

**STAFF MEETING  
MINUTES**

## Faculty Meeting No. 1

Date : 6-7-2015

Venue : Principal's Office

Presided by : Rev. Fr. Thomas Pulickal / Dr. K.C. Mathew

Minutes Taken by : Ms. Linchu Rajan

Special Invitees : Nil

## Members Present

- |    |                        |                   |
|----|------------------------|-------------------|
| 1. | Dr. K. C. Mathew       | <u>See Mathew</u> |
| 2. | Thomas George          | <u>Thomas</u>     |
| 3. | Pruthi Alina Varkey    | <u>Pruthi</u>     |
| 4. | Dr. Simon Tharakan     | <u>Simon</u>      |
| 5. | Abraham Varghese       | <u>Abraham</u>    |
| 6. | Linchu Rajan           | <u>Linchu</u>     |
| 7. | Sussan Shaji           | <u>Sussan</u>     |
| 8. | Pruthi Mridhula Mathew | <u>Pruthi</u>     |

The following decisions were taken

- (1) Timing :- Teachers discussed about the possible College hours <sup>and</sup> for the time being, and it is decided to follow 10.00<sup>^</sup> to 4.00 pm with 1 hour noon interval <sup>with</sup> in 5 lecture hours.
- (2) Staff Secretary :- Ms. Linchu Rajan is nominated as the Staff Secretary.
- (3) Inaugural Day Programmes :- Discussions were conducted on the specific programmes to be conducted during the inauguration.  
Duties assigned to teachers are :-

(1) Stage and Reception

- Dr. Simon Tharakan
- Ms. Linchu Rajan

(2) Compexing

- Ms. Preeethi Moidhula Mathew
- and a student representative.

(A) Add-On Course :- It was decided that 9.00 am to 10.00 am would be the convenient time to conduct the Add-On Courses when they were needed.

(B) Bridge Course :- It is decided to conduct a Bridge Course for students from other streams.

(C) Yoga Class :- Dr. Simon Tharakan voluntarily agreed to conduct yoga class.

(D) Text Books :- For common english course and language, Prof. Prabha Alice Varkey agreed to enquire and collect the books.

(E) Prof. Abraham Varghese agreed to enquire and collect books for Commerce department.

(F) Aptitude Test :- It is decided to conduct an aptitude test for general english and core courses at the earliest.

(G) Class leader and Parents meeting :-

From each class two leaders a boy and a girl should be selected by the class teacher at the earliest. After the first internal examination

classwise reviews of the overall performance of students should be conducted in presence of their parents.

## Faculty Meeting No: 14

Date : 1/04/2016 Time: 12.40 pm

Venue : Principal's room

Presided by: Dr. K.C Mathai

In the Presence of: Fr. Thomas Pulhenparambil

Minutes taken by: Mrs. Linchu Robin

### Members Present

1. Prof. Prabha Alice Vaskey PAB

2. Prof. Thomas George

3. Prof. Abraham Varghese AB

4. Mrs. Linchu Robin

5. Mrs. Preethi Mridhula Mathew PM

6. Mrs. Gani Baby GB

7. Mrs. Sheena SH

8. Ms. Sussan Shaji SS

The meeting started with a prayer by Fr. Thomas Pulhenparambil. Principal, Dr. K.C Mathai preside over the meeting. The main objective to summon this faculty meeting was to take various decisions regarding our annual day Celebrations. The meeting assigned various duties to the faculties for the successful conduct of various cultural activities.

The meeting also discussed about number of faculties needed for the next academic year. Head of the departments gave their suggestions for the selection of right candidates and informed about the

required number of teachers for each departments.

It is decided to publish College magazine on the beginning of next academic year.

Atlast, the meeting Congratulated Mrs. Sheena, faculty of Malayalam for the initiative taken by her to arrange an interview with Blessy, famous director of Malayalam film industry.

The meeting Concluded by 1:30 P.m.

