Dr. Melvi Chandy
35	Ms Ganga N B
36	Ms Manju K G

37	Dr. Neetha Thampi
38	Ms Reshma Mathew
39	Ms Keziya Susan K
40	Dr. Bibin Kuriakose
41	Dr. Vinod V
42	Dr. Aliaskutty Poullose
43	Ms Raseena Naseer
44	Ms Sony T James
45	Ms Cincy Varghese
46	Dr K Vineed Kumar
47	Ms Maira Robert
48	Ms Sruthy K Linzy
49	Ms Anjali P P
50	Ms Gayathri K

NON TEACHING STAFF LIST 2020-2021

1	Ms Bindhu Mathew
2	Mr Eldho Uthup
3	Mr Sam Babu
4	Ms Feba P Baby
5	Mr Benny John T
6	Ms Supriya Susan Kurian
7	Ms Princy George
8	Ms Karishma Karan
9	Ms Angel Mathew
10	Ms Radha
11	Ms. Jiji
12	Mr. Jacob Mathew
13	Mr. George Varghese
14	Ms. Jolly Paul
15	Mr. Abraham M
16	Mr. Dileep T S

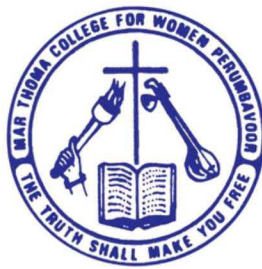
TEACHING STAFF LIST 2021-2022

SL NO	NAME
1	Dr. Gigi George
2	Ms. Shalitha Jacob
3	Ms. Aleena Alex
4	Ms. Silvey paul
5	Ms. Keerthi Kishore
6	Ms. Emilda Sebastian
7	Mr. Gopikrishna S Nair
8	Ms. Sony T James
9	Ms. Cincy Varghese
10	Ms. Treesa Maria Mathew
11	Ms. Namitha S
12	Ms. Arya M L
13	Ms. Saritha N
14	Ms. T J Vishnupriya
15	Ms. R. Anandhi
16	Ms. Reemy Sara Mathai
17	Dr. Biju Jacob Thomas
18	Ms. Keerthi Sasidharan
19	Ms. Sruthy K Lincy
20	Ms. Sunu N.V
21	Ms. Athira M
22	Ms.Roshin T Roy
23	Ms. Dr. Minu Susan Koshy
24	Ms. Chaithanya Elsa Achankunju
25	Ms. Preethi Sara Joseph
26	Dr. Sangeetha Rachel Koruth
27	Dr. Avani T
28	Ms. Jibin Shibu Sam
29	Ms. Serene Anna Sam
30	Ms. Sherin T. Abraham
31	Dr.Sujo Mary Varghese
32	Dr. Anupama
33	Dr. Paulose Thomas
34	Dr. Rajani Jacob
35	Dr. Melvi Chandy
36	Dr. Gayathri K

37	Ms. Anjali P P
38	Ms. Manju K G
39	Dr. Rakhi R
40	Ms. Reshma Mathew
41	Ms. Aiswarya K R
42	Ms. Aneetta Varghese
43	Dr. Bibin Kuriakose
44	Dr. Vinod V
45	Mr. Gismon Thomas
46	Ms. Bhama K Mohanan
47	Dr. Vineed Kumar
48	Ms. Jintumol Raj P
49	Ms. Hephzy T Paul
50	Ms. Anu Mary Varghese
51	Ms. Aswini B

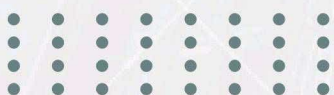
NON TEACHING STAFF 2021-2022

1	Ms Bindhu Mathew
2	Mr Eldho Uthup
3	Mr Sam Babu
4	Ms Feba P Baby
6	Ms Supriya Susan Kurian
7	Ms Princy George
8	Ms Karishma Karan
9	Ms Abiya Thampi K
10	Ms Angel Mathew
11	Ms Radha
12	Ms. Jiji
13	Mr. Jacob Mathew
14	Mr.George Varghese



MAR THOMA COLLEGE FOR WOMEN PERUMBAAVOOR

STAFF FORUM MINUTES 2017-22



The image features a light green background with a subtle watercolor texture. A thin, double-lined gold border frames the central area. In the corners, there are delicate illustrations of green leaves and branches, some with small yellowish-brown buds or flowers. The text "2017-2018" is centered in a bold, dark green font.

2017-2018

MINUTES OF THE STAFF MEETING HELD ON 6-6-2017

A meeting of the teaching faculty was held on 6th July 2017 at 2.30pm in the Conference Hall. The following matters were discussed in the meeting under the presence of the Principal and other teachers :-

- 2017-2018 being the year of NAAC accreditation all staff were reminded of their specific roles in the smooth running of all activities of the Institution.
- Staff especially teachers were instructed to constantly motivate and mentor their students in areas that require attention especially in connection with NAAC visit.
- It was informed that the suggested dates for NAAC visit would be in the months of September - October 2017.
- It was recommended that students and staff need to be provided with orientation sessions in preparation for NAAC visit.
- Various charges for teachers were assigned in the meeting. They are as follows :
 - 1) Staff Association Secretary — Reemy Sara Mathai
 - 2) Staff advisor to the College Union — Anupama P., Biju Jacob Thomas

3) Arts Club — Sini Poulose, Mini P.K

4) Calendar — Reeny Sara Mathai

5) Women's Cell
Bible watching] — Bindu R.

6) Exam Coordinator — Priya Kurian, Sibuya Thomas.

7) SCM / Morning worship — Preethi Sara Joseph, Blessy, Lakshmi

8) Announcements — Preethi Sara Joseph, Blessy (Mother)

9) Morning hymn — Arya M.L, Sherin T. Abraham.

10) Magazine — Gigi George.

11) Website — Reeny Sara Mathai, Anupama P.

12) Uniform — Chaitanya Elsa Akhankarji, Vireed Kumar.

13) Assembly — Bincy Paul, Mary Varghese.

14) Value education — Amy Marie Paul.

