



# STAFF MEETING

2017-18



# 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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01/2017-18.

## Staff Meeting Report - 45

Report of the staff meeting held on 14.06.2017

On 14.6.2017 at 2.00 p.m a staff meeting was conducted by the Principal Rev. Fr. Alex Louis CMI in the College Hall.

Academic planning for the year was discussed. The following decisions were taken-

(1) In each Semester one internal examination and one model examination should be conducted.

(2) At least one assignment each before each examination (total 2 in a semester) to be conducted.

(3) After every internal examination PIA should be convened and report card is to be given to the parents.

(4) English speaking inside the college should be promoted.

(5) Sufficient orientation and training are to be given to students periodically.

(6) Portions should be covered efficiently early so that students can prepare well for the examinations.

(7) Attendance and Uniform should be viewed seriously.

The meeting came to a close at 3:15pm

Secretary



*Key*  
Principal.



02/2017-18

## Staff Meeting Report - 46

Report of the staff meeting conducted on 17.8.2017

A meeting of the staff was conducted at 4:00 pm in the College hall by Principal Rev. Fr. Dr. Alex Louis CMI.

Principal has reported about the admissions so far completed and about the 1st Semester classes already started.

Discussed about the orientation given to 1st sem students in English and advised the teachers to promote the English speaking culture well.

Live discussion has been conducted about the industrial visit. All arrangements ~~except~~ can be made before seeking permission ~~to go~~ of the Principal, viz. list of students, venue, expenditure, approximate date, parents consent, etc. Proposals with all details are to be submitted to the Principal and with his ~~consent~~ approval IV can be done.

Principal insisted the teachers for whole hearted efforts to be taken for academic excellence. As a part of it feed back <sup>of students</sup> will be taken at the end of each semester and evaluation will be done.

The meeting came to an end at 4:40 pm

Secretary



Alex  
Principal



03. 2017-18.

## Staff Meeting Report - 47

Report of the staff meeting convened on 19.9.2017

An important staff meeting has been conducted on 19.9.2017 at 2.30 pm in the College Hall. Principal Rev. Dr. Fr. Alex Lousse CMJ was on the chair.

First item of the meeting was the result analysis. The results of Sem IV exam has been analysed and found some progress in the students comparing with the 1st and 2nd Sem results.

Live discussions were conducted in the following matters and decided the following -  
Annual day drama practice has been started. A Principal has informed all staff members to render whole-hearted support for the successful presentation of English Drama - Shakespeare's 'Othello'.

Principal has informed the teachers that they have to contribute a lot for all activities including Annual Day. Celebration will be for one day having 2 1/2 hours cultural programmes in addition to stage opening and English drama. Overall charges will be of the same programme committee led by Mrs. Joshi and Ms. Ernilda & Joseph.

This year the College magazine is to be published and the charge of it will be with the Dept of English.

Language culture and discipline will be viewed seriously.

For the coming semester there will be 5 assignments (2 written compulsory, then 3 as tests / viva / seminar / presentation).



04/2017-18.

## Staff Meeting Report - 48

Report of the Staff meeting conducted on 23/10/17

A special meeting of the HOD's was conducted in the Principal's room at 10.00 a.m. Mr. Boban Augustine, Ms. Anilkamol, Mr. Tony Mathews, Mr. Jayasagar CP and Ms. Ann Mary Augustine were present.

Principal had recently a visit to Christ University, Bangalore and Christujayanthi College Bangalore. He has explained about his experiences there and how they flourish in academic excellence. In our college also steps should be taken seriously for excel the academics. For that the quality of teachers should be improved a lot. The maintenance of English language should be made compulsory among staff and students. Teachers should undergo courses to attain higher degrees including MPhil and Ph.D. They should publish research papers in research journals, participate and present papers as many to improve their academics. In a competitive world first of all teachers should be competitive.

To ~~ex~~ make considerable improvement in students remedial steps also should be taken. Teachers have to give their suggestions in this regard.