2/15/16

Trishy

Linchu Rajan

## Faculty Meeting 30

Date: 14/9/17

Time 3:15 PM

Presided by: Dr. K.C. Matha (Principal)

In Presence of Fr. Roman Patten Parampal (Director)

Minutes taken by: Prof. Mekha Salim

## Members Present

- |                           |                    |
|---------------------------|--------------------|
| 1. Dr. A. HARISH          | <i>[Signature]</i> |
| 2. Anish Kumar A.J        | <i>[Signature]</i> |
| 3. In George              | <i>[Signature]</i> |
| 4. Prof. Matthew Varghese | <i>[Signature]</i> |
| 5. Teena Elizabeth Jacob  | <i>[Signature]</i> |
| 6. Jincy Johnson          | <i>[Signature]</i> |
| 7. Ashley Thomas          | <i>[Signature]</i> |
| 8. Tinku Anna Mohan       | <i>[Signature]</i> |
| 9. Deepa Jayaraman        | <i>[Signature]</i> |
| 10. Lethy. L.B            | <i>[Signature]</i> |
| 11. Jency Kuruvilla       | <i>[Signature]</i> |
| 12. Amila Elizabeth John  | <i>[Signature]</i> |
| 13. Anny.B                | <i>[Signature]</i> |
| 14. Rubha Alva Varkkey    | <i>[Signature]</i> |
| 15. Bonichan Baby         | <i>[Signature]</i> |
| 16. Anitha Greetha Suman  | <i>[Signature]</i> |
| 17. Mekha Salim           | <i>[Signature]</i> |

### Decisions and discussions.

Principal welcomed and introduced the new faculty of English department Mr. Iype George to the meeting.

Principal congratulated Prof. Thomas George for coordinating and successfully conducting the onams programme.

Principal congratulated Ms. Chinchu Chandran and Ms. Mekha Salim for attending <sup>NSS</sup> programme officer's meeting conducted by Kerala University. Principal appreciated Dr. R. Harichandran for his support and coordination.

Preparation for South Indian handball tournament is progressing with the guidance of Dr. Simon Tharakan. 8 men teams and 6 women teams from Tamilnadu and Kerala will participate. Dr. Simon Tharakan thanked the director Fr. Thomas Puthenparampil for his support.

It was also informed that duties are allotted to faculty members for smooth ~~work~~ functioning and to avoid complaints in programme. Notice of the tournament was sent to all colleges. It was announced that the tournament will be on 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup> of September 2017 and the inauguration will be done by Sri. Kodikunnil Suresh. On these days regular classes will be conducted in the forenoon section.

The inauguration of career and placement cell under the leadership of Prof. Mathew Varghese will be on 18<sup>th</sup> of September 2017 at 2.00 pm by P. G. Krishnan, IRS. The

programme aims at students aspiring for civil service and other competitive exams. It also aims at career guidance for 55 and 36 students. As part of the selection process a G.K. Quiz will be conducted on ~~18th~~ 18th of September 2017. The meeting decided to assemble II<sup>nd</sup> and III<sup>rd</sup> year students for the meeting while regret class will be arranged for the rest.

The meeting decided to collect the assignments by 15th of October 2017 and the list of students who lag in submission can be handed over to HOD. Assignment marks should be given only on the basis of quality.

Attendance sheet of S<sub>1</sub> will be issued to faculty advisors as soon as possible.

S<sub>1</sub> Students can be directed to sister Susy for counselling.

The meeting decided to conduct the college union election in a parliamentary mode on Thursday, 28th of September 2017.

Prof. Thomas George, Head of Department of Economics was appointed as the returning officer.

Election for class representatives will be conducted in the morning section and the election for the office



lectures will be in the afternoon session.

Students between the age of 17 and 22 and having no previous criminal record are eligible to contest in election.

The candidates should also have 75% of attendance and 40% mark in model examinations and should not have any academic arrears.

Nominations will be received till 2.00 pm on 20th of September 2017.