15) Newsletter — Amy, Priya Kurian

16) New Initiative (Verniculture) — Vidya Chendran.

17) Medicinal garden — Sana N.V, Jithumon Roy P, Jolly P.

18) Zoo / Chem garden — Sunayya P.K, Keethy, Biju Jacob Thomas.

19) Career guidance — Anupama P.

- The teachers-in-charge of the programmes not mentioned in the list above will remain same as that of the previous year (2016-17).

The meeting concluded at 1pm. Certain assignments may be subject to revision after discussion (charges assigned for SCM, Magazine, alumni).

Seenu
Staff Secretary

MINUTES OF THE STAFF MEETING HELD ON 31-07-2017

An urgent meeting of the entire teaching faculty was held on 31st August 2017 at 2:30pm in the Conference Hall.

The meeting began with a welcome note by the Principal to the freshly appointed staff. The meeting was primarily arranged to discuss about the NAAC accreditation preparation. ~~meeting~~ The following matters were discussed :-

- Among the various NAAC criteria, Teaching & Learning, Curriculum & Governance need to work together as they need to collect data of similar nature.
- Work diary for 2016-17 need to be completed and submitted at the earliest.
- Tutorial sessions need to be conducted occasionally and mentoring forms to be duly filled & maintained.
- Students are to be made aware of the NAAC process and their role in the entire visit & accreditation.
- 5 students from each class is to be identified for orientation. The students list is to be submitted to the IQAC coordinators as soon as possible.

- Departments are to display 'Vision' in their departments
- OHP / Powerpoint / Smart boards should be used occasionally
- The "toppers list" in each department should be updated.
- If charts/models are to be placed in classrooms, they made be hung but sticking on the wall is not permitted.
- For the purpose of orienting parents in connection with the NAAC visit, departments are to identify atleast 3 parents from each class.
- All the departments are to make a time-table for all days from 3.30-4.30 pm.
- Entry level tests are to be conducted and the results of the current year & previous year are to be categorised and listed (Advanced, Medium, Slow Learners).
- The Mock Visit is scheduled to be held on 21 & 22 of Aug.
- The NAAC visit will take place within September 2017.
- The convenors for 2 major committees in connection with NAAC was decided.

Beautification ————— Dr. Vinod V.
 Cultural ————— Dr. Bala Kuriakose.

- All the department presentations need to be in accordance with the standard format which has been mailed to all the HODs of the department.
- During the mock visit & NMAC visit, NCC/NSS/Women's cell/ Clubs/Career Guidance etc — are to keep their respective files in one room for verification.
- In the 2nd week of August, an inspection team will be coming for checking 'Research Centre' facilities of the Mathematics department.
- M.Sc Maths classrooms will be shifted to the New Block and the present M.Sc Maths classroom will be given to M.Sc Zoology students.
- 25% of DDF is to be remitted to the Management fund for the purpose of College development.

Secretary
Staff Secretary

MINUTES OF THE STAFF MEETING HELD ON 11 OCT. 2017.

A meeting of the permanent teaching faculty was held on 11 October 2017 at 2.30 p.m. in the Conference Hall. Following matters were discussed and decisions were taken under the presence of Principal and other teachers:-

1. On the days of exam, teachers having visitation duty should report on time. Teachers should make themselves available at Principal's Office on time.
2. Teachers should cooperate in maintaining discipline of the College. Mobile phones are strictly banned.
3. Attendance of students should be taken even after registers are taken to the Office. Attendance of extra classes should also be taken.
4. If students are absent even ^{for} more than two days they should be warned.
5. Teachers should go to class following second bell & they should be in class during third bell/Prayer bell.
6. 3.30 - 4.30 p.m. timetable should be followed.
7. Teacher's diary should be filled daily.

Dianes used by guest faculty shall be returned to the department when they leave the college.

8. Sangeetha Rachel shall continue as Staff Secretary after she returns ^{post-}leave.
9. In the absence of Dr. Prapa Kurien, as she is resigning, Dr. Bibin Kurian shall serve as the Exam Coordinator.
10. Dr. Vinod shall serve as PTA secretary as Ms. Leemy Sara has gone on maternity leave.
11. 3 departments have computer labs. These labs should continue functioning.
12. Language lab should be kept open to students from their departments.
13. New Initiative Programmes should continue.
14. First year students shall be informed about the Certificate Course on Yoga.
15. Second year degree students should pay DD First year students shall pay the amount offered during admission.
16. Exam facility fees should be paid by first second and third year degree students.

for
Staff Secretary

Minutes of the Staff meeting held on 6/12/17.

A meeting of the permanent teachers was held on 6 December 2017 at 2:30 P.M. in First year MSc. Zoology Class. The following deliberations were made in the meeting under the presence and approval of the Principal.

- The three new teachers of physics department, two new teachers of commerce department were welcomed and added as members of Staff ^{containing} ~~Committee~~.
- It was informed that ~~B~~ Prof. Bibin would assist Dr. Priya as Exam Coordinator replacing ^{M.S.} Selvia.
- The principal asked class teachers to collect exam facility fees from all the students and, ~~that~~ should be paid regularly.
- It was also informed to collect department fund (DDF) from the students before the four programme of each class and if there is any expense incurred from DDF, a request should be given in advance and the bill should be submitted to Principal within two days of its spending.

→ Ms. Sangeeta Rachel Komth has been given the charge of NCC ~~and~~ activities at the college and it was requested to send the students for the parade in afternoon session from 11 December 2017

→ The Christmas Carol was decided to be held on 21 December 2017. A music programme, funded by college management would be held in the afternoon session

→ As part of new initiatives of MG university, new Exam coordinators should print the online question papers from the Exam Portal for P-G courses.

→ It was also decided to ~~give~~ ^{conduct} a send off gathering for Rajalekshmi Cheeky as she is retiring on 30 December 2017. Staff council ~~secretary~~ ^{Secretary}; Dr. Priya Kurian and Staff Secretary, Sangeeta Rachel Komth are given the charge of conducting this function.

