

Staff Meeting held on 7th June, 2023

An ordinary staff meeting was held, as a part of the opening of the academic year, on 7th June 2023 at 2:30 pm in Fr. Jose Thekkan Seminar Hall.

Agenda:-

1. A general evaluation of the academic year 2022-23.
2. NIRF file preparation
3. UG admission
4. Any other matters permitted by the chair.

The meeting began with a silent prayer. The Principal, Rev. Dr. Jolly Andrews CM, initiated the meeting by a general evaluation of the performance of the departments, staff and students in the year 2022-23. Then he introduced the newly appointed faculty members in various departments. Thereafter, the Principal informed the members of the staff of the following:-

- i. The application for U-G admission will close on 8th June. The trial list will be published on 10th June with the edit option available till 12th June. The final list will be published on 14th June. The sure list admission will be on 15th, 16th and 17th June and the other admissions on 19th, 20th and 21st June in the college Auditorium. The initiation ceremony will be conducted on 26th and 27th June for B.Sc. and B.Com and B.A respectively.
- ii. Data collection for NIRF purpose should be collected systematically especially that related to student placements and progression.
- iii. Digital valuation will be commenced this

years starting from I Sem UG and I Sem PG and will be continuing for the successive semesters batches.

- iv. Dr. Shrinis K.G. urged on the necessity for a more focus on documentation part for NAAC purpose especially the projects, mini-projects and internships.
- v. The Principal requested to complete PG projects at the earliest so that students can be available for placement training and interviews.
- vi. Strict discipline should be enforced in the campus.

The suggestions put forward by the members of faculty were:-

- i. Separate and distinctive path for vehicles and pedestrians required
- ii. Avoid sanctioning of duty leave in bulk.
- iii. Ensure transparency in fund collection ventures
- iv. Appoint a permanent counselling faculty in the campus.
- v. Security staff should be appointed in the College Ground at the back side to prevent unauthorised access to the campus.
- vi. The authority for signing the duty leave form should be assigned only to a restricted authorities.
- vii. The facilities in the auditorium to be improved.

The meeting was adjourned by 4:30 p.m. with an assurance from the part of the Principal that the above suggestions will be seriously looked into.



Staff Meeting held on 27th March 2024

A staff meeting was held on 27th March 2024 at 10:30 a.m in the College Auditorium.

Agenda:-

- i. General evaluation of the activities and achievements in 2023-24.
- ii. AQAR and NIRF documentation
- iii. Any other matters permitted by the chair

The meeting began with a silent prayer. Then the Principal, Rev. Dr. Jolly Andrews CM, welcomed the gathering. There after, the Principal shared his suggestions in respecture of the following matters:-

- i. Formulate attainable and realistic strategic year plan for 2024-25 and ensure that the plan is strictly implemented.
- ii. Improve faculty publications and research activities for achieving a better score in NIRF ranking.
- iii. Make students aware of the green practices in the campus.
- iv. Improve mentee-mentor relationship
- v. Get ready for the implementation of FIVHP in the year 2024-25

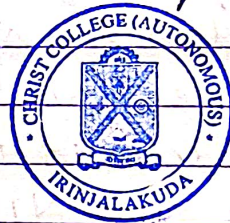
Ps. Xavier Joseph, the Co-ordinator of NIRF, informed the staff that AQAR and NIRF uploads have been successfully done.

Suggestions:-

- i. Ensure justice in the use of grounds and demarcation should be taken care of.
- ii. A proper time bound staff meeting should be held.

- iii. Anti-ragging activities should be organised in the campus.
- iv. Technical help should be provided, ^{by IQAC} to the staff members ~~by IQAC~~ at the time of report preparation and formatting of documents for AQAR purpose.
- v. Feedback ~~may~~ not be collected from students with low attendance.
- vi. Update advanced profile in Linways.
- vii. Grace mark can be denied by the teachers as a punitive measure for misbehaviour from the part of sports students.
- viii. Academic discipline should be strictly enforced in the campus.

The ~~the~~ meeting was wound up by 12:15 pm.



Fr. Dr. Jolly Andrews
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