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Minutes of Staff Council held on 16th July 2021

Members Present :

Dr. Jose. P. Abraham - Principal

Mr. K J Philominal - Vice Principal, HOD, Dept. of Commerce.

Mrs. Juiny Rebello - HOD, Dept. of Mathematics

Mrs. Nancy Jisman - HOD, Dept. of Computer Science

Mrs. Susamma Thomas - HOD, Dept. of English

Mrs. Vrunda. S. - HOD, Dept. of Mgt Studies

Mr. Chandanraj SM - Asst. Prof, Dept. of Commerce

Mr. K J Thomas - Office Superintendent.

A meeting of Staff Council was held on 16th July 2021 at 10.30 am at principal's office.

It was the first council meeting in the academic year 2021-2022. The council evaluated the overall functioning of ~~the~~ each department and ensured that online classes are going on properly.

The council discussed the relevance of NAAC accreditation and IQAC in the present scenario. It was decided to proceed with the ~~NAA~~ NAAC accreditation process after rectifying the drawbacks mentioned in the initial ILO.

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. Juiny Rebello.
4. Mrs. Nancy Jismon.
5. Mrs. Susamma Thomas.
6. Mrs. Vrunda. S.
7. Mr. Chandanraj SM
8. Mr. K J Thomas.

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Principals  
Nancy  
Susamma  
Chand  
Om

Principals  
Principal's Signature.

Minutes of Staff Council held on 30th Sept. 2021.

Members Present:

- Dr. Jose. P. Abraham - Principal  
 Mrs. K. J. Philominal - Vice Principal & HOD, Dept. of Commerce  
 Ms. Juiny Rebello - HOD, Dept. of Mathematics  
 Ms. Nancy Jismon - HOD, Dept. of Computer Science  
 Ms. Susamma Thomas - HOD, Dept. of English  
 Ms. Vrunda S. - HOD, Dept. of Management Studies

A meeting of staff council was held on 30th Sept. 2021 @ 10 am at principal's office.

The council discussed about the commencement of offline classes for PG students and final year UG students. The classes shall be commenced on 4th Oct. 2021, as per University Order. The council decided the preparations that can be put in place to conduct the offline sessions.

The council discussed on the new scheme of District Industry Centre - YIP (Young Investors' Programme). They entrusted Mr. Naveen MS to do the process of registering YIP scheme and <sup>also</sup> uploading the institutional data on the KSI (Kerala Statistics Institute) website.

There being no other business the meeting was concluded by with a vote of thanks by Principal:

1. Dr. Jose. P. Abraham.
2. Ms. K. J. Philominal.
3. Juiny Rebello.
4. Nancy Jismon.
5. Susamma Thomas.
6. Vrunda S.

*Jm*

*Jm*

*Jp P. V. A. S.*

Principal's Sign

Minutes of Staff Council held on 26th Oct. 2021

Members Present:

Dr. Jose. P. Abraham - Principal  
 Ms. K. J. Philominal - V.P & HOD, Dept. of Commerce.  
 Ms. Juiny Rebello - HOD, Dept. of Mathematics  
 Ms. Nancy Jismon - HOD, Dept. of Computer Science  
 Ms. Susamma Thomas - HOD, Dept. of English  
 Ms. Vrunda S - HOD, Dept. of Mgt Studies  
 Mr. Chandanraj S M - Asst. Prof, Dept. of Commerce  
 Mr. K. J. Thomas - Office Superintendent.

A meeting of staff council was held on 26th Oct. 2021 at 10.30 am at Principal's Office.

The council decided to conduct an Orientation Programme (Offline) for the first year students in the academic year 2021-2022.

The council discussed the mode of conducting classes for UG students. It was decided that:

- Resuming Online classes for final year UG students.
- Commencing Offline classes for first year students; but on university exam dates, only online class is possible as the faculties have exam duty.
- Decided the date of commencing S6 Classes for various courses:
  - BBA, BCA & B.Sc 17, on 22nd Nov. 21
  - B.Com on 24th Nov. 21
  - BA on 29th Nov. 21
- Commencing S4 classes on Nov. 16th.

Internal exams can be conducted as per the convenience of each department.

The Council decided to conduct a demo session regarding E-Solution - Web Version for teaching as well as office staff.

The Council appreciated the meticulous work of admission committee for the academic year 2021-22.

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

Dr. Jose. P. Abraham

Pr

Ms. K. J. Philomena

K. J. Philomena

Ms. Jining Rebello

Jining

Ms. Nancy Thomas

Nancy

Ms. Susamma Thomas

Susamma

Ms. Veunda S.

Veunda

Ms. Chandanej. S. M.

Chandanej

Ms. K. J. Thomas

K. J. Thomas

P. P. Abraham

Principal's Signature.

## Minutes of staff Council held on 5th Nov. 2021.

Members Present :

Dr. Jose. P. Abraham

Ms. K. J. Philomenal

Ms. Juiny Rebello

Ms. Nancy Jismon

Ms. Susamma Thomas

Ms. Vrunda S.

Mr. Chandanraj S M.

