

**STAFF MEETING
MINUTES**

ORIENTATION FOR STAFF

97

Faculty Meeting No. 25

Date: 24/1/2017

Time: 9:45 AM

Venue: Principals Room

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

In the presence of: Rev. Fr. Thomas Puthen Parampil

Minutes taken by: Ms Arunima Mohan

Members present

1. Prof. Thomas George
2. Prof. Dr. Abraham Punnoose
3. Prof. Dr. Simon Tharakan
4. Prof. Dr. Harish
5. Mrs. Souvichan Baby
6. Mrs. Deepa Jayanandan
7. Ms. Tema Elizabeth Jacob
8. Ms. Tinku Anna Mohan
9. Ms. Mekha Salim
10. Ms. Delthy L.B
11. Ms. Chinchu Chandran
12. Mrs. Aswathy M.J.

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Decisions and Discussions

1. Principal appreciated the efforts taken by the entire staff of college regarding the conduct of University exams and their overall contributions towards academic excellence of S₁ and S₂ semesters.
2. It was decided to prepare semester evaluation and a list of required library books by the faculties as soon as possible and hand over to the Principal.

3. The classes for S_2 and S_{11} students were decided to start from 1st Feb onwards and orientation classes for the S_1 and S_3 B-Term students were decided to be conducted on 30th and 31st Jan respectively along with PTA meetings.
4. An orientation class for the staff was decided to be conducted on 23rd Jan 2017 at the campus and the meeting welcomed participation from all towards this fruitful venture.
5. A timetable and books needed list was decided to be prepared fast to prevent waste of working hours in this semester.
6. The extension activities time was rearranged as 12:45 - 1:45 on all Tuesdays and if Tuesdays are holidays on Thursdays, during which the class timing shall extend up to 3:45.
7. It was decided to discourage bringing costly mobile phones on campus as safekeeping is a risk and surprise checkings were decided to be conducted by the mobile squad to prevent misuse of phones.
8. The midsummer vacation was decided to be allowed on May 2017, with college closing on April, 2017.
9. The various add on courses were decided to start from the next term onwards and the concerned teachers were asked to proceed with the matters fast.

10. Like the previous semesters it was mentioned that attendance shall be taken strictly and seriously.
11. Those who doesn't submit assignments on time shall be reported to the Principal for further proceedings and thus mark will be affected for lack of punctuality.
12. The meeting decided to take part in the joyfull occasion of the celebration of 'festial day' of college Manager, His Grace Most. Rev. Dr. Joshua Mar Ignathios and it was decided to deliver the wishes by Prof. Dr. Simon Tharakan sir on 24 Jan.

Passed
Proposed by
Dr. Simon Tharakan
Seconded by
Prof. Mathew Varghese

The meeting concluded by 10:45 AM.

Arunima Mohan
Secretary

ORIENTATION TO NEW STUDENTS AND MOTHERS

24

Staff Council Meeting

Date 16/11/2017

Time 12:15 Pm

Venue: Principals room

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

Minutes taken by: Ms. Mekha Salim (Secretary)

Agenda

1. Internal exams retest for S₃ and S₅ and Improvement
2. Seminar for mothers on 17/11/2017
3. PTA meeting for S₃ and S₅, scheduled on 24/11/17 and 20/11/17
4. NSS 7 day camp
5. Special classes and revision
6. Closing of attendance, condonation etc.
7. Any other relevant matter

Members Present

1. Dr. K. C. Malthai
2. Prof. Parabha Alice Varkey
3. Prof. Thomas George
4. Dr. Simon Tharakan
5. Dr. Harish R.
6. Prof. Somichen Babu
7. Prof. Mekha Salim

Decisions and Discussions

* Retest and Improvement of internal examination of S₃ and S₅ was decided to be on dates 21, 22, 23, 25, 27 and 28 of November 2017. New three hour question paper will be set for examination. Best out of two marks can be selected for improvement students.

* It was decided to give study leave for S₃ and S₅ from 29th November 2017.

* Seminar for mothers of S₁ students will be on 17th November 2017. P invitation and message was sent to

12:15 pm

parents.

* PTA meeting of S5 will be on 20th Nov 2017 and S3 will be on Friday 24th November 2017. Internal answer sheets will be handed over to parents. After on Friday, special timetable can be arranged for position completion.

* The council approved the proposal for conducting NSS Seven day annual camp. With the permission of the director, Fr. Thomas Puthenparampil, convenient venue can be selected by Camp director Dr. R. Harishchandran and programme officer Ms. Mekha Salim.

* It was also decided to send students having attendance shortage for condonation. Faculty advisors are recommended to shortlist the students and complete the procedure suggested by university.

* College timing was scheduled from 9:30 am to 3:15 pm. College bus will be taken by 3:45 pm. Extra classes can be arranged after 3:15 with the permission of Principal.

* Principal congratulated Prof. Thomas George for successfully implementing the action plan for the year. From 16th November third hour of economics was divided into 3 batches - Ugc net orientation, Psc orientation and value education.

* Council discussed about the scope of PGI course in Malayalam.

* A petition on ragging was filed on 10th October 2017. As it is a police case statement was taken from

College canteen as it was the place of incident. The college level enquiry commission completed the procedures and the detailed report was handed over to the principal.

* The commission found Anand Sasidaran and Vireb Lal (S₃ Tourist) guilty of beating Muhammed Fayaz Khan (S, English). But no evidence of ragging was found. The two students were asked to bring their guardians and to write apologies for their misconduct counter signed by their guardians. The two students were suspended for 12 days.

Passed
 Prepared by Prof. Prabhu
 Alice Vidy
 M. M. M. M.
 Second Post
 Council

N. K. S.
 Secretary