→ It was also informed that if ~~students~~ ^{any classes} are free, the students would be given

Some work or if they are left free, they should not be allowed to sit at the front premises of the college. They are asked either to sit at the common room or library.

- The Principal also asked Commerce department to decide whether they are willing to conduct bank coaching again and reconducting the ^{Entrepreneurship} ~~Entrepreneurship~~ Clubs.
- Ms. Sena of Commerce dept: ~~has been~~ given the charge of Tailoring & Beautician course programme.
- It was also asked that new teachers should be assigned to give message at morning worship.
- College Assembly should be conducted regularly on every Wednesday at 9 A.M. and proper discipline should be maintained.
- Any teacher, who is in charge of Value Education class but has examination duty on that day, should come compulsorily or send a substitute to that class.
- Each department ^{was also asked to} ~~should~~ prepare ~~the~~ a record of activities that should be done b/w 3-30 - 4-30 p.m.

→ Teachers are requested to maintain proper coordination in conducting extra classes on Saturday as there shouldn't be any disruption to Psc. Coaching class.

IQAC-
→ The ~~new~~ NAAC team ~~was~~ was created and ^{the} following teachers are given the charge of various activities.

IQAC Coordinator - Dr. Anupama. P

~~Joint~~ Secretary - Dr. Munnu Suresh
Koshy

Teaching Learning
Evaluation - Ms. Sherin Abrah
& Ms. Reemay

Civics - Ms. Sangeetha Rachel
Korutti

Curriculum - Ms. Preethi Sasa Jose

Research - Dr. Vinod

SSP - MS Chaitanya E. A

Innovation - Dr. Bibin.

→ Dr. Paulose of Physics dept: Has given the charge of Speakers club.

→ The concerned dept: ~~studies~~ ^{management} ~~men~~ ^{ment} ~~u~~ ^u
plants and Vannicompost Principal (from
JICA 50)

→ ~~It~~ It was informed by ~~the~~ ^{the} ~~existence~~ ^{existence} ~~50~~ ⁵⁰
that teachers are given opportunity
to contribute questions to Exam posted
of M-G university ~~and~~ ^{and} they should actively
participate in this new initiative.

Staff Secretary  Principal.

Staff Secretary

Principals.

Minutes of the Staff meeting held on 15/2/2018

A meeting of the permanent teaching staff faculty was held on 15/2/2018 at 2:30 PM ~~at~~ the college conference hall. The following deliberations were made in the meeting under the ^{presence of} Principal and other teachers -

- Dr. Biju Jacob Thomas has ^{been} given the charge of Research Consultancy of IQAC with the consent of everyone present.
- Dr. Rejani Jacob has been given the charge of SSP until the return of Ms. Chaitanya Hsa Achankunju.
- The Principal instructed teachers to collect Exam Facility fee from first years; Department Development fund from second & third years; and college Development fund from first & second years.
- The Guest lecturers were asked to provide bond & register as soon as possible.

- The principal assigned the charge of preparing an academic master plan of the college to Dr. Biju Jacob Thomas. It was instructed to prepare the first draft of the same before 23 February 2018 and the final draft by 28 February 2018.
 - Jibin Sir of Dept. of Commerce has been given the charge of Quiz club.
 - The principal also instructed to hand over the activities done by each department during 2:30 - 4:30 pm slot.
 - Under the consent and presence of the Principal & other teachers Library committee and PTA executive members were selected.
- Library committee members are as follows -
- Principal, ~~Mr. Rajesh~~ ^{Ms. Supriya}
 - Dr. Vineed Kumar, Ms. Sherin T Abraham & Ms. Preeti Sava
 - Dr. Gijitha Anupama Joseph
- PTA executive members are as follows -
- Principal - Dr. Lizy Cherian, Dr. Vineed Kumar, Dr. Biju Jacob Thomas, Dr. Giji & Ms. Sherin T Abraham

→ The library committee was instructed to make stock verification of general books and stock verification of subject books should be done by concerned department.

→ It was also instructed to hand over the annual report of each department and other activities to Principal before 22 February 2018

→ It was also discussed to arrange an ~~university~~ ^{supporting} University Youth festival fund for those taking part in youth festival.

→ The college union was assigned to discuss with the students on whether they are willing to participate in any programme of university youth festival and the amount incurred as expense should be informed at the staff meeting.

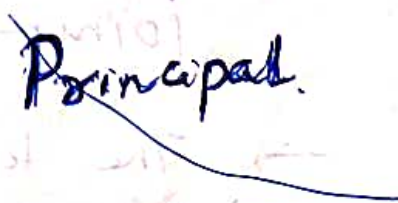
→ All the tax paying permanent teachers were asked to pay Rs 4000 divided among themselves for TDS related matters

→ With the consent of Principal and teachers,
Staff Advisor to ^{college man} Dr. Anupama has informed
to conduct the college day on 9 March 2018
where Anuradha Titus, IRS is invited as guest.

→ Dr. Biju Jacob Thomas has been given the
charge of management's retirement
function which honours the retiring
Staff - Dr Biju Thomas.
Ms. Sally Thomas.
Ms. Binu
d Ms. Rajalekshmi.

The meeting concluded at 4:30 PM with
unanimous agreement to all the details
discussed above.


Staff Secretary.


Principal.



2018-2019

Minutes of the Staff meeting held on 5 June 2018

A meeting of all the teaching staff was held on 5/6/2018 at 2:30 P.M. at the college conference hall. The following deliberations were made under the presence and consent of the Principal and other teaching staff.

- The Principal has informed that she has been authorised by the governing council to allot rooms to all the departments of the college.
- All teachers were asked to refer the schedule of Degree classes on University website.
- It has also been informed that it is mandatory to collect bond from the new guest faculty on the day of their joining.
- The teachers were also asked to follow the campus rules and make sure that the students also comply with the same.

- All departments were asked to obtain AMC so as to maintain the utility of the systems.
- It has also been asked to inform the government guests that they will not be paid any salary in advance.
- All teachers were asked to regularly fill the teachers' diary and the concerned HOD's were asked to monitor it occasionally.
- The teachers were also asked to inform students to follow a decent dress code in the college campus.
- The Principal also informed that the college has been granted Rs Two crore of RVSA fund for infrastructure and academic upgradation with the effort of Dr. Ponlosel and Dr. Minu Susan Koshy & Dr. Anupama P.
- ~~The~~ All the following teachers were allotted charge of different activities in the college campus.

