



# STAFF MEETING

2019-20



# 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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## Staff Meeting Report - 68

25/04/2019  
Tuesday

Agenda: Selection of Department Coordinators.

Faculty induction programme was organised for all the teaching staff of Christ College Puliyammala on 25<sup>th</sup>, 26<sup>th</sup> and 27<sup>th</sup> of April by representatives of Christhuwayamthe College Bangalore, Mr. Sen B. Mathews and Dr. Jonas Richards.

Fr. Robens Jacob Kunnumallil CMF inaugurated the programme in the presence of Fr. Alex Louis Thannuppara CMF and Fr. Sandosh Chempakathinkal CMF.

A total of 32 teaching staff attended the programme which covered different sections containing theoretical & practical learning activities. The training programme concluded with an individual presentation from all the teachers participated.

The meeting held on 27<sup>th</sup> became the venue for the selection of department coordinators and staff secretaries. Mr. Thomson Mathew was selected as the commerce department coordinator and Ms. Sona Sebastian was selected as the coordinator for the department of management.

MS. Anitta Thomas and Mr. Davis Joseph was elected as staff secretaries. A token of appreciation was presented to the trainees by Fr. Jose Passekattu CMI.

Agenda

MS. DAVIS JOSEPH, Department of Commerce *Davis Joseph*  
Mrs. Anitta Thomas, Department of Commerce *Anitta*



# Staff Meeting Report - 69<sup>11</sup>

14/05/2019  
Tuesday.

Agenda: Communicating the new general & academic rules.

A Strategic meet was organised under the guidance of Mr. Mathu Ruben, Guest lecturer, Dept of Law, Christ University.

The session included presentations, group activities and general awareness classes. Mr. Mathuruben discussed about the new trends in education and the measures to cope with the future trends.

Thursdining teaching staff were present for the meet and gifts were provided for the best performers. The session ended in the afternoon with traditional Kerala meals.

The PTA executives were invited to the afternoon session where Fr. Alex Louis Thannippara reflected upon the current performance and the changes that has to be made. PTA members shared their views and vision towards the day to day functioning & further growth and prosperity of the college.

Afternoon session started with the discussion about general rules and academic rules implemented for the academic year 2019-20.

The results of previous years were discussed with a detailed review of the marks obtained along with pie charts & bar diagrams describing the overall performance of the students. A small preview of the expected result of students for the current academic year was conveyed by Fr. Alex Louis Thannippara.

Ms. DAVIS JOSEPH, Department of Commerce  
Mrs. Anitha Thomas, Department of Commerce

Fr. Alex Louis Thannippara  
Christians



# Staff Meeting Report - 70<sup>13</sup>

31/05/2019

Friday

Agenda: Send-off Ceremony for Mr. Jayasagar.

Staffs meeting was held on the thursday first of may where a send off programme was conducted for Mr. Jayasagar who was a faculty member as well as the exam coordinator.

Fr. Alex Louis Thannuppara welcomed everyone to the programme and Ms. Anidhamolcs and Mr. Devasia P.V shared their experiences working along with Mr. Jayasagar.

The staff room which was allocated for each faculty members were communicated and the improvements which has to be made in the Campus Culture presentation were discussed.

Handbook for the current academic year was passed on to the teachers and the time schedule which was modified in the current year was discussed. Campus Culture presentation slides were finalised and classes were allotted to particular groups for presentation.

Time table for the current semester were handed out to the teachers & discussions were made about library hours & SEC hours.

Ms. DAVIS JOSEPH, Department of Commerce *Joseph Davis*  
Mrs. Anitta Thomas, Department of Commerce *Anitta Thomas*

Agem



# Staff Meeting Report - 71

06/06/2019  
Thursday.

Agenda: Assigning class mentorship to faculties.

Staff meeting started off with a silent prayer followed by Fr. Alex Louis Thannippara sharing his views about the immediate changes and teaching styles which the teachers should adopt to, at the stage where the institution continues to grow.

