



STAFF MEETING

2016-17



CHRIST COLLEGE

PULIYANAMALA, KATTAPPANA

Approved by UGC and Affiliated to MG University, Kottayam (3521/1/14/Ac A VII)
A Minority Institution Managed By CMI Fathers

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01/2016-17

Staff Meeting Report - 28

Minutes of the staff meeting held on 24.5.2016.

The first meeting of the teaching staff was held on 24.5.2016 at 10.00 am. in Room No. 403 Principal-in-Charge Rev. Fr. Alex Thammippara CMI presided over the meeting. All teachers were present.

The ~~the~~ ~~following~~ new Principal-in-charge addressed the gathering. All members of the meeting introduced themselves.

The following decisions were taken -

- (a) Decided to strive for academic-excellence.
- (b) For the smooth functioning of institution various committees were constituted, viz. Academic Committee, Programme Committee, Publication committee, Discipline committee, Women's cell, Medical aid cell, Anti-ragging cell & Placement cell.
- (c) Teachers should motivate the students constantly for better outcome from them.
- (d) Time Table to be prepared for all classes before the re-opening.
- (e) In each semester 2 tests, 2 internal exams and 1 model exam should be conducted.
- (f) Assignments and seminars should be conducted.
- (g) Programmes for students as well as teachers are to be conducted.

The meeting came to an end at 11.00 a.m.

Jayabagal. P.P.
Secretary



Rev.
Principal-in-Charge

02/2016-2017

Staff Meeting Report - 29

Report of the staff meeting held on 27.5.2016.

The second meeting of the teaching staff was conducted on 27.5.2016 at 2.00pm in Room no, 403. The chief guests of the meeting were Rev. Fr. Thomas Puthussery CMI, our corporate manager & Provincial.

Our corporate manager has delivered a motivating speech in which he gave stress to academic excellence, discipline, English speaking and the need of constant effort for the growth of institution.

Principal-in-charge welcomed the gathering and Mr. Boban T Augustine extended the vote of thanks.

All the teachers were present.

Jayalal C.P.
Secretary



Jey
Principal-in-Charge



03/2016-17

Staff Meeting Report - 30

Report of the staff meeting held on 30.5.2016.

The third meeting of the members of teaching staff was held on 30.5.2016 at 10.30 a.m. in Room no. 403. Rev Fr. Alex Louis Thammippara, Principal-in-charge was on the chair. All the members of faculty were present. Decided to-

- (a) contribute Rs.10/- per month towards staff fund which can be utilized for family functions of staff members.
 - (b) maintain a healthy relationship with the students and colleagues.
 - (c) re-open 5th Sem. classes on 1st of June and 3rd Sem. classes on 8th of June as the University examination are yet to be done for 2nd sem.
 - (d) check the Uniforms, Identity Card etc. by the class teachers and members of discipline committee regularly.
- ~~At~~ The meeting came to an end at 11.00 a.m.

Jayabagal. C.P.
Secretary



Alex
Principal-in-charge



Report of the staff meeting held on 1.6.2016

The fourth meeting of the members of staff was held on Wednesday, the 1st of June 2016 in Room no. 403 at 3.30pm.

Principal-in-charge Rev. Fr. Alex Louis Thammippara CMI was on the chair.

All the members of teaching faculty were present.

The following decisions were taken—

- (1) To conduct regular classes from Friday, 3rd June 2016.
- (2) To check punctuality, Uniform, ID card etc of the students for first few days and correct them whatever needed.
- (3) Mark lists of internal examinations to be submitted in time and it should not have corrections.
- (4) To submit the certificates of qualifying examinations to the Principal's office.
- (5) To try to excel in teaching and improve the knowledge in the field concerned.

The meeting came to a close at 3.50pm.

Jayakumar C.P.
Secretary



Self
Principal-in-Charge

05/2016-2017

Staff Meeting Report - 32

Report of the staff meeting held on 9.6.2016.

The fifth meeting of the staff members was held on 9.6.2016 in Room no. 403 at 3.35 pm. Principal-in-charge Rev. Fr. Alex Louis CMI was on the chair. All members of teaching faculty were present.