Alumni Association — ~~Dr.~~ MS. Sherril T. Abraham
 & MS. Susan. N.V
 Assembly. — Mr. Jibin. Shibu Sam
 Career Guidance → Dr. Anupama P
 Exam coordinator → Dr. Bibin & MS. Chaitan
 Kurianose Elsa
 Acharyaji
 Garden → Dr. Biju + MS. Sumbala
 Jacob Thomas Kaveem
 + MS Keelthi
 Morning worship → Dr. Melvior Chandy
 Arts Club. → Dr. Rajani Jacob
 Staff Advisor to Union — MS. Sangeetha Rachel
 Koulth
 NSS → MS. Preethi & Dr. Vinod
 Saia Joseph
 SCM → MS. Reem Saia Mathai
 Staff Secretary → MS. Seetha. Anna Sam
 + MS. Jayasree M.J
 Speakers & Debate Club → Dr. Minu Susan Koh
 Women's cell → Dr. Annee Kurian
 Value Education & Tutorial → Dr. Annee Kurian
 Tailoring & Beambhini → MS. Seetha Anna
 Sam
 Calendar → Dr. Giji George
 Magazine → Mr. Jibin Shibu Sam
 Web site → MS. Reem Saia Mathai
 + Dr. Paulose
 Thiruvananthapuram

→ The principal also informed that environment day should be celebrated on 4 June 2018 and each department should conduct various activities related to the same.

→

The meeting concluded at 4:15 PM with unanimous agreement to all the details discussed above.


Staff Secretary

Principal

Minutes of the staff meeting held on 05 October 2018

A meeting of all permanent teaching staff was held on 05 October 2018 at 2:30 pm in the Conference Hall. The following matters were discussed in the meeting under the presence of the Principal and other teachers:

- ↳ Two new teachers, Ms. Avani T. of Commerce Department and Mr. Roshni T. Roy of English department were welcomed and added as members of the staff community.
- ↳ It was informed that the internal examinations for the first year degree students have been scheduled for October ~~22~~ 22nd, 23rd and 25th 2018.
- ↳ All departments were asked to ensure that Tutorial classes are ~~to~~ conducted on every Mondays from 3:30 - 4:30 pm.
- ↳ Teachers should meet students personally so that the students are benefitted. Proper attendance ~~registers~~ records should be maintained for the classes taken.
- ↳ All teachers were asked to regularly fill the teacher's diary and the concerned HODs were asked to monitor it occasionally.

- ↳ All departments should ensure that remedial classes are taken after identifying the weak students and ^{that} proper records ~~should~~ ^{are} maintained for the same.
- ↳ Teachers should ensure that students from their departments are not late for their respective open course classes, value education and second language classes.
- ↳ Teachers were also asked to follow the campus rules and make sure that the students also comply with the same.
- ↳ It has been decided to conduct the inauguration of the Electoral and Parliamentary Literacy Club on 08. October 2018, Monday at 10 am. Adv. N.C. Mohanan was decided as the Chief Guest.
- The names
↳ Mrs. M. J. Jayasree, Ms Reemi Saira Mathai and Ms Chanthanya Elsa Achenkunju were suggested during the meeting to be given the responsibility of ensuring that students discipline maintained in the college campus.

↳ Dr. Vineed Kumar, Jibin Shibu Sam and Roshin T. Roy were assigned to monitor the late comers.

The meeting concluded at 4:00 pm with the unanimous agreement to all the details discussed above.

Sre
Staff Secretary

Principal

Minutes of the Staff meeting held on 06 December 2018

A meeting of all permanent teaching staff was held on 6 December 2018 at 11:30 am in the College Conference Hall. The following matters were discussed in the meeting under the presence of the Principal and other teachers:-

- ↳ All departments were asked to ensure that tutorial classes are conducted on every Mondays from 8:30 pm to 4:30 pm. Proper attendance records should be maintained for the classes taken. No other classes should be scheduled during such periods.
- ↳ Heads of departments should ensure that remedial classes are taken correctly.
- ↳ Teachers should ensure that students from their departments are not late for their respective open course, value education and second language classes.
- ↳ The following teachers were nominated as the members to the PTA Executive

Mrs. M. J. Jayasree, ^{Ms. Reemi Suresh} ~~Dr. Biju Jacob Thomas~~,
Mrs. Chaithanya Elsa Achankunji and ~~Mr. Jabin Shibu~~
~~Sam~~ Dr. Poojose Thomas Melvi Chandy

- ↳ The Mar Thoma Higher Education Commission of the conducted visit to two institutions - Audium College, Mellore and Vellore Institute of Technology during 27 and 28 November 2018. Dr. Anupama P and Dr. Minut Susan Koshy, who accompanied the team gave a detailed description about the visit and also discussed about the various programmes and activities which can be implemented in our college.
- ↳ ^{for the} ~~Two~~ B.Voc courses - Fashion Technology & Merchand and Tourism and Hospitality Management commenced on 26 November 2018. ^{The uniforms for the B.Voc students}
- ↳ Teachers who participate in conferences and seminars were asked to take compensation classes for the respective classes that are missed during the period.
- ↳ Ms. Avani T was allotted charge of the Youth Red Cross Unit of the college. The inauguration of the YRC College unit was scheduled to be held on 10 December 2018 at 3pm.
- ↳ Ms. Roshini T Roy was allotted charge of the Vimukthi Club.

- ↳ Teachers should ensure that students do not enter the examination hall before the first bell during examination days.
- ↳ The teachers were also asked to inform the students to follow a decent dress code in the college campus and also ensure that the college premises are kept clean.
- ↳ The mark lists for the entry level tests should be consolidated before 15 December 2018.
- ↳ The NSS camp was scheduled to be conducted from 22nd to 28th December 2018 at Jayakeralam School, Pulluvazhi.
- ↳ It was decided that the Christmas Carol for the year will be ~~conducted~~ held on December 20th 2018.
- ↳ The Governance and Leadership Committee, was also ~~asked~~ asked to collect the teachers' self appraisal forms at the earliest.

