



STAFF MEETING

2018-19



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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01/2018-19.

Staff Meeting Report - 58

Report of the staff meeting conducted on 30.05.18

The first staff meeting of the academic year 2018-19 was held at 1:30 pm on 30.05.18 in the College hall. Principal ~~Dr.~~ Rev. Dr. Alex Louis CM1 was on the chair.

Academic planning for the year 2018-19 was discussed again and approved the decisions taken in the staff meeting on 04.04.2018.

(1) In each Semester 3 assignments are to be given to students.

(2) Internal examination and Model exam are to be conducted.

(3) After the ~~exam~~ internal examinations PTA should be convened.

(4) English speaking inside the College should ~~be~~ be made compulsory.

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

(6) Add on courses should be conducted.

(7) For the final year students instead of assignments seminars and projects are to be conducted.

(8) Teachers should show much interest in Career developments by taking higher degrees, presenting papers in ~~the~~ national/international seminars.

The meeting discussed about the training camp conducted for teachers at Rafagiri ~~school~~ College, Kalamassery, and the two-days training programme conducted in the College.

The meeting ~~came~~ came to an end at 3:30 pm.



02/2018-19

Staff Meeting Report - 59

Report of the staff meeting conducted on 04.07.18.

A staff meeting has been conducted by the Principal Rev. Dr. Fr. Alex Louis CMI on 4.7.2018 at 2.30 pm in the College hall.

Principal expressed sincere thanks to all members for the whole-hearted co-operation in ~~the~~ excelling our college in activities, programmes and academics within the short period of ~~4~~ years as we are entering the 5th year. But we have ~~to~~ miles to go to our goal. For that ~~we~~ we have to attain professionalism in all our activities, each and every member should be committed.

Co-ordination of the staff and maximum availability in the institution and programmes are ~~so~~ essential. Extra-ordinary performance of everybody is very much needed. To excel in English culture speaking is essential. For this we have to give more care to the 1st year students. Classes in English should be given to ~~the~~ every student, especially 1st year.

Principal informed the staff that -

(1) leave application form is newly prepared and it should be used while applying for leave. Substitute arrangements should be made for smooth conduct of classes.

(2) during the working hours all the staff members should be present within the college without fail.

(3) Salary increment will be given and the ~~the~~ salary slip showing the increment was given to staff.

The meeting  came to a close at 3.50 p.m.

03/2018-19.

Staff Meeting Report - 60

Report of the staff meeting held on 19.9.18 at 3.10 pm.

A meeting of the staff has been conducted by the Principal Rev. Dr. Fr. Alex Louis CM1 on 19.9.2018 at 3.10 pm in the Conference Hall.

The following were the discussions -

Discussed about the annual day to be conducted during January 2019. ~~It is~~

The last date for registering the entries of ~~the~~ cultural events has been fixed as 28.09.2018, Friday. Principal informed the class teachers ~~that~~ that they should take interest in giving the entries and practice.

The meeting came to an end at 3.45 pm.

Secretary



Principal

04/2018-19

Staff Meeting Report - 61

Report of the staff meeting conducted on 30.10.2018

A meeting of the faculty was conducted by the Principal Rev. Dr. Fr. Alex Louis CMI on 30.10.2018 at 2.00 p.m. in the conference hall.

The purpose of the meeting was based on the evaluation of teachers by the students and to make the teachers aware of the steps to be taken.

The following were the findings to be noted.

- (1) Many of the students expressed that the English culture is to be improved very much.
- (2) Uniform should be made compulsory.

Principal advised the teachers to find out the rating from the computer in the staff room and fill up the given score sheet. It should be returned tomorrow.

The feed-back process will continue in all semesters.

The meeting came to an end at 3.30 p.m.

Secretary



Principal



05/2018-19.

Staff Meeting Report - 62

Report of the meeting of HODs conducted on 13.11.2018

A meeting of the HODs was conducted by the Principal Rev. Dr. Fr. Alex Louis CM1 at 03.30 p.m on 13.11.2018 in the Principal's Chamber.

The meeting was conducted to discuss about the Annual Day and chart-out the schedule.

(1) Nominated Mr. P.V. Devasia as in charge of prizes in competitions and awards.

(2) Prizes in the function will be for best outgoing students, topper of the college, in University examinations, sports and games champions and toppers in various programmes.

(3) The date to celebrate the annual day is fixed to be conducted on January 9th, 2019 from 8.45 a.m.

(4) Mrs. Anithamol. E.S. will be in charge of English Drama

(5) HOD's are informed to submit the names of students for compering.

(6) To prepare pass with name for ALN members of alumni.