Scrutiny of nomination will be till 2.05 pm on 20th of September 2017.

List of valid nominations will be published on 20th of September 2017.

Final list of candidates will be published on 22nd of September 2017.

Model nomination form will be published on the notice board. The candidates should state their consent by filling the nomination and students from the same class should propose and second the candidate.

Electoral roll will be published on the notice board.

The meeting also decided to inform the parents of

55 tourism about election and the last date of submitting nominations as they are on their internship project.

Answer.

1. Prof. Prabhu Akshay
2. Prof. Mahesh Vengal

Mahesh



11. Deepa Jayanandas
12. Tinku Anna Mohan
13. Nithya Varghese
14. Ashley Thomas
15. Stacey Stanley
16. Thaniya Simon
17. Jincy Johnson.
18. Amey B.
19. Meera Salim
20. Jerry Kencavilla.

Deepa Jayanandas  
 Tinku Anna Mohan  
 Nithya Varghese  
 Ashley Thomas  
 Stacey Stanley  
 Thaniya Simon  
 Jincy Johnson.  
 Amey B.  
 Meera Salim  
 Jerry Kencavilla.

### Discussions and Decisions:

- Principal announced that an award of Rs 7000/- will be given to University Top Scorers (A<sup>+</sup>); and awards of Rs 5000/- and Rs 2500/- will be given to
- Fr. Thomas Puthenparambil and Prof. P.K. Varghese HOD of Economics will be in charge of the value education classes.
- Prof. Dr. Harichandran, gave the guidelines for the university examination and invigilation.
- It is tentatively decided to begin the fifth Semester classes for B.A. English, B.A. Economics and B.com on 23<sup>rd</sup>, 24<sup>th</sup> and 25<sup>th</sup> of July respectively.

- S<sub>2</sub> attendance from 7<sup>th</sup> March, 2018 should be considered.
- S<sub>2</sub> university examinations commences on 13<sup>th</sup> August 2018. Teachers should complete the portions as soon as possible.
- Prof. Staggy Stanley and Prof. Aswathy P will be incharge of the Onam Celebration.
- The admission process is expected to be completed by 16<sup>th</sup> of August.
- Add-on course on Communicative English will start on 16<sup>th</sup> July 2018 from 3:15 - 4:15 pm.
- Attendances should be calculated uniformly for all subjects.

## Staff Meeting 43

Date: 1/4/2019

Time: 3pm

presided by: Fr. Thomas Puthenparambil,

minutes taken by: Anila Elizabeth John

## Members Present:

Rev Fr Thomas Puthenparambil

Dr K.C Mathai De MathaiProf. Mathew Varghese MathewMr Anishkumar A.S AnishMs. Sreetha Krishna A. SreethaDr. Abraham Puthoori AbrahamDr. P.K. Varghese P.K.Dr. R. Harish HarishDr. Simon Karolohan SimonJessy Karuvilla JessySheela P. Thomas SheelaJincy Johnson JincyAinbu Anna Mohan AinbuDeepi Jayanandan DeepiStacy Stanly StacyAniya Simon AniyaPooja Alina Varkey PoojaNora Varghese Puthenparambil NoraAmy B AmyMelika Salim MelikaAnvithy P AnvithyPomichaan Baby Pomichaan

## Agenda :

- (i) Year Planning And Time Table.
- (ii) Re-examination / Supplementary Internal.
- (iii) Parents Meeting (S4).
- (iv) Assignments of Co-curricular and Extracurricular Activities.
- (v) S4 University Exams.
- (vi) S5 Open Course.

## (\* Decisions And Discussions :

(\* The meeting was initiated by a message from the Director, Fr. Thomas Puthenpalam which centred on student's education and discipline. The director appreciated all the faculty members and HOD's for the smooth conduction of all academic functions.

(\* Principal welcomed, Ms Niva Vaghese, the new faculty member of Department of English.