To activate and improve the students extra frequent programmes should be arranged. For them short term certificate programmes also should be conducted.

For Academic excellence Principal will make a framework and ~~present~~ present before teachers for all activities and programmes somebody should



execute the programmes in an with excellence. Proper care should be given to these.

HOD's nominated Mr. Joshy and Ms. Emilda ~~as~~ for the placement and programme co-ordinators. Principal will talk to them and finalize.

The meeting came to an end at 11.30 am.

Secretary



President



05/2017-18.

## Staff Meeting Report - 49

Report of the staff meeting held on 26.10.2017.

In continuation of the HODs meeting held on 23.10.2017 a staff meeting has been organised by the Principal Rev. Fr. Dr. Alex Louis CM1 on 26.10.2017 at 3.00 in the College hall.

~~At the end~~ After a silent prayer Principal explained the details of HODs meeting and his visit to Christugayanthi College and Christ University. He described about our aims to reach such a goal they have reached. An important point to be noted is that we get more number of poor students and hence ~~we~~ our task is to make them best to succeed in our attempt for excellence. Quality of teaching should be improved a lot. We have to ~~improve~~ promote the Campus language English and when the students improve our action will be a charity to the locality and the institution as well.

We have to arrange and execute so many programmes and programme committee should find out innovative programmes and all others should support for the fulfilment.

Class teachers for the next semester were nominated by the Principal. He advised the class teachers to give special care to language, dress code and discipline.

For the annual day class teachers are to promote the students to stage good programmes. All the items will be screened and the better items will be staged after the English Drama. He requested a teamwork for everything.

The meeting ~~came~~ to a close at 4.15.



06/2017-18.

## Staff Meeting Report - 50

Report of the staff meeting conducted on 8-11-2017

A meeting of the HODs was conducted in Principal's room at 1.15 p.m on 8-11-2017.

First of all Principal Rev. Fr. Dr. Alex Louis CMI has explained the matters to be discussed.

The following decisions have been taken -

1) Without making any change in the guidelines of University certain criteria are to be designed to give the internal marks. For this the students should do the assignments, internal examinations, seminar, presentation etc and for those who do these in time are to be given liberal internal marks. Attendance should be made compulsory.

2) College students council meeting should not be convened during class time unless it is necessary to have immediate action.

3) To design and start 'add-on' courses and to make it compulsory from the next academic year.

Principal informed the HODs that certain modifications are made in the students' attendance portal to make it easy to monitor leave.

The meeting ended at 2.00 p.m.

Secretary



Principal



07/2017-18.

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Staff Meeting Report - 51

Report of the staff meeting held on 03.01.2018

A meeting of the staff has been conducted by the Principal Rev. Fr. Dr. Alex Louis CMI on 03.1.2018 at 2.30 p.m.

The following decisions are made.

1) Class attendance should be uploaded in time without fail so that it can be monitored by the office properly.

2) Teachers profile is to be updated before 12<sup>th</sup> February without fail.

3) As the Annual day is to be celebrated on 08.01.2018, various committees for the effective execution in a grand manner are constituted. The duties of the committees have been assigned. The meeting closed at 3.45 p.m.

Secretary



*Alex*  
Principal





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## Staff Meeting Report - 52

Report of staff meeting conducted on 9.1.2018

A meeting of staff members has been conducted at 3.00 pm on 9.1.2018 with the Principal ~~Prof~~ Rev. Dr. Alex Louise CMI on the chair.

The intention of the meeting was to review the arrangements made for Annual day and for modification if needed.

The following decisions have been taken -

- (1) All the teachers should reach the college before 8.15 a.m.
- (2) At 9.15 a visual presentation will be started.
- (3) Public meeting will start at 9.30 a.m.
- (4) 11.00 a.m. onwards cultural ~~entertainment~~ entertainment programmes will start.

Principal has reviewed all the ~~arrang~~ plans and arrangements made.

The meeting came to an end at 4.00 pm.

Secretary



Principal



09/2017-18.