The meeting concluded at 1 pm with the unanimous agreement to all the details discussed above.

She

Staff Secretary

Principal

Minutes of the Staff meeting held on 16 January 2019

A meeting of all permanent teaching staff was held on 16 January 2019 at 2:30 pm in the college conference Hall. The following matters were discussed in the meeting under the presence of the Principal and teachers:

- ↳ All departments were asked to ensure that remedial classes are conducted regularly. Proper attendance records should be maintained for such classes taken.
- ↳ As part of the Unnat Bharat Abhiyan's (UBA) ~~programmes~~ Village Adoption Programme, it was decided to start the procedural formalities regarding the same and also organise class wise or department wise programmes to the concerned locality.
- ↳ Tata Consultancy Services (TCS) ^{shall be} ~~will~~ conducting a 100 hour free employability training for the final year degree students from 21 January 2019. The time schedule for the classes will be

History, English, Physics, Chemistry, Mathematics

Zoology - Weekdays 8:30 am to 10:30 am
Weekends & Holidays 8:30 am - 12 pm

B. Com Tax & Computer Applications

- Weekdays 11:30 am - 1:30 pm

Weekends & Holidays 1 pm to 4:30 pm

↳ The Department of Commerce (Computer Applications) ^{shall} ~~organised~~ ^{organise} a one day Food processing class as part of MCNIP on 22 January 2019. Mes. Binu Philip ^{shall} ~~will~~ serve as the resource person for the sessions.

↳ The B. Voc Steering Committee to be constituted with the Principal (Dr. Lusy Cherian), IQAC Coordinator (Dr. Anupama P), Nodal Officer (Dr. M. Susan Koshy), ~~and~~ Treasurer (Dr. Paulose Thomas) and members of the B. Voc Teaching Staff.

↳ The B. Voc Tourism class ~~on~~ ^{shall be} ~~from Room~~ shifted from Room No 313 to Room No 308. The B. Voc Fashion Technology class ^{shall} ~~be~~ held in Room^{no} 307.

↳ The HODs ~~are~~ and first year class teachers were requested to 'provide' the names of candidates eligible for the scholarship from KSWDC.

- ↳ The Principal congratulated the College Cricket Team who won the M.G. University Inter Collegiate Cricket Tournament held at UC College, Aluva on 13 and 14 January 2019.
- ↳ All departments were asked to conduct the Parent Teacher meetings before February 2019.
- ↳ The following dates were scheduled for the upcoming events for the academic year.
 - Arts Festival - February 14, 15
 - Rev. Pylee Memorial Lecture & Two Day National Workshop - 06 & 07 February 2019
 - Alumni Meet - January 26
 - Book Fair - January 22, 23
 - Carnival - February 21, 22
 - Retirement Meeting - February 19

The meeting concluded at 4:00 pm with the unanimous agreement to all the details discussed above.

He
Staff Secretary

Principal

The image features a white background with pink cherry blossom decorations in the corners. The top-left and bottom-left corners have clusters of blossoms, while the top-right and bottom-right corners have more sparse, scattered blossoms. The text "2019-2020" is centered in the middle of the page.

2019-2020

Minutes of Staff meeting held on 26 June 2019

A meeting of all the teaching staff was held on 26 June (Wednesday) 2019 at 2:30 pm at the College conference Hall. The following matters were discussed in the meeting under the presence of the Principal and teachers:

↳ The following teachers were allotted charge of different activities for the academic year 2019-20.

- AISHE - Dr. Vineed Kumar
- Alumni Association - Ms. Shalitha Jacob, Ms. Mini P.K
- Assembly - Mr. Jibin Shibu Sam
- CAP (Nodal Officer) - Dr. Vineed Kumar
- Career Guidance & Placement Officer } Ms. Avani T
Dr. Anupama P
- Calendar & Handbook - Ms. Shalitha Jacob
- Exam Coordinators - Ms. Chaithanya Elsa Achankunji
Dr. Bibin Kuriakose
- Higher Education
New Initiatives:
 - ASAP - Dr. Meloi Chandly
 - FLAIR - Dr. Anupama P

SSP

- Ms. Reemey Sara Mathai

WWS

- Dr. Rajani Jacob

- IIELT Coordinator - Dr. Paulose Thomas
- IQAC Coordinator - Dr. Anupama P
- IQAC Secretary - Dr. Minu Susan Koshy
- Magazine - Ms. Sujo Mary Varghese
- Medicinal garden - Ms. Keerthi Sanidharan
- Morning hymn - Ms. Anandhi R
- Morning worship - Ms. Roshin T. Roy
- NCC - Ms. Sangeetha Rachel Koruth
 & Ms. Roshin T. Roy
- NSS - Ms. Preethi Sara Joseph
 Dr. Vinod V
- Red Cross - Ms. Avani T
- RUSA - Dr. Paulose Thomas
- SCM - Ms. Sujo Mary Varghese
- Snehasparsham Scheme - Dr. Bibin Kuriakose
- Staff Advisor to College Union - Ms. Sherin T Abraham
- Staff Advisor to Arts Club - Ms. Reemi Sara Mathai

- Staff Secretary - Ms. Seene Anna Sam
- Brain's Trust & Speakers Club - Mr. Tabin Shibu Sam
- Tutorial & Value Education - Ms. Chanthanya
Elsa Achankunji
- Time Table - Ms. M. J. Jayasree, Ms. Sherin T
Abraham
- Uniform - Dr. Vineed Kumar
Ms. Avani T
- Website - Ms. Reemey Saia Mathai
Dr. Melvi Chandy
- Women's Cell - Dr. Minu Susan Koshy
- Health Club - Dr. Biju Jacob Thomas
- Parliamentary Literacy Club - Mr. Tabin Shibu
Sam
- Beautician Course - Ms. Amy Maria Paul
- Tailoring Course - Ms. Anita
- Food Processing - Ms. Mini P. K
- PRO - Dr. Anupama P
- Vimukthi Club - Ms. Roshin T. Roy

→ The following new teachers were welcomed to the college teaching staff community:
Dr. Rakhi R., Ms. Kezia Susan K. and Ms. Seba George (Chemistry dept), Ms. Rishma M. R. and Ms. Emilda Sebastian (Mathematics dept), Ms. Vidyapati (Malayalam) ^{dept} and Mr. Elias ^{Kutty Paulose} (History dept).

