

## Minutes of College Council held on 6th March 2020.

### Members Present :

Dr. Jose. P. Abraham	-	Principal
Mrs. K.J. Philominal	-	Vice-Principal & HOD, <sup>Dept. of</sup> Commerce
Mr. Juijy Rebello	-	HOD, Dept. of Mathematics
Mr. Nancy Jismon	-	HOD, Dept. of Computer Science
Mrs. Susamma Thomas	-	HOD, Dept. of English
Mr. Vrunda. S.	-	HOD, Dept. of Management Studies
Mr. K.J. Thomas	-	Office Superintendent.

A meeting of College Council was held on 6th March 2020 at 1 pm in Principal's office. The Council discussed and decided the following:

- The tentative date for the open house of the first year students is fixed on 24/3/20
- The Academic Calendar for the year 2020-2021 is to be finalised early, so as to enable to distribute it to the parents at the time of admission
- Changes in the office bearers should be made.
  - The Council decided that Mr. Chandan Raj SM (Dept. of Commerce) to be opted as member to the Staff Council
  - It was decided to appoint Mrs. Vrunda. S (Dept. of Management Studies) as the IQAC/SAAC Co-ordinator and Mrs. Remya KT (Dept. of English) as SC/ST co-ordinator.
  - The Co-ordinators of other cells/Clubs are to be continued in the next academic year also.
- The Council assigned the Uniform Committee to deal with all matters of Uniform for the next academic year.

- The principal disseminated that a staff meeting with manager is proposed to be conducted later.
- Performance Appraisal of faculties is to be conducted in order to identify the overall performance of each one and the appraisal result shall be forwarded to the manager.
- Long leave won't be provided liberally from next academic year onwards.
- Biometric Punching System will be implemented and monthly report of attendance shall be forwarded to the manager.
- The Council evaluated the overall conduct an administration of Arts Festival. It was decided that duty of faculties to be shuffled for each event / program.
- The Council discussed about students' default in making prompt payment of semester fees. The faculties should be very strict to collect the fees at the beginning of each semester.
- Mobile Phone is strictly prohibited in the exam hall.

There being no other business, the meeting was concluded with a vote of thanks by the principal!

1. Dr. Jose. P. Abraham.
2. Mrs. K. J. Philomina
3. Mrs. Jining Rebello
4. Mrs. Nancy Jismon.
5. Mrs. Susamma Thomas
6. Mr. K. J. Thomas.
7. Vrunda. S.

↓  
K. J. Philomina  
Mrs. Jining  
Nancy.  
Mrs.  
K. J. Thomas

Jupitkhalas  
Principal's Signature

## Minutes of College Council held on 29th May 2020

### Members Present :

Dr. Jose. P. Abraham - Principal  
 Mrs. K. J. Philominal - Vice-Principal & Head of Commerce Dept.  
 Mrs. Jincy Rebello - Head of Mathematics Dept.  
 Mrs. Nancy Jismon - Head of Computer Science Dept.  
 Mrs. Susamma Thomas - Head of English Dept.  
 Mrs. Vnunda. S. - Head of Management Dept.  
 Mr. Chandan Raj SM - Asst. Prof., Dept. of Commerce  
 Mr. K. J. Thomas - Office Superintendent.

A meeting of College Council was held on 29th May 2020 at 10 a.m. in Principal's Office.

The Council mainly discussed about the preparations that can be put in place to conduct the exams and to take online classes during the period of COVID 19 Pandemic.

We need to make all necessary arrangements for students to write the exam without any hurdle. So, it is our responsibility to create safe and hygienic environment.

- The Council proposed to provide Hand Washing Facility at the entrance.
- It was decided to buy the Thermal Scanner, thereby the thermal screening of every entrant in the college can be done.
- Additional two or three classrooms and invigilators are required (for those

- Students having abnormal body temperature)
- Not more than 30 students will be allowed to take up the exams in one class room.
- Wearing of mask is mandatory for everyone and we have to provide the students sanitizer also.
- The invigilators should wear the gloves also and these will be provided by the College.
- It is imperative to ensure that the classroom is clean and hygienic, so the Council discussed about the importance of sanitising the classroom either before or after the exam.
- Students will not be allowed to gather around inside the campus. So, the Council decided to send a request letter to the Police Department in order to avail their services.
- Project Evaluation of final semester students shall be conducted internally and should be finished in one day. The proposed date - 8th / 9th / 10th June 2020.

The Council discussed about the classes in next academic year 2020-'21

- There is an overwhelming need to adopt an online digital platform which can help the students and teachers stay connected and to take classes virtually. The audio of every class is to be recorded and forwarded to Dept Head and at the weekend, the Dept. Head should forward it to the Principal. In order to avoid interruptions during the class time, the Council suggested to have licenced version of

appropriate platform.

- Next academic year onwards class time will be 8.30 am to 1.30 pm. So all are requested to be present before 8.30 am.
- The classes of Academic Year 2020-21 is commencing on June 1st 2020. Arrange the online classes for 2nd and 3rd years.

There being no other business, the meeting was concluded with a vote of thanks by the principal.

1. Dr. Jose P Abraham
2. Mrs. K. J. Philomina
3. Mrs. Jining Rebello.
4. Mrs. Nancy Jismon
5. Mrs. Susamma Thomas
6. Mrs. Chandan Raj Sny
7. Mr. K. J. Thomas
8. Mrs. Vrusda. S.

T

K J Philomina

Jining

Nancy

Susamma

Chand

Thomas

Jose P Abraham  
Principal's Signature