## Staff Meeting Report - 93

Report of the meeting of HODs held at 9.40a.m on 30/1/18.

Principal Dr. Alex Louis CMI has conducted a meeting of the HODs at 9.40 a.m. on 30.1.18 in the principal's chamber. Discussions were made to improve the academics of the college.

The following decisions were taken.

1. Relevant questions from the old question papers should be given as assignments/test papers.
2. Note books are to be checked regularly.
3. Absentees should be monitored by subject teachers using attendance sheets.

Principal has informed that personal meeting will be conducted to inform the teachers about their performance in different ~~classes~~ classes/subjects.

The meeting came to an end at 10.00a.m.

Secretary



*Alex*  
Principal





11610/2017-18.

## Staff Meeting Report - 54

Report of the staff meeting held on 30.1.2018.

A meeting of the staff has been conducted by the Principal Rev. Fr. Alex Luis CMI at 03.35 pm. on 30.01.2018 in the College hall. In the meeting the results of 2<sup>nd</sup> Semester examination was reviewed.

The following decisions were taken-

- 1) Decided to conduct the model examination during April last week.
- 2) Selected questions in each topic can be given as assignments.
- 3) Question bank can be prepared by the teachers handling the same subject in different classes.
- 4) Personal relationships should be maintained with students.
- 5) Absentees for internal examinations should be assigned to write answers of 2 sets of question papers and make them sit in the library for 5 hours for each subject in which they were absent.

The meeting came to a close at 4.30 pm.

Secretary



Principal



11/2017-18

Staff Meeting Report - 55

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Report of the staff meeting conducted on 13.3.18

A special meeting of the staff was conducted at 3.00 pm on 13.3.2018 in the College Hall.

Rev. Fr. Sebastian Elanjikkal CMI, Provincial was the chief guest of the meeting. Rev. Fr. Dr. Alex Louis CMI, Principal welcomed him to the meeting.

Fr. Provincial addressed the audience and motivated the teachers. He stressed that it is the responsibility of teacher to make the product (student) perfect. Teaching is not a profession, but a vocation. Confidence and effective communication are essential qualities of a teacher. He put forth one tip for the teachers that eye-to-eye contact and a smiling face bring success in the class management and teaching.

He had a discussion with the teachers. At 4.00 pm. the meeting came to a close.

Secretary



Principal



118/12/2017-18.

## Staff Meeting Report - 56

Report of the staff meeting conducted on 28/3/18

A staff meeting was held at 3.00pm on 28.3.2018 in the college hall.

The intention of the meeting was to bid farewell to Ms. Chikku Kuriakose, Asst. Prof. of Commerce who left the job in connection with her marriage.

Principal Fr. Dr. Alex Louis CMI addressed the gathering and bid farewell. He wished all the best in her life. With great pleasure he remembered the meritorious service she rendered to the institution for the allround welfare of the students.

The meeting came to an end at 3.45pm.

Secretary



Principal





13/2017-18

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Staff Meeting Report - 57

Report of the staff meeting conducted on 04.04.2018.

The last meeting of the staff for the academic year 2017-18 was conducted at 1.30 p.m. on ~~04~~ 04.04.2018 in the College Hall.

Principal Rev. Dr. Alex Louis CMI addressed the gathering, and ~~to~~ introduced 5 new teachers and gave them a hearty welcome.

Discussed about the academic planning for the academic year 2018-19. For the growth of the college and development of the students the following points are to be stressed individually and collectively viz. Goals, vision, strategy, research, innovation, teamwork etc.

Principal has announced the names of class teachers, HODs and co-ordinators for the year 2018-19.

Co-ordinators have planned the activities for 2018-19 and presented them.

Language culture should be improved and for that "add on" programme for English should be introduced.

Fixed the number of assignments for each semester as three (3). For the final year students no assignment should be given, seminars and project only should be conducted.

Internal examination and Model examination should be conducted as in ~~the~~ 2017-18.

The meeting came to a close at 3.30 p.m.

Secretary



Principal Alex