Discussed the matters in academics and discipline. The following decisions were taken -

- (a) 1st internal test to be conducted from 27th June to 2nd July 2016.
- (b) Marks will be out of 25
- (c) Exam time will be from 9.30 a.m. to 10.25 a.m.
- (d) To submit the question papers to Mr. Tony Mathews Panikar on or before 23-6-2016.
- (e) To submit the mark lists on 4th July 2016.
- (f) To conduct the PTA meeting during the same week.
- (g) To ~~not~~ insist proper full ^{formal} uniform on all Mondays and the days of functions.
- (h) To maintain personal relationship with the students so that their problems can be understood and try to solve them.

The Principal-in-charge informed the teachers of the decision of management to disburse the salary through bank account from the month of July. For that all teachers were advised to open s/b account in South Indian Bank, Puliyamatta.

The meeting came to an end at 4.00 pm.

07/2016-2017

Staff Meeting Report - 33

Report of the Staff meeting held on 16.6.2016.

A special staff meeting was convened ^{at 3.50 pm.} in connection ^{at 3.50 pm.} with the visit of our Corporate Manager Rev. Fr. Thomas Puthussery CMI, Principal in-charge Rev. Fr. Alex Louis CMI was on the chair. All the teachers were present.

Rev. Fr. Alex Louis CMI, Principal-in-Charge welcomed the Corporate Manager to the meeting.

Rev. Fr. Thomas Puthussery CMI ~~was~~ addressed the gathering giving stress to the academic excellence, discipline, Uniform, English speaking in the campus etc. He informed us two important things.

(a) The College will be shifted to the new campus at Puliyammala by the 10th July 2016 and the new admissions for the 1st year degree classes will be coming there to commence their classes on 18th June 2016.

(b) The staff will be given increment this year and a considerable amount will be added as increment according to the service completed in the institution. In future ~~is~~ along with the growth of the College salary will be enhanced.

He motivated the all teachers very well to achieve our goals.

We decided to promote English in campus. For that we took a decision to speak English only to students inside the staff room and ~~at~~ in and out of class-rooms.

Mr. Boban T Angustine extended vote of thanks and the meeting came to an end at

08/2016-17

Staff Meeting Report - 34

Report of the Staff meeting held on 29.6.2016.

The eight staff meeting was held on 29.6.2016 at 3.15 p.m. in Room no. 403. Principal Rev. Dr. Jose Nedumpara was on the chair.

Rev. Fr. Alex Louis Thannippara CMI, Rev. Fr. Santhosh Chempakathunkal CMI, Rev. Fr. Jomy Panthiruvellil CMI and all the teachers were present.

Principal, in his speech encouraged the teachers in their performance and motivated them to reach the peak of excellence. He appreciated the teachers on the basis of feedback of students by the students. As the Principal Fr. also announced the sanction of increment officially.

The meeting came to an end at 3.45 p.m.

Jayalagal. R.P.
Secretary



Principal in Charge.

Playaduppu

Provincial
01/07/2016

09/2016-17

Staff Meeting Report - 35

Report of the Staff meeting held on 11.07.2016

The nineth meeting of the teaching staff was held on Monday, 11th July 2016 at 3.35 pm in Room no. 403. Principal-in-charge Rev. Fr. Alex Louis CMI was on the chair. All the members of faculty were present.

Principal advised the teachers to check the 1st page of students' handbook to see whether the ~~columns~~ 'biodata page' is filled. Students' uniform also has to be checked by teachers. Perfect uniform with tie, black shoes/chappals and black belt is compulsory to 1st and 2nd year students.

Principal announced that from 1st ~~April~~ August 2016 the college will be shifted to the new premises at Puliyammala.

Students who have taken more than five days leave in June-July have to be found and ~~also instructed~~ instructed accordingly.

Meeting of the Parents of 1st year students will be conducted on 25th July.

Decided to conduct the internal examination from 28th July onwards.

The meeting stressed the importance of promoting ~~the~~ English language in the campus, especially for ~~the~~ first year students.

Advised the class teachers to select class leaders considering their academic performance and declare it on 13.7.2016.

Meeting came to an end at 5.00 pm.

10/2016-17.

