

## Staff Meeting held on 1.06.2022

An Ordinary staff meeting was convened by Rev. Dr. Jolly Andrews CM, the Principal, at 1:30 pm in the College Auditorium.

- Agenda :-
1. Autonomy visit
  2. NAAC visit
  3. SAAC visit-
  4. Any other matters

### Minutes :-

1. The Principal urged the members of staff to update all the department level files.
2. PPTS to be made ready by the HODs / Co-ordinators for NAAC presentation
3. He also informed that SAAC file preparations were also in progress.
4. The Principal made the following announcements:-
  - a. Dr. Xavier Joseph is appointed as the Dean of Science.
  - b. Dr. Jessy Paul is appointed as the Coordinator of HR Department.
  - c. Dr. Sudheer Sebastian is appointed as the new Controller of Examinations
5. The new faculty members were introduced.
6. Internal marks should be published to students and obtain their signatures before the internal marks are uploaded by the teachers.
7. Dr. Robinson. P requested all the HODs / Co-ordinators to compile and complete the minutes of BOS.
8. Academic Council and Governing Council meeting will be convened in the first week of June.

32

## Staff Meeting held on 13<sup>th</sup> September 2022


A meeting of the teaching staff members was held at 3:00 pm on 13<sup>th</sup> Sept, 2022, Tuesday, in the College Auditorium.

Agenda :- 1. NAAC visit  
2. Relevant matter permitted by the chair.

Minutes :-

1. Rev. Fr. Jolly Andrews intimated the members of Staff that NAAC visit date has been announced by UGC and it falls on 13<sup>th</sup> and 14<sup>th</sup> October 2022. He requested all the teachers to orient the students, parents and alumni about the NAAC visit. He also highlighted the need for making and presenting very attractive PPTs.
2. Dr. Robinson P, the IQAC Co-ordinator also gave short speech on how to prepare for NAAC visit. He also ensured to conduct mock NAAC visit before the actual NAAC visit.

The meeting was wound up at 3:45.

  
Fr. Dr. Jolly Andrews  
Assistant Professor  
In-charge of Principal  
Christ College (Autonomous)  
Irinjalakuda