(\* Principal informed the gathering about the Patron's visit and his interaction with the staff council members, regarding the betterment of college.

(\* The Principal congratulated Prof. De Simon Thakalaz for the achievements in the

field of sports and games.

- (\*) Third semester classes commenced on 26<sup>th</sup> of June with one to one interaction with all the students and their suggestions will be implemented.
- (\*) The meeting unanimously selected Prof. Dr. Hari Chandran as CLMC Convenor; and Prof. Tiru Anna Mohan as Extension Activity Coordinator and Prof. Anish Kumar A.S. as Open Course Coordinator; Prof. P.K. Vaighese, is selected as the Returning Officer of College Union Advisor.
- (\*) The meeting decided following days for the activities of different clubs in the college:
  - (a) NSS and Environmental Club - every Tuesday (3:15 to 4:15).
  - (b) Performing Arts Club - first Wednesday of every month (Coordinator - Stagy Stanley).
  - (c) Literary Club - first Monday of every month (Co-ordinator - Prof. Dr. Hari Chandran).
  - (d) Women's Forum - first Thursday of every month (Co-ordinator - Sony miss).
  - (e) Life guidelines and Value Education - every Friday.
- (\*) The College Academic Activities should be planned according to the University Academic Calendar. All the HODs should



ensure the adherence to the academic calendar.

- (\*) Performing Arts Club will be in charge of the Oners Celebrations.
- (\*) The NSS Advisory Committee need to prepare an action plan in order to complete 240 hrs of activities, by conducting mini camps and other activities.
- (\*) Re-examination or supplementary of S4 internals will be conducted from 11/7/19 to 21/7/2019. Those who do not appear for the examination will not be given any marks.
- (\*) Fourth semester PTA meeting will be conducted on July 10 (forenoon: English and Tax; afternoon: Economics & Tourism). Parents should be there for the general meeting in the seminar hall.
- (\*) There will be no change in the open courses offered by different departments.
- (\*) The college plans to start a Basketball Academy under the leadership of Prof. Dr. Simon Thacker.
- (\*) The Director said that the conduction of extra-classes, if any, should be informed earlier to the

Pankaj  
 2 AP. K. V. N. S. H. S.  
 23rd. Semester  
 Office

Meeting dispersed at 4:15 pm

Dr. S.  
 Secretary

## Staff Meeting 46

Date: 29/11/2020

Time: 3:15pm

presided by: Fr Thomas Puthenparambil

minutes taken by: Anila Elizabeth John

## Members Present:

1. Fr Thomas Puthenparambil ~~Fr~~
2. Dr K C Mathai
3. Mebhe Salim
4. Jessy Kervavilla
5. Gomichan Baby
6. Niva Varghese
7. Rubha Alice Varghese
8. Amey. B
9. Aswathy P
10. Gintu Anna Mohan
11. Sherlin P. Thomas
12. Ashly Thomas
13. Jincy Johnson
14. Thaniga Simon
15. Dr. R. Hari chandran
16. Sarath Krishna A.
17. Anishkumar A-S
18. Maxwell Varghese
19. Dr. P.K. Varghese

## Agenda:

- i) Internal Examinations S<sub>2</sub>, S<sub>4</sub>, S<sub>6</sub>.
- ii) Sports
- iii) Farewell to Niva and Sibin

(v) NAAC Accreditation

(vi) Any other relevant matters

Decisions And Discussions :

(\*) Congratulated Mekha Sahin and Aashrithy P, NSS Programme officers for the smooth conduction of the NSS camp.

(\*) Congratulated Stagy Stanily for the smooth conduction of Christmas Programme and Arts Festival.

(\*) Congratulated the Dept. of Commerce for successfully conducting the second inter-school quiz competition for Max Ivarios ever rolling trophy.

(\*) Dr P.N Suresh, former vice chancellor of Kerala Kalamandalam, inaugurated the Commerce Association Day on 23<sup>rd</sup> January 2020.