→ The Principal informed that the Teachers Portal shall be open from 27 June 2019 to 3rd July 2019. All departments should ensure that the required details are uploaded before the last date.

→ All departments should ensure that they follow the latest revised syllabus for the V semester Environment Management and Human Rights paper.

→ Heads of Departments should ensure that activities are organised in their respective departments from 3:30 - 4:30 pm.

→ Teachers were asked to ensure that the students comply with the campus rules.

→ HODs ~~should~~ ^{shall} ensure that the students from their departments are not late for their respective second language and open course classes.

- The management staff were asked to sign & submit vouchers before 25th of every month so as to prevent any delay.
- Classes of all self financing courses ~~will~~ shall be brought under the same block before Onam Vacations.
- Teachers attending Govt approved seminars / conference / refresher course / orientation programmes shall provide a request letter ^{before} 7 days ^{to} prior to the DD along with the Principals NOC certificates.
- A maximum of 10 duty leaves may be availed by teachers excluding exam related duties.
- Exam coordinator, Dr. Bibin Kuriakose, gave a brief outline about the examination schedule for the academic year.
- Dr. Paulose Thomas, the RUSA coordinator, explained about the present status of the RUSA scheme and also about the fund allocated for the various activities.

The meeting concluded at 4:pm with the unanimous agreement to all the details discussed above.

Prin

Jorge

Minutes of the Staff Meeting held on 04-09-19

A meeting of all the permanent teaching staff of the College was held on 04 September 2019 at 2.30 pm in the College Conference Hall. ~~is the~~ under the presence of Dr. Gigi George, the Principal, presided over the meeting. Minutes of the Staff meeting held on 26 June 2019 was read by the Staff Secretary. The meeting congratulated those who worked behind the following achievements made by the college in the recent days:

1. Receiving administrative sanction for the RUSA fund.
2. Two of our students being selected for Zonal Cricket tournaments.
3. The efficient conduct of Students Union Election and Union Inauguration.
4. Smooth conduct of the internal exams for the ongoing semester.
5. Organization of ^{NSS} seven-day camp during Onam vacation at Kuzhupumpadi Ganapathi Vilasam High School, Kozhappady.

The following matters were discussed and decisions were taken by the meeting:

1. Farewell lunch and meeting for the retiring staff - Ms. Usha Anna John and Mr. M. Abraham - shall be conducted on 23 September 2019.

The lunch shall be arranged jointly with the non-teaching staff. Dr. Bibine Kuriakose and Dr. Vinod V. were assigned the charge to arrange mementos for both the retiring staff. It was further decided ^{to arrange} that non-vegetarian meals shall be arranged for the lunch and amount to collect Rs. 500 each from all the permanent teaching staff towards the expense of the lunch and the meeting.

2. Dr. Anupama P., Co-ordinator of the IQAC, informed the gathering regarding the proposed guidelines for SAC Accreditation and elaborated on the criteria for evaluation.

3. It was decided to collect money from the teaching staff towards flood-relief activities. The amount collected from teaching and non-teaching staff shall be distributed to the families of needy students who are badly affected by this year's floods. Teachers were

asked to identify and report if there were deserving students in their respective departments.

4. Dr. Biju Jacob Thomas was selected as the Convener of the SC/ST cell of the college.

5. Dr. Rajani Jacob intimated the gathering that students from only five of the departments can be included in the WWS programme for this academic year, and it was decided that the departments of Physics, Chemistry, Mathematics, History and Commerce shall be given the chance to enroll students of the new batch.

The meeting concluded at 4.30 p.m. with the unanimous agreement to all the matters discussed above.

Princy

Staff Secretary

Thyagaraj

Minutes of the Staff Meeting held on 30 September 2019

A meeting of all the permanent teachers of the college was held on 30 September 2019 at 11.30 a.m. in the College Conference Hall. Dr. Gigi George, Principal, presided over the meeting. The following matters were discussed and decisions were taken:

1. The following members were selected to constitute the PTA Executive Committee for 2019-20:

Secret President: Dr. Gigi George, Principal

Secretary: Dr. Vinod V.

Treasurer: Dr. Vineed Kumar

Members: Dr. Bijn Jacob Thomas

Dr. Paulose Thomas

Ms. Sheris T. Abraham

Ms. Roslin T. Roy

2. It was decided to increase the payment made annually by teaching staff towards travelling expense with regard to office matters to Rs. 1000/-.

3. The Principal reminded the teachers about the university examinations schedule and the need to finish portions within a few weeks.

4. Matters related to class room management were discussed.

The meeting came to a conclusion

by ~~12~~ 1 p.m.

P. Roy

Staff Secretary.

in charge

Minutes of the Staff Meeting held on 24/10/2019

A meeting of all the ~~the~~ teaching staff of the college was held at 3.15 p.m. on 24 October 2019 in the Conference Hall.

Dr. Gigi George, Principal, presided over the meeting. The following matters were discussed and decisions were taken.

1. Dr. Gigi George, Principal, reminded the faculty about the instructions to be followed regarding the conduct of university exams, and urged them to be vigilant in the examination halls to avoid any kind of malpractices.
2. Guest teachers were instructed to rearrange their teaching hours in the timetable in order to minimize the number of days they are to attend the college during the examination time.
3. No compromise will be allowed for students who face attendance shortage to appear for the examinations.

4. As decided ^{in the} earlier staff meeting, ~~the~~ a flood relief collection is initiated by the teaching community to support two students whose families were badly affected (one from History dept and another from Blom Computer Application). All teachers are requested to participate in it without fail.