Staff Meeting Report - 36

Report of the staff meeting held on 9.8.2016

An important meeting of the staff was convened on 9.8.2016 in the college hall at 3.20pm. The following decisions were taken.

- (1) Uniform should be made compulsory on all working days.
- (2) Late-coming to the class should be viewed seriously.
- (3) Interval examination to be conducted from 31.8.2016 and Fr. Jomy Panthiruvetil CMI will be in charge of the exam. Question papers are to be submitted before 24.8.2016 (2 hrs, 50 marks for second year and third year students and 1 hr, 25 marks for 1st year students.)
- (4) The format of qm papers will be given to the teachers and the time table will be published on the notice board.
- (5) Nominated Mrs. Aparnamol CD as the co-ordinator for activities and programmes for the academic year.

The meeting came to a close at 3.45 pm.

Secretary



Heey
Principal

Report of the staff meeting held on 22.08.2016

The second staff meeting of the month was conducted on 22.8.2016 at 3.30 p.m. in the college hall. Principal Rev. Fr. Dr. Alex Louis CMI was on the chair. He informed the faculty to submit their present bio-data to the office as early as possible.

(1) Decided to collect the class attendance sheets from the teachers and to enter in the system by the office.

(2) In connection with the Onam celebration, decided to organise the following competitions -
'കളരി', 'വീടം വെട്ടി', 'കളരിപ്പാട്ട്', 'കളരിപ്പാട്ട്'

(3) To conduct the re-examination to the absentees from Monday after 3.30 p.m.

(4) The marks of mid-semester internal exams should be marked to Principal before the 17th of next month.

(5) Decided to inform the students about their shortage of attendance if any.

(6) Classes can be conducted on Saturdays to complete the portions.

The meeting came to an end at 4.00 p.m.

Secretary



Principal

12/2016-17.

Staff Meeting Report - 38

Report of the staff meeting held on 20.09.2016.

A meeting of the staff has been conducted on 20.9.2016 in the college hall by the Principal Rev. Fr. Dr. Alex Louis CMI. at 3.30 p.m.

The following decisions were taken -

1. As the University-exams are to be started on 4th October, special classes should be conducted as required early and the model-examination should be conducted.

2. First year students with low marks in the internal examination should be asked to sit in the library for some fixed hours before the next exam.

(3) PTA meeting should be conducted early

(4) Decided to start the model examination for 1st Sem. on November 1st.

(5) Informed the staff about the orientation programme for the 1st Sem B.Com will be conducted on Saturday, 24.9.2016.

The meeting came to an end at 4.10 p.m.

Secretary



Principal

13/2016-17

Staff Meeting Report - 39

Report of the staff meeting held on 31.10.16.

A meeting of the members of staff was convened by the Principal Rev. Fr. Dr. Alex Louis, CMI at 2.30 pm on 31.10.2016 in the College Hall.

The following decisions were taken -

1) Model Examinations for 4th and 6th Sem. are to be conducted from Feb 15 2017.

2) Uniform should be made compulsory from November 1st as all the students have got it.

3) Attendance should be taken for all 5 periods and late coming should be discouraged.

Principal has informed the teachers the findings of evaluation made by students and advised them to have a personal evaluation. Exchanging the periods without Principal's permission is not a good practice. The meeting came to an end at 3.00 pm.

Secretary



Self
Principal



1A/2016-17.

Staff Meeting Report - 40

Report of the staff meeting held on 14.12.2016.

A meeting of the staff has been conducted by the Principal Rev. Fr. Dr. Alex Louis CMI in the college hall at 3.40 pm, on 14.12.2016.

Principal has informed the staff members that HODs will be nominated and appointed from March 2017 in the following manner - One HOD each in Commerce, other disciplines, programmes, examinations.

Decided to start the internal examinations ~~in~~ in January 2017.

The following decisions also were taken -

Decided to ~~conduct~~ celebrate annual day and Fr. Jerry CMI has been entrusted with the charge of organising college day.

Magazine should be released this year and Fr. Santhosh CMI has been given charge of it.

Retreat for students is to be conducted on Jan 16 and 17/2017.

Decided to celebrate Christmas in a grand manner.

The meeting came to a close at 4.00 pm.