(\*) Congratulated the Dept. of Economics, for achieving three A grades in the second semester University Examinations.

(\*) Congratulated Somay miss for the 100% result.

(\*) S4 Internals will commence on February 10, 2020. Questions paper should be submitted on or before February 6.

(\*) S6 Internals will be conducted on first or second week of March and S2 Internals are unanimously planned to conduct during the third week of March.

(\*) Dr. P. K. Vaghese, IRAC coordinator informed the gathering about the NAAC accreditation and Max Francis College Trivandrum will be one mentor.

(\*) Dr. Simon Tharakas, welcomed the gathering to the Sports event, to be conducted on 31 January.

(\*) Rev. Fr. Thomas Puthenparambil, Director of the college congratulated Nira Vaghese and Sibin Thomas for their cooperation and support. Meeting dispersed at 4:15 pm.

Approved

Proposed by :: Prof. Matthew Vaghese

Seconded by :: Dr. Abraham Punnose

Demaths  
16/01/2020  
(Principal)

Demaths  
Secretary

## Staff Meeting 56.

Date: 9 August 2021

Time 12:20 pm

presided by : Fr. Thomas Puttenpalambil  
minutes taken by : Anila Elizabeth Soho

## Members present :

1. Fr. Thomas Puttenpalambil
2. Dr. KC Mathai
3. Mrs. Deepa Jayanandam Deepa Jayanandam
4. ~~Amey B~~ Amey
5. Jessy Kuruvilla Jessy
6. Asst. Prof. Stacey Stanley Stacey
7. Sherlin P Thomas Sherlin
8. Tinku Anna Mohan Tinku
9. Gireeshma G. Krishnan gireesh Tinku 16/8/21
10. Sumi Susan Philip Sumi
11. Ashley Thomas Ashley
12. Bonichan Baby Bonichan
13. Sheena G. She
14. Elizabeth George Elizabeth
15. ~~Dr. R. Heerachandran~~ Dr. R. Heerachandran
16. Dr. Abraham Punera Dr. Abraham
17. Meekha Salim Meekha
18. Prof. Mazli Vargha Mazli
19. Anishkumar O. S. Anish
20. Saranya Ravindran Saranya
21. Deepa Kuruvilla Deepa

### Agenda :

- ⇒ actions taken by various criteria committee
- ⇒ E-onam festival & date of release of program in YouTube channel.
- ⇒ S4 PTA meeting & submission of course work marklist
- ⇒ Add on course
- ⇒ Any other relevant matter.

### Decisions And Discussions :

- (\*) The meeting started with a prayer.
- (\*) Principal discussed about NAAC progress and briefed that the progress is going well. Principal congratulated the entire faculty for their effective participation and suggested that a meeting can be scheduled for the clearance of the doubts.
- (\*) The meeting discussed about E-onam. Ms. Geetha Krishna, coordinator of E-onam discussed and briefed about the major programs and the meeting approved the entire proposal of the E-onam.
- (\*) Principal reminded the faculty about the submission of S4 marklist and reminded the meeting about the PTA meeting.
- (\*) The PTA meeting of S4 is scheduled from 10 August.

- (\*) Principal reminded the faculty about the importance of Add on Course for NAAC Accreditation and inquired the convenors to take charge and to take necessary steps in implementing the same.
- (\*) Principal informed the meeting about the programs organised by NSS on behalf of Independence Day.
- (\*) The meeting discussed about the Essay competitions organised by the Department of Commerce on behalf of Independence Day for Higher Secondary students.
- (\*) Prof. Srinivas Baby, informed the meeting about the Women's Club Program on 14 August 2021 at 4pm.
- (\*) The Principal informed the meeting about the flag hosting on the 15 August 2021 at 8:15 am by the NSS Unit of the College.

The meeting concluded at 1:15 pm.

Passed

Proposed Prof. Mathias Vayhese  
Seconded Dr. Harish

*[Signature]*  
Secretary.

*[Signature]*  
Principal