Contract renewal papers for the faculties were distributed and signed. Faculties were advised to go through the document in detail.

Information regarding the class mentor programme being updated into a more efficient and systematic method from the next semester were conveyed.

The duties and responsibilities of the class mentors were explained and advice were given to put in more time and effort to improve the standard of the form and to bring in more values to the students.

Details regarding the training programme for students were discussed and teachers dispersed to the respective classes and the selection of class leaders were done.



Ms. DAVIS JOSEPH, Department of Commerce  
Mrs. Anitha Thomas, Department of Commerce

*Davis Joseph*  
*Anitha Thomas*

Agency



# Staff Meeting Report - 17

05/07/2019

Friday

Agenda: To discuss the relevance of research & paper publishing.

The staff meeting was commenced by Fr. Alex Louis Shanmappa by sharing the changing trends in education and the mandatory qualifications required in the future in this profession. The need for a research based foundation in college education and advancements made by other universities were discussed.

The relevance of paper publishing and the importance of journals in changing teaching methods along with changes and advancements in Research methodologies were discussed.

Changing UAC Requirements and the challenges it creates, increasing importance of M.Phil and PhD programmes were discussed.

Dr. Prakash shared his thoughts on improving the quality of projects submitted along with the need for timely completion of assignments and seminars. He put forth the idea of inviting a resource personnel and arranging classes for SPSS training which was warmly welcomed by everyone.

Fr. Alex Louis Thampappara CM<sup>I</sup> informed the faculties across the departments about the Commerce and Management Association being inaugurated on the 17<sup>th</sup> of July by Dr. Stephen Mathews and Mr. Prem Sebastian Antony, the invitation was extended to all the faculty members.

Agenc

Mr. DAVIS JOSEPH, Department of Commerce

Mrs. Anitta Thomas, Department of Commerce

*Davis Joseph*  
*Anitta*



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## Staff Meeting Report - 73

22/08/2019  
Thursday.

Agenda: Cultural day celebration & event coordination

The staff meeting was held on behalf of Fr. Alex Louis Thannuppelra CMi to discuss the arrangements and frame policies regarding organising events.

Department coordinators presented their upcoming programmes on behalf of their respective departments. Few faculties raised their concern regarding increasing the quality and standard along with organising events in a more efficient manner. Discussion sessions were very active and proper guidelines for event organising were framed.

Upcoming events such as Anam celebration and Teachers day celebration were planned and duties were arranged accordingly.

Mr. Madusoodanan C.T explained the university norms and the time frame in which the model exam and internal exam has to be completed. Teachers were requested to finish the syllabus by the fourth of September leaving enough time for revision and presentations.

The formalities and procedures for the upcoming exams & the code of conduct which has to be followed were discussed.

Agem

Fr. Sandosh Chempukathikal CMI expressed his warm feelings on the smooth running and effective coordination among the teaching and non teaching staff.

Mr. DAVIS JOSEPH, Department of Commerce

Mrs. Anitha Thomas, Department of Commerce

*[Signature]*  
*[Signature]*



## Staff Meeting Report - 74

18/09/2019

Wednesday.

agenda: Attendance & Students leave form Submission

Staff meeting was arranged to discuss the current system of updating the students records.

Fr. Alex Louis Thammappara CMI presented the current situation of the data updation and faculties were handed over printed status of their attendance and leave form updation.

Class mentors were informed to keep track of the leave forms submitted and to have more focus in avoiding errors. The faculties were informed about the practical difficulties and challenges when there is mistakes in the updated information.

Decisions regarding granting permission to students with low attendance were discussed and finally agreed up on sending the students to the university and deal with the formalities if they fail to keep an attendance score above 75 percent.

Fr. Alex Louis Thammappara CMI reflected up on the current rule of medical certificate submission in the case when students are absent for three consecutive days.

MS. DAVIS JOSEPH, Department of Commerce  
Mrs Anitha Thomas, Department of Commerce

*Praveen*  
*Chaitanya*

Agenda



## Staff Meeting Report - 15

28/10/2019

Monday

Agenda: Result evaluation including the recently published Results of third year students.