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K. J. Philomenal

Juiny

Nancy

Chand

A meeting of staff council was held on 5th Nov. 2021 at 10.30 am at principal's office.

The council mainly discussed on the mode of conducting offline Orientation Programme for first year students on 9th Nov. 2021. It was decided to conduct it in two sessions -  
First session for Commerce Students and  
Second session for non-Commerce students -  
BA, BBA, BCA & B.Sc IT.

The council prepared the programme Chart and it was proposed to start at 9.15 am with an inaugural meeting. The same inaugural meeting will be conducted for the second session at 11.45 am.

The council decided the various requirements and other preparations that should be made to conduct the programme smoothly.

It was suggested to prepare a google form in order to collect feedback of students about Orientation Programme.

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

Dr. Jose P. Abraham .	<u>R</u>
Ms. Philomina K J .	<u>K.J.</u>
Ms. Jining Rebello .	<u>Jining</u>
Ms. Nancy Jismon .	<u>Nancy</u>
Ms. Susamma Thomas .	<u>Susamma</u>
Ms. Vrinda S .	<u>Vrinda</u>
Mr. Chandanraj SM .	<u>Chand</u>

Jyoti  
Principal's Signature.

## Minutes of Staff Council held on 3rd Dec. 2021

### Members Present :

- Dr. Jose. P. Abraham - Principal
- Ms. K. J. Philomina - Vice Principal & HOD, Dept of Commerce
- Ms. Juiny Rebello - HOD, Dept of Mathematics
- Ms. Susamma Thomas - HOD, Dept of English
- Ms. Vrunda. S. - HOD, Dept of Mgt Studies
- Mr. Chandanraj SM - Asst. Professor, Dept of Commerce
- Mr. K. J. Thomas - Office Superintendent

A meeting of staff council was held on 3rd Dec. 2021 @ 10 am at Principal's office








The council discussed and decided the following:

- As per the order of Higher Education Department, the colleges are permitted to conduct the classes, exams and practicals only on offline mode. It is not possible to conduct any programme till the govt allows to take classes in full swing. Hence, the offline celebrations cannot be conducted in present scenario.
- The council decided to select the PTA members from first & second year classes. It is proposed to conduct PTA Executive in the next second week of December.
- It is proposed to conduct an open day for second year classes before 15th Dec. 2021
- College academic Calendar should be issued to first and second year students.
- Students should wear the ID Card within the campus (during the class time also).
- It was decided to insist second year students to wear uniform from Jan. 3rd onwards.



- The council insisted that the academic & official matters should be uploaded in the official whatsapp group of Siena. It is the responsibility of everyone to follow the instructions. Everyone kindly respond to the messages uploaded in the group.
- The tutors are responsible to convey the messages to students at the right time.
- It was decided to make the ID Card ready for the staff.
- Both male & female staff should not bring mobile phone to examination hall.
- The council formulated a monitoring committee for the dress code of teachers. The committee consists of Ms. Philomenal K J, Ms. Linda Sheffy, Ms. Devi Bharathan and Ms. Reshma Xavier.

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

Dr. Jose. P. Abraham	
Ms. Philomenal K J.	
Ms. Juiny Rebello.	
Ms. Susamma Thomas.	
Ms. Vrunda S.	
Mr. Chandanraj S M.	
Mr. K J Thomas.	

  
Principal's Signature

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## Minutes of Staff Council held on 6th Jan, 2022

The Council -

Members Present:

Dr. Jose. P. Abraham - Principal

Ms. Philomena K.J. - Vice Principal & HOD, Dept. of Commerce

Ms. Jincy Rebello - HOD, Dept. of Mathematics

Ms. Nancy Jismon - HOD, Dept. of Computer Science

Ms. Susamma Thomas - HOD, Dept. of English

Ms. Vsunda.S. - HOD, Dept. of Management Studies

Mr. Chandanraj SM - Asst. Professor, Dept. of Commerce

A meeting of staff council was held on 6th Jan, 2022 at 10 am at principal's office.

The Council discussed and decided the following:

- The Council rescheduled the programme of E-Solution, NAAC Orientation & FDP.

The proposed dates and time are:

- \* NAAC Orientation on 13th Jan @ 9.30 am.
- \* FDP on 13th January @ 1 pm.
- \* E-Solution session on 14th Jan @ 9.30 am (Full day)

[Refreshments will be provided]

The Council discussed in detail the relevance and usefulness of implementing web version and it will be beneficial for the institution if everyone is well versed with the same.

The Council decided the mode of conducting internal exams for S5 & S1. As per the convenience of each Dept, S5 online internal exams can be held before 3rd week of January.

- The proposed dates of S1 internal exams, Open day etc. are:
  - \* From 13th to 16th January - Study holidays for internal exams.
  - \* 17th to 24th January - Internal exams.
  - \* 27th & 28th " - Open day.
- S2 classes are commencing on 1st Feb. '22.
- With regard to NAAC process, the Council suggested to prepare criterion wise proposal showing the proposed activities that can be held within 31st March, 2022.
- The Council discussed about the programmes need to be provided to final year students including personality development and motivational sessions and placement programmes.
- The Council reviewed the fresher's day celebration which was held on 23rd Dec. '22.