(7) Alumni meet is to be convened on December 29, 2018.

(8) Mr. Tony Mathews Pannicker will be in charge of Alumni meeting.

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

Secretary



Principal

06/2018-2019

Staff Meeting Report - 63

Report of the staff meeting held on 21.11.2018 at 3.15 p.m.

A meeting of the faculty was conducted at 3.15 p.m on 21.11.2018, Wednesday by Rev. Fr. Dr. Alex Louis CMI in the College conference hall.

In the meeting Prof. Biban T. Angrahaline and Prof. Binte Kustan explained their experience in attending the "National conference on building techniques for enhancing institutional excellence" held at Christugyanthi College, Bangalore on 17th and 18th of November 2018.

The main points are given below-

- (1) Colleges ~~may~~ should start new and new programmed programmes frequently.
- (2) There should be uniqueness in programmes.
- (3) Each programme should have different stages.
- (4) Causes of quality failure in higher education should be analysed.

NAAC is ~~an~~ only an assessment agency whereas IQAC is an assurance agency which ~~should~~ gives stress to Quality assurance.

The following decisions were taken -

- (1) IQAC should be formed first in department-wise. (2) From admission till outgoing all the programmes and activities should assure the quality and uniqueness.

After the presentation Fr. Principal expressed that this is the right time to move towards excellence. He pointed towards the causes of quality failure in higher education. Everyone should have self-motivation.

reminded the teachers the following points -

- (a) Seating in the class.
- (b) Seating in the conference hall for programmes.
- (c) Campus language.
- (d) decision making.

He advised the faculty that it is necessary to engage classes as per time-table. If anybody fails to do so for any reason, put a word to HOD. Classes should be handled only in English and faculty ~~is to~~ should speak English only.

The meeting came to an end at 5:00 pm.

Secretary



[Signature]
Principal

07/2018-19

Staff Meeting Report - 64

~~07/2018-19~~ Report of the staff meeting held on 7-12-18
General Staff Meeting

Report of Staff meeting held on 07-12-2018 at 03.15 pm

A meeting of the faculty was conducted at 03.15 pm on 07-12-2018, Friday by Rev. Fr. Dr. Alex Louis Thannippara CMI in the college conference hall.

Agenda : Christmas Day Celebration

General instructions regarding academic and non academic fields were discussed. Discussion on Christmas celebration was done and Fr Principal gave guidelines regarding the celebration. During the meeting, faculty have recommended to conduct the following programs in connection with the Christmas celebration

- Carol Singing Competition
- Card Making
- Santa Claus Competition

Secretary



Principal

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Idukki Dist. Kerala - 685515

Staff Meeting Report - 65

10-1-2019

*Regarding the college day celebration.***Report of Staff meeting held on 10-01-2019 at 03.15 pm**

A meeting of the faculty was conducted at 03.15 pm on 10-01-2019, Friday by Rev. Fr. Dr. Alex Louis Thannippara CMI in the library hall.

Agenda : Regarding College Day Celebration in 2018-2019 Academic Year

A detailed discussion on college day celebration was done in the staff meeting held today afternoon in the library hall.

Fr Principal along with the teaching staffs discussed various aspects of the college day celebration. The meeting decided to coordinate the celebration systematically. In order to avoid unnecessary complaints, various departments were created and the staffs were allotted duties. Each batch is asked to perform on the stage at least for 5 to 7 minutes.

Secretary*Alex*
Principal

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Staff Meeting Report - 66

15-02-2019

*Regarding the preparation of the final examination***Report of Staff meeting held on 15-02-2019 at 03.15 pm****Agenda : Preparation for Final Year Examination**

Foreseeing the forthcoming university examination, a staff meeting was held today afternoon in the library hall.

Fr Principal ensured the syllabus of each course was completed and proper revision was started. The meeting discussed university guidelines regarding semester examination.

1. Decided to arrange special classes for the weak students
2. Decided to conduct revision and model examination for each and every subject

Secretary
Principal

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Idukki Dist. Kerala - 685515

Staff Meeting Report - 67

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29-03-2019

Planning for next academic year,

Report of Staff meeting held on 29-03-2019 at 03.15 pm

Agenda : Planning for the coming academic year.

A staff meeting was conducted today in the library hall.

A detailed discussion and planning regarding the coming academic year was done. The following certain areas where the teaching staffs need to give more attention were discussed.

1. Academic quality
2. Regular conduct of internal examination
3. Regular conduct of parents meeting
4. Decided to ensure counselling facility for the entire students
5. Continuous training program
6. Effective functioning of placement wing

Secretary



Alex
Principal

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