5. All department co-ordinators and criterion ^{submit} Convenors are requested to collect information regarding the activities conducted during the previous year for uploading the AQAR on time. Dr. ~~Anp~~ Anupama P., IQAC Co-ordinator, suggested to ^{enter details regarding} ~~update~~ all the activities conducted by different associations and clubs in an event register ~~to~~ which will be kept in the Principal's office.

6. Ms. Chaitanya Elsa Achankunju, ~~Exam~~ Exam Co-ordinator, gave some general instructions regarding the internal mark entry and calculation. Two internal exams are to be conducted

for each paper and the marks should be entered separately in the A forms. Each internal will carry 5 marks in the A form. All decimal points shall be rounded to the higher integer. B forms should be made available for students to check their internal marks and their signatures shall be taken on the forms.

Students shall not be allowed to enter the exam hall before the commencement of the exam, in order to avoid malpractices.

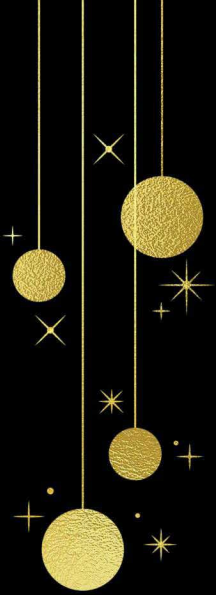
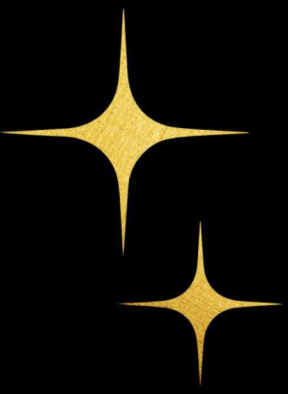
7. It was intimated that an amount was allotted for ~~training~~ the conduct of training programmes for students in the PTA budget. Departments shall make arrangements for using the same during this academic year.

8. Teachers were asked to ensure the completion of portions before the commencement of first semester examinations.

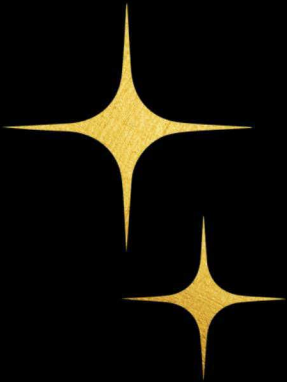
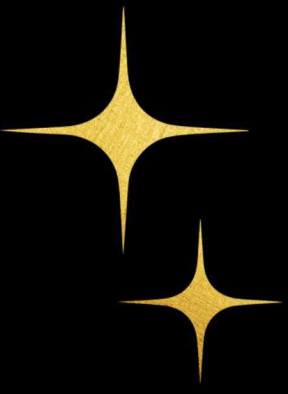
The meeting came to a conclusion by

4.15 p.m.


Roohim T. Roy
(Staff Secretary)



2020-2021



minutes of Staff Meeting Held on 18 November 2020

A meeting of all permanent teaching staff of the college was held on 18 November 2020 at 2:00pm via Google Meet.

Principal, Dr. Yigi George, welcomed the teachers and presented the agenda for the meeting. The following matters were discussed in the meeting:-

- Selection to the PTA Executive Committee:- The following members were selected to the PTA Executive Committee:

PTA Secretary: Ms. Reemy Sara Mathai.

Treasurer: Dr. Bibin Kuriakose

Members: Dr. Paulose Thomas

Dr. Vineed Kumar

Ms. Preethi Sara Joseph

Ms. Avani T.

- Founders Day Celebrations:-

It was decided that the 39th Founders Day would be celebrated on 23rd November 2020. The Thanksgiving Service would commence with the Holy Communion in the College Chapel and the

online public meeting at 10:30 am via Google Meet. Rt. Rev Dr. Euyakuni Mar Coonlos Episcopa would preside the meeting and the Chief Guest for the function would be Rt. Rev Dr. Thomas Mar Theethos Episcopa (Bishop, Kunnankulam - Malabar Diocese).

- Sixth Semester Classes:-

The principal informed the teachers that the classes for the 6th Semester shall begin from 25th November 2020.

- Value Education and Tutorial Classes:-

Value Education classes shall be conducted on all Wednesdays from 8:30 am to 9:15 am. Classes would be handled by the College Chaplain, Rev. Linu George, via Google Meet. Tutorial classes shall be conducted between 1:30 pm and 3:30 pm and the concerned teachers shall maintain detailed records for the same.

- Attendance marks for Online classes:-

As per the guidelines from the University, the internal attendance marks for students attending the online classes shall be taken on the basis of a separate assignment/viva/seminar given for this purpose.

• Hostel accommodation:-

Heads of Departments were asked to collect the details of students who require hostel accommodation for writing the forthcoming second semester examinations so that necessary arrangements can be made in advance.

• Clubs and cells:-

IQAC Coordinator, Dr. Anupama P, briefed the teachers about the various clubs and cells that have been formed recently, namely Rural Entrepreneurship Development Cell, Swachh Bharat Club etc.

• Online Platforms:- Teachers shall make use of MOODLE platform to upload and share materials, notes and videos to the students. A training programme would be arranged in the next month for teachers to familiarise them with the DeQ platform.

• Admissions:- The last and final allotment for the first year students is scheduled on 23rd November 2020. The Heads of Departments were asked to update the student list in their respective departments and also add the

new students to the respective whatsapp groups and google classrooms;

Staff Secretary, Ms. Serene Anna Sami proposed the vote of thanks. The meeting concluded at 4:00 pm.

She
Serene Anna Sami
Staff Secretary

2021-2022



Minutes of the Staff Meeting held on 9th June 2021

A meeting of all permanent teaching staff of the college was held on 09 June 2021 at 11.30 am via Google meet.

Former Principal, Dr. Iyigi George thanked all the teachers for all their support during her tenure as Principal.

Dr. Sujo Mary Varghese, who had taken over the charge of Principal on 7th June 2021, welcomed the teachers to the meeting and requested the support and cooperation of all.