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

Dr. Jose P. Abraham  
 Ms. Philomena K J  
 Ms. Juiny Rebello  
 Ms. Nancy Jismon  
 Ms. Susamma Thomas  
 Ms. Veunda S  
 Mr. Chandanraj S M.

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 June  
 Nancy  
 S. S. S.  
 S. S. S.  
 Chand

Principal's Signature

Minutes of Staff Council held on 23<sup>rd</sup> Feb 2022

Members Present:

- Dr. Jose P. Abraham - Principal  
Mrs. K. J. Philomenal - Vice Principal & Head, Dept. of Commerce  
Mrs. Nancy Jismon - HOD, Dept. of Comp. Sci.  
Mrs. Susamma Thomas - HOD, Dept. of English  
Mr. Chandansaj S.M. - Asst. Prof., Dept. of Commerce  
Mr. K.J. Thomas - Office Superintendent


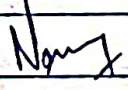


A meeting of College Staff Council was held at the Principal's office on 23<sup>rd</sup> Feb 2022 at 9.15 AM.

The council discussed and decided the following :

- The council appointed Mr. Joseph Bony as the Returning Officer of the College Union for the academic year 2021-22.
- The members for the Election Monitoring Committee are
  - Mrs. Shajeni Justin
  - Mrs. Remya K.T.
  - Mrs. Sherlina Cyril
  - Mrs. Rincy Chacko.

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. Philomenal. -
3. Mrs. Nancy Jismon -
4. Mrs. Susamma Thomas -
5. Mr. Chandansaj S.M. -
6. Mr. K. J. Thomas -

  
  
  
  
Principal's Signature

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Minutes of the Staff Council Meeting held on 22<sup>nd</sup> Mar 2022

MEMBERS PRESENT:


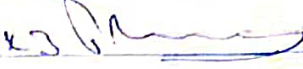

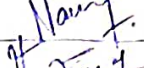


- Dr. Jose P. Abraham - Principal  
Mrs. K. J. Philomena - Vice Principal & Head, Dept of Commerce  
Mrs. Jimmy Rebello - HOD, Dept. of Mathematics  
Mrs. Nancy Sisman - HOD, Dept. of Computer Science  
Mrs. Vrunda S. - HOD, Dept. of Management Studies  
Dr. Chandanraj SM - Asst. Prof., Dept of Commerce.

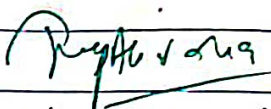
A meeting of college staff council was held on 22<sup>nd</sup> March 2022 at 10.30 AM in Principal's Office.

The council discussed and decided the following:

- \* Union day and Arts day is proposed to be held on 31<sup>st</sup> March 2022.
- \* It is decided that Union Inauguration to be held at 9.30 AM, followed by Arts day at 10.30 AM.
- \* Special classes in offline/online mode can be conducted for second and fourth semester students during April and May.
- \* Portions of second and fourth semester to be completed on or before May 31<sup>st</sup> followed by Internal exams in June.
- \* It is proposed to have a staff tour on 9<sup>th</sup> April 2022.

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

1. Dr. Jose P. Abrahams. 
2. Mrs. K. J. Philomenal 
3. Mrs. Juiny Rebello. 
4. Mrs. Nancy Simson 
5. Mrs. Vrunda S. 
6. Dr. Chandamraj S.M. 

  
Principal's signature

## Minutes of the Staff Council Meeting held on 6/5/2022

### Members Present:

1. A.S. M.A. Solomon - Principal
  2. Mrs. K.J. Philomenal - Vice Principal & HOD Commerce
  3. Mrs. Juiny Rebello - HOD, Dept. of Mathematics
  4. Mrs. Nancy Jensen - HOD, Dept. of Comp. Sci.
  5. Mrs. Susamma Thomas - HOD, Dept. of English
  6. Mrs. Vrusunda S. - HOD, Dept. of Mgmt. Studies
  7. Dr. Chandanraj SM - Asst. Prof, Dept. of Commerce
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### Agenda:

1. To finalize about Department meetings, class time table and tutorship.
2. General discipline issue in college.
3. Finalization of Semester classes.
4. Finalization of Model exams.


A meeting of the college council was held at the Principal's office on 6/5/22 at 10.30 am.

The council discussed the agenda and decided the following:

1. Department wise meeting will be held on or before May 23<sup>rd</sup> to discuss about the department time table, tutorship and general discipline.
2. Invigilators should enter the exam hall before the first bell.
3. Invigilators should ensure that the students enter the exam hall before the first bell.
4. TC form to final years to be distributed on the day of viva voce exam.
5. Third semester classes to begin on June first for second

- years. Fifth semester to commence immediately after the completion of fourth semester exams maximum by June end.
- 6. Model exams for second years to be held after the conduct of First semester University exams.

There being no other business, the meeting was concluded by a vote of thanks duly proposed by the Principal.

  
Principal's signature.