Secretary



Alex
Principal

15/2016-17

Staff Meeting Report - 41

Report of the staff meeting held on 25.1.2017

A meeting of the members of staff was held at 3.40 pm on 25.1.2017 in the College hall. Principal ~~Dr.~~ Rev. Fr. Alex Louis was on the Chair.

The following decisions were taken -

- 1) The amount collected from students as fine if any will be utilized for charity purpose.
- 2) All the staff members have to renew their contract in and submit it during February.
- 3) During the next academic year the college timing will be from 9.30 am to 4.00 pm.
- 4) Next academic year Arts day will be conducted in the 1st term, Sports day in the 2nd term and Annual Day in the 3rd term.

The meeting bid farewell to Ms. Nana Nana Michael who left the job in connection with her marriage.

The meeting came to an end at 4.00 pm.

Secretary



Principal

16/2016-17

Staff Meeting Report - 42

Report of the staff meeting held on 15.02.2017/3.35 pm

A meeting of the staff members was convened by the Principal Rev. Fr. Alex Louis CMI to chart out the ~~pro~~ arrangements for the College Annual Day. The following are the decisions taken.

1) Annual day is fixed to be celebrated on 28/2/2017 from 10.00 a.m.

2) Following Committees were constituted with the convenors mentioned

(a) Invitation: Fr. Santhosh CMI, Fr. C. Madhusoodanan and Fr. Jerry Joseph

(b) Reception: Ms. Jinu, Ms. Reeba, Ms. Surabhi

(c) Receiving guests: Fr. Jerry CMI

(d) Programme (English): Ms. Swetha, Ms. Lydia, Mr. Rino and Ms. Sangreetha

~~(e)~~ Stage: Programme Committee

(f) Cultural programme arrangement: Programme Committee

(g) Discipline: Fr. Jerry, Mr. Boban, Mr. Aruntha, Ms. Ms. Ann Mary (Ground)

(h) Water & Medical: Ms. Jincy, Mr. Afresh

(i) Hospitality and refreshment to guests: Ms. Chikku, Ms. Jyothish and Ms. Jobin

(j) Panthal, light & Sound: Mr. Tony, Mr. Anoop

(k) Food: Mr. Boban, Mr. Thomson, Ms. Trista, Ms. Jeethu, Mr. Jayakumar

~~(2)~~ (3) Stage practice will be conducted from 27/2/17 11.00 a.m.

(4) Decided to award best outgoing student trophy and cash award.

(5) Prizes in charge will be under the responsibility of programme committee convenor Ms. Aparna and C.D

(6) Uniform will be compulsory. Participants

(7) Discipline and status of the college should be maintained.

Principal requested the co-operation of all staff members.

The meeting came to an end at 5.00 pm.

Secretary



Principal

17/2016-17.

Staff Meeting Report - 43

Report of the staff meeting held on 7.3.2017

A staff meeting was convened ~~at 3.30~~ at 3.35 p.m. on 7.3.2017 in the College Hall, by Principal Rev. Fr. Dr. Alex Louis CMI.

Principal has congratulated everybody for celebrating the annual day in a grand manner. He pointed out each and every aspect, programmes, arrangements and congratulated ~~to~~ all of the staff members. As all the programmes were good enough, he expressed his decision to celebrate the annual day in the next year in a better style.

The meeting came to an end at 4.00 p.m.

Secretary



Alex
Principal



18/2016-17.

Staff Meeting Report - 44

Report of the staff meeting held on 24.3.17

The last meeting of the staff for this academic year was conducted at 3.00 pm on 24.3.2017 in the college hall. Principal Rev. Fr. Dr. Alex Louis CMI was on the chair. All the members were present.

The ~~one~~ intention of this meeting was to give information and discuss about the planning ~~of~~ for the academic year 2017-18.

Principal informed the staff that ¹ Service rules and guidelines are framed and it will be sent through mail to the teachers.

² Salary increments will be given from June 2017 and EPF and ESI will be started for employees.

³ Christ academic planning is prepared which should be ~~not~~ viewed by the teachers and suggestions may be forwarded to the Principal sufficiently early so that it can be ~~not~~ followed from the re-opening of the college itself.

The meeting came to an end at 4.30 p.m.

Secretary



Sheela
Principal