The following matters were discussed in the meeting ~~was~~ in the presence of the Principal and the teachers:

- The staff in charges for the various activities of the college, except the following, shall continue in the upcoming academic year also

i) NSS - Dr. Melvi Chandy,
Ms. Roshin T Roy

ii) PRO - Ms. Sherin T. Abraham

iii) Exam Coordinators - Dr. Bibin Kuriakose
Ms. Serene Anna Sam

- iv) Staff Advisor to the College Union
- Ms. Chaithanya Elsa Achenkunjy
 - v) Staff Advisors to Arts Club - Mr. Jibin Shibu Sankar
 - vi) Magazine - Dr. Minu Susan Koshy
 - vii) Alumni Association - Dr. Vinod V.
 - viii) SCM - Ms. Preethi Sara Joseph
- All teachers were asked to maintain records of online classes taken and mail it to the respective HODs by the end of the month.

The meeting concluded at 12:30 pm.

Sre

Staff Secretary

minutes of the Staff Meeting held on 29 November 2021

A meeting of all permanent teaching staff of the college was held on 29 November 2021 at 2.30 pm in the College Chapel.

The following matters were discussed in the meeting in the presence of the Principal and the teachers.

- Selection to the PTA Executive Committee :- The following members were selected to the PTA Executive Committee.

PTA Secretary : Ms. Reemy Sara Mathai
Members : Mr. Jibin Shibu Sam
Ms. Roshin T. Roy
Dr. Melvi Chandy
Dr. Bibin Kuriakose
Dr. Vineed Kumar

- NSS Fund Raising Event :-

NSS program officer, Ms. Roshin T. Roy proposed organising a Biriyani Fest - a

fund raising event for NSS activities for the academic year, to be held in the month of December.

The meeting concluded at 3-15 pm

^{for}
Staff Secretary

Principal

minutes of the Staff meeting held on 13 December
2021

A meeting of all permanent teaching staff of the college was held on 13 December 2021 at 3:00 pm in the College Conference Hall.

The following matters were discussed in the meeting under the presence of the Principal and the teachers:-

- Christmas Celebrations:-

~~It was decided that that the Christmas~~
The Christmas Celebrations for the academic year shall be ~~cond.~~ held on December 22, 2021 at 10 am in the College Chapel.

- All permanent teachers were asked to settle their dues with respect to the T.A amount with the management office.

- It was also decided that an amount of Rs. 1000 shall be collected from all permanent teachers with respect to distribution of Christmas cakes - to students and to

the D.D. office. The balance amount, if any, shall be retained with the Staff Secretary.

The meeting concluded at 3.40 pm.

Sr
Staff Secretary

Principal

minutes of the Staff Meeting held on 18 Jan 2022

A meeting of all permanent teaching staff of the college was held on 18 Jan at 2.30 pm in the college Chapel.

The following matters were discussed in the meeting under the presence of the Principal and other teachers:

- The dedication and inaugural ceremony of the new College Auditorium shall be held on 08 February 2022 at 11 am.
in the presence of...
His Grace The Most Rev. Dr. Theodosius Mar Thoma Metropolitan and Rt. Rev Dr. Euyakim Mar Coorilos Suffragan Metropolitan.
- The following committees were formed for the smooth conduct of the programmes on the same day
 - * Program Convenor - Dr. Bibin Kuniakou
 - * Reception - Ms Chauthanya, Elsa Achankunji, Ms Serene Anna Sam, Dr. Melvi Chandy and Sangeetha Rachel

* Food Committee : Ms Sherin T. Abraham
Ms Preethi Sara Joseph
Dr. Vineed Kumar

* Hospitality & Media : Dr. Bibin Kurakose

* Technical committee :- Ms. Roshin T. Roy
Dr. Anupama P.

* Decorations : Dr. Minni Susan
Ms. Reemy Sara

* Stage : Mr. Jibin Shibu
Dr. Rajani Jacob
Dr. Vinod V

• It was decided that an amount of Rs. 5000/- shall be contributed by each permanent teacher towards raising the funds for a sound system for the new College Auditorium.

• The Principal and the teachers also discussed about various means by which funds can be raised for the new Language Lab.

11.06 - The Heads of Departments also brought out the concern of the students regarding new uniforms. It was decided that the students who require more sleeve length or any other alterations, shall get the consent of the principal and also submit written requests from parents regarding the same.

The meeting concluded at 3:00 pm

Dr

Principal

Staff Secretary

minutes of the Staff meeting held on 30 March 2022

A meeting of all permanent teachers was held on 30 March 2022 at 3:30 pm in the Board Room. The following matters were discussed in the presence of the Principal and teachers:-

• The following teachers were allotted charges of different activities in the college:-

- ↳ Alumni Association - Dr. Vinod V
Ms. Saritha N
- ↳ Assembly - Dr. Anupama P
- ↳ Calendar & Handbook - Dr. Rajani Jacob
- ↳ CAP (Nodal officer) - Dr. Paulose Thomas
- ↳ Career Guidance & Placement Cell - Mr. Jibin Shibu Sam
- ↳ Exam Coordinators - Ms. Seene Anna Sam
- Ms. Reemi Sara Mathai
- ↳ Magazine - Ms. Preethi Sara Joseph
- ↳ Morning Worship - Dr. Melvi Chandy
- ↳ SCM - Dr. Bibin Kuriakose
- ↳ Staff Advisor to Arts Club - Ms. Charthanya
Elsa Achenkuray

↳ Staff Advisor to College Union - Mr. Tebin Shibu Sam

↳ Staff Secretary - Dr. Biju Jacob Thomas

↳ Uniform Convenor - Dr. Vineeth Kumar
Ms. Avani T

- The meeting discussed and stressed on the importance of equipping the departments with the basic ICT infrastructure such as projectors and laptops during the next academic year.
- The meeting also discussed ~~about~~ the various means by which funds can be raised, for meeting the expenses in connection with the upcoming NAAC visit.

The meeting concluded at 5.30 pm.


Staff Secretary

Principal