Staff meeting was held on the twenty eighth of October. The progress in the project work conducted by the students, were evaluated. Ms Emilia Kellou and Dr. Prakash commented on the questions and suggestions put forth by the faculties. Management department coordinator Ms. Soma Sebastian reported the progress in choosing companies and research topics for third BBA students for whom it is mandatory to be a part of internship programme in their curriculum.

Result evaluation was conducted based on the newly released results of the third year students. Fr. Alex Louis Thannippara CMI proposed the strategies that can be adopted to yield a better result and ensure an advanced continuous evaluation methods.

Performance Slips were issued to each faculty with their personalised results and individual score based on the performance of the students on the particular subject which they handled. Fr. Alex Louis Thannippara CMI used the help of charts and diagrams



to clearly point out the overall performance of students from the end use college and the change that is happening while the college continues to grow and adapt to new system of administration.

Matters related to the Industrial Visit and Tours were discussed and it was decided to get into a conclusion after the departmental meeting where the final decision will be taken, satisfying the need and nature of each departments.

MR. DAVIS JOSEPH, Department of Commerce *Davis*  
Mrs. Anitta Thomas, Department of Commerce *Anitta*



Staff Meeting Report - 76  
12/11/2019  
Tuesday

Agenda: Student feedback form discussion & framing Resolution for the upcoming semester.

The Staff meeting held on the twelfth of November started off with the final faculty presentation by Fr. Alex Louis Thannuppara CMI on the topic "Work life balance & how to approach it".

Individual performance ratings of the faculty presentations were passed on and Fr. Alex Louis proposed that the future presentations which will commence from the month of March in 2020 will be much effective if faculties could present an articles published under them. Fr. Alex Louis pointed out the importance & relevance of paper publishing related to teaching & knowledge accumulation.

The feedback received from 590 students regarding the performance and character of teachers for the current year, which was summed up and categorised was passed on to each faculties.

Fr. Alex Louis talked about the need for constant improvement and adapting new teaching techniques. The suggestions made by the students were presented and responses which was in favour of complementing a language Culture on the college were highlighted. A resolution was passed after an opinion poll of the faculties

to implement a strict english speaking culture inside the campus.

Information regarding the installation of printers in each of the staff rooms were well received and greatly appreciated by the faculties. Discussions were made regarding the Industrial Visit of students and everyone agreed on the idea that class discipline will be considered as a primary factor while considering the Industrial Visit options.

Department coordinators were placed in charge of college day programmes management 2019-20. Exam paper evaluation days were allocated for programme practice for the students.

A policy was framed which made it compulsory to conduct tours only after maintaining an attendance percentage of 90% percentage of students in the particular class.

MR. DAVIS JOSEPH, Department of Commerce  
Mrs. Anitha Thomas, Department of Commerce

*Davis Joseph*  
*Anitha*



Faculty members who were present during the staff meeting.

- 1 Fr. Sandosh Chempakadhunkal cmf
- 2 Mr. Boban T Augustine
- 3 Ms. Ann masey Augustine
- 4 Mr. Tony mathews Pamickers
- 5 Mrs. Anithamol C.S
- 6 Dr. Prakash C
- 7 Mrs. Emilda k Joseph
- 8 Mr. Thomson Mathew
- 9 Mrs. Anitta Thomas
- 10 Ms. Rita Francis
- 11 Ms. Chippy Francis
- 12 Ms. Anja Paul
- 13 Ms. Bando Kuriam
- 14 Mrs. Reshmi Jose
- 15 Ms. Sona Sebastian
- 16 Ms. Aengela Maria Roy
- 17 Mrs. Greetha Jose
- 18 Ms. Lyelia Evelyn D.F
- 19 Mrs. Sangeetha Saman
- 20 Ms. Sanyamol P.T
- 21 Ms. Akhil P. Varghose
- 22 Mrs. Dhanya mohaman
- 23 Mrs. Donamol Thomas
- 24 Ms. Jissa maria jose
- 25 Ms. Mildin Shiji
- 26 Mrs. Sasikala F.S
- 27 Mrs. Binu George
- 28 Mrs. Shamily George.




- 29 Mrs. Devasia P.V  
 30 Mrs. Bibinmon Varghese  
 31 Mrs. Abim k Jearge  
 32 Mrs. Swedha Sofam  
 33 Mrs. Dayana Mathew  
 34 Mrs. Anupama Jacob  
 35 Mrs. Nisupama Jacob  
 36 Mrs. Davis Joseph

  
 12/11/2019  
  
  
  
  




## Staff Meeting Report - 77

20/11/2019

Wednesday

## Agenda: Valuation Camp Briefing

Staff meeting was conducted on the 20th of November where details regarding the central Valuation camp and rules & regulations to be followed were discussed.

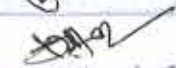
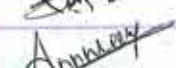

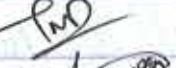



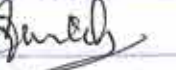

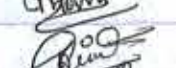







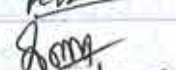



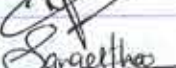
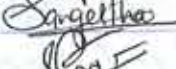

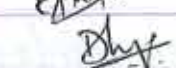
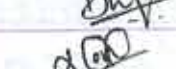
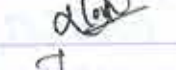
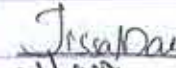
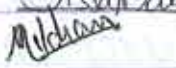
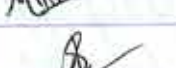
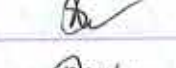



Fr. Alex Louis Thannuppara CMI requested the faculties to keep up the goodwill they acquired on the last evaluation camp and discussed the code of conduct which has to be maintained.

Circulars containing the duties of the chief examination officer and subordinates were issued to everyone and Mr. Boban T Augustine spoke about the current methods which are followed in the camp and his previous experience and situations which he encountered as a chief examiner on the previous years.

Releaving orders were issued to the faculties and queries were answered. Fr. Sambosh Chempakathunkal CMI Reminded everyone about the significance of the duty and how the mistakes committed will affect the future of the students. Fr. Alex Louis wished the very best to the faculties and assigned duty to maintain discipline in college during the college day practice sessions.

# Faculty members Present during the meeting

Fr. Sandash Chempukadkkal cmf  
 Mr. Boban T Augustino  
 Ms. Ann mary augustino  
 Mr. Tony mathew panicker  
 Mrs. Anithamol CS  
 Dr. Prakash C  
 Mrs. Emilda K Joseph  
 Mr. Thomson mathew  
 Mrs. Anitta Thomas  
 Ms. Riya Francis  
 Ms. Chippy Francis  
 Ms. Anju Paul  
 Mr. Bundo Kurian  
 Mrs. Reshmi Jose  
 Ms. Sona Sebastian  
 Ms. Aengela Marya Roy  
 Ms. Lydia Evelyn DF  
 Mrs. Sangeetha Soman  
 Ms. Sujamol P.T  
 Mr. Akhil P Varghose  
 Mrs. Dhanya moham  
 Ms. Donamol Thomas  
 Ms. Jissa marya jose  
 Ms. Mildin Shiji  
 Mrs. Shashikala E.S  
 Mrs. Benu George  
 Mrs. Shamily George  
 Mr. Devasia PV  
 Mr. Bibinmon Varghose

Mr. Abin k George  
 Mrs. Swetha sojan  
 Ms. Dayana mathew  
 Ms. Anupama Jacob  
 Ms. Nirupama Jacob  
 Mr. Davis Joseph.  
 Mrs. Geethu Jose

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## Staff Meeting Report - 18

20/12/2019

Saturday

Friday

Agenda: Overall academic analysis of the year 2019

Staff meeting was conducted on the twenty first of December where Fr. Alex Louis Thannappa CM I shared his experiences & thoughts on events happened throughout the year.

Fr. Alex Louis reminded everyone about the visible improvements in implementing a proper system in the college. The class mentors were requested to meet each student in person so as to overcome the emotional and mental stress they experience as teenagers and to understand more about the background of the students so that counselling can be arranged if necessary.


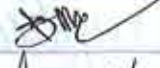









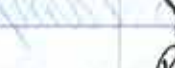

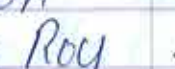
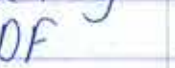

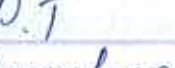
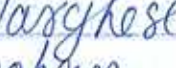
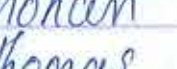


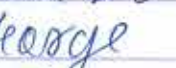
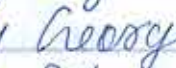

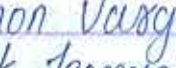


Information regarding the reopening day after Christmas vacation was fixed as 31st of December and the time schedule for teachers attending the NSS camp, which will start on Sunday (22/12/19) at 3:00 PM were distributed.

Fr. Alex Louis Thannappa CM I briefed everyone regarding the admission status for the upcoming academic year and regarding the chances of receiving extra

PG Courses on MA English & MSW. Briefing was done regarding the increment possibility on the salary of employees and also regarding the vacancies available for lecturers which will be filled by February after the hiring process.

Faculty presentations on the status of annual day responsibilities & rehearsals along with the planning done by the allocated committees were decided to be conducted on the first week of January. The meeting was concluded after Mr. Bibin Varghese, NSS coordinator invited everyone to the NSS camp.

# Faculty members presented during the Staff Meeting

Fr. Sandosh Chempakathunkal CMI	
Mr. Boban T Augustino	
Mrs. Annmarcy Augustino	
Mr. Tony Mathewas Panicker	
Mrs. Anithamol CS	
Dr. Prakash C	
Mrs. Emilda K Joseph	
Mr. Thomson Mathew	
Mrs. Anilda Thomas	
Ms. Riya Francis	
Ms. Chippy Francis	
Ms. Anju Paul	
Mr. Bindu Kurian	
Mrs. Reshmi Jose	
Ms. Sona Sebastian	
Ms. Angela Marya Roy	
Ms. Lydia Evelyn DF	
Ms. Sangeetha Soman	
Ms. Susyamol P.T	
Mr. Akhil P Varghese	
Mrs. Dhanya Mohan	
Ms. Donamol Thomas	
Ms. Mildren Shiji	
Mrs. Shashukala E.S	
Mrs. Binu George	
Mrs. Shamilly George	
Mr. Devasca PV	
Mr. Bibumon Varghese	
Mr. Abin K George	

Mrs. Swetha Sofan  
 Ms. Dayana Mathew  
 Ms. Anupama Jacob  
 Mrs. Nirupama Jacob  
 Ms. Davis Joseph  
 Ms. Minna Sabu  
 Mrs. Greethu Jose

Suatha

B

A

Math

Davis

Minna

Greethu



## Staff Meeting Report - 79

11/1/2020  
Wednesday

Agenda: New year resolution briefing & evaluating Christmas day celebration programmes.

Staff meeting was conducted on the first of January where the Christmas celebration programmes were discussed. Fr. Alex Louis informed that a total of 199 students were absent on for the celebration day celebration which compelled the management to come up with a new strategic plan to increase the attendance.

Discussions were conducted and it was agreed to collect explanation for their absence for the Christmas programmes and events organised for the students.



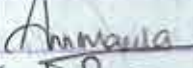


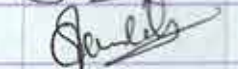







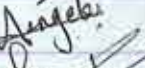



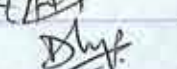

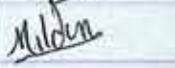







mentors were provided with slips containing the details of students having fee dues and was informed to meet the students in person to inform them.

Fr. Alex Louis informed the teaching staff to make sure that all the students are having ID cards inside the campus and the change in class schedule allowing the students to practice from 2:10 PM for the annual day programme.

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Informations were given to take proper action against students who fail to appear in class<sup>time</sup> and regarding students who skip class by staying in college canteen. The dates of internal exams and university exams were published & discussed.

Faculty members presented during the staff meeting.

Fr. Sandosh Chompakadunkal emi	
Ms. Boban T Augustino	
Ms. Annmarcy Augustino	
Ms. Tomey Mathew's panickers	
Mrs. Anithamol CS	
Dr. Prakash C	
Mrs. Emilda K Joseph	
Ms. Thomson Mathew	
Mrs. Anilda Thomas	
Ms. Riya Francis	
Ms. Chippy Francis	
Ms. Anju Paul	
Ms. Binda Kurian	
Mrs. Reshmi Jose	
Ms. Sona Sebastian	
Ms. Angela Mariya Roy	
Ms. Lydia Evelyn DF	
Ms. Sangeetha Soman	
Ms. Suryamol PT	
Ms. Akhil P Varghese	
Mrs. Dhanya Mohan	
Ms. Donamol Thomas	
Ms. Mildren Shiji	
Mrs. Shashikala ES	
Mrs. Binu George	
Mrs. Shamily George	
Ms. Devasia PV	
Ms. Bibumon Varghese	
Ms. Abin K George	

Mrs. Dayana Mathew  
Ms. Anupama Jacob  
Mrs. Nirupama Jacob  
Mr. Davis Joseph.  
Ms. Minna Sabe  
Mrs. Geetha Jose






# Staff Meeting Report - 80 <sup>49</sup>

27/01/2020  
Monday

Agenda: Annual day programme evaluation and Leave Letter Submission.

Dr. Alex Louis Thannuppasa CMI started off the meeting by complementing the entire faculty team for coordinating and organising the annual day in a wonderful way. Fr. principal conveyed his regards to the entire supporting staff & volunteers who made it a huge success.

The last day for leave letter submission was fixed as the 14<sup>th</sup> of February, where Fr. principal reminded everyone to complete the leave form submission with due importance and to minimise the errors in a least possible way.

Information regarding the internal exams and the timeframe within which the marks should be entered were discussed. Fr. Alex Louis informed everyone in advance about the probability of assigning the college as a PSC exam center by the end of February.

The Faculty Advisor, Dr. Prakash spoke about research and article publication and the guidance which he is ready to offer. Dr. Prakash talked about the research publications & its relevance. Fr. Alex Louis requested the staff to take it as a challenge and to have publications under them in the near future.

# Faculty members present during the staff meeting.

Dr. Sandesh Chempakathunkal	<del>Dr. Sandesh</del>
Mr. Boban T Augustine	<del>Boban</del>
Ms. Annmarry Augustine	<del>Annmarry</del>
Mr. Tony Mathew Parnickal	<del>Tony Mathew</del>
Mrs. Anithamol C S	<del>Anithamol</del>
Dr. Prakash C	<del>Prakash</del>
Mrs. Emilda K Joseph	<del>Emilda</del>
Mr. Thomson Mathew	<del>Thomson</del>
Mrs. Anitta Thomas	<del>Anitta</del>
Ms. Riya Francis	<del>Riya</del>
Ms. Anju Paul	<del>Anju Paul</del>
Mr. Bundo Kurian	<del>Bundo</del>
Ms. Reshmi Jose	<del>Reshmi</del>
Ms. Sona Sebastian	<del>Sona</del>
Ms. Aengela Parvya Roy	<del>Aengela</del>
Ms. Lydia Evelyn DF	<del>Lydia</del>
Ms. Sangeetha Soman	<del>Sangeetha</del>
Ms. Sudyamol P.T	<del>Sudyamol</del>
Mr. Akhil P Varghese	<del>Akhil</del>
Mrs. Dhanya Mohan	<del>Dhanya</del>
Ms. Donamol Thomas	<del>Donamol</del>
Ms. Mildin Shiji	<del>Mildin</del>
Mrs. Shashikala ES	<del>Shashikala</del>
Mrs. Binu George	<del>Binu George</del>
Mrs. Shamaly George	<del>Shamaly</del>
Mrs. Devasia P.V.	<del>Devasia</del>
Mr. Babu Varghese	<del>Babu</del>
Mr. Aban K George	<del>Aban K</del>
Mr. A	

Mrs. Dayana Mashea  
Mrs. Anupama Jacob  
Mrs. Nisupama Jacob  
Mrs. Davis Joseph  
MS. Minna Sabu  
Mrs. Geethu Jose.

~~Dayana~~  
~~Anupama~~  
~~Nisupama~~  
~~Davis Joseph~~  
~~Minna~~  
~~Geethu~~



## Staff Meeting Report-81

10/02/2020  
Tuesday.

Agenda: To decide upon final year students tour programme.

Staff meeting was organised on the 18<sup>th</sup> of February on behalf of Fr. Alex Louis CMI to decide upon the tour programmes to be conducted for the final year students.

The class mentors were assigned to be in charge of the paper works involved and to look into the parental agreement procedures & documentation. The tour date was fixed to be on the 27<sup>th</sup> of February and all the departments were permitted to choose the time frame in which they they will leave the campus.

Fr. Santhosh Chempakathumkal CMI shared his experience during the previous annual tours organised & suggested measures to keep the students disciplined during the trip and to follow the culture of the institution along with them.

Teachers were instructed regarding the completion of the topics before the tour programme. The current status of the subject completion was enquired. The model exam date was fixed to be on the 5<sup>th</sup> of March and final date of the submission of question paper was decided.

## Faculty members present during the staff meeting

Dr. Sandosh Chempakadhumkal	<del>Dr. Sandosh</del>
Mr. Boban T Augustino	<del>Boban</del>
Ms. Annmarcy Augustino	<del>Annmarcy</del>
Mr. Tony Mathews Panickes	<del>Tony Mathews</del>
Mrs. Anithamol CS	<del>Anithamol</del>
Dr. Prakash C	<del>Prakash</del>
Mr. Emilida K Joseph	<del>Emilida</del>
Mr. Thomson Mathews	<del>Thomson</del>
Mrs. Anitta Thomas	<del>Anitta</del>
Ms. Riya Francis	<del>Riya</del>
Ms. Anju Paul	<del>Anju Paul</del>
Mr. Bindo Kurian	<del>Bindo</del>
Ms. Rashmi Jose	<del>Rashmi</del>
Ms. Sona Sebastian	<del>Sona</del>
Ms. Aengela Mariya Roy	<del>Aengela</del>
Ms. Lydia Evelyn Df	<del>Lydia</del>
Mrs. Sangeetha Soman	<del>Sangeetha</del>
Ms. Suxyamol P.T	<del>Suxyamol</del>
Mr. Akhil P Varghese	<del>Akhil</del>
Ms. Dhanya Mohan	<del>Dhanya</del>
Ms. Donamol Thomas	<del>Donamol</del>
Ms. Mildin Shiji	<del>Mildin</del>
Mrs. Shashikala ES	<del>Shashikala</del>
Mrs. Binu George	<del>Binu</del>
Mrs. Shamily George	<del>Shamily</del>
Mr. Devasya P.V	<del>Devasya</del>
Mr. Bibinman Varghese	<del>Bibinman</del>
Mr. Abin K George	<del>Abin</del>

Mrs. Dayana Mathew  
MS. Anupama Jacob  
Mrs. Nivupama Jacob  
MS. Monna Saba  
Mrs. Geetha Jose  
MS. Davis Joseph.

~~Dr. O~~  
~~Dr. P~~  
Dr. P  
Monna  
Geetha  
Davis Joseph



## Staff Meeting Report - 82

06/03/2020

Friday

Agenda : Academic Performance Evaluation of the previous year.

The staff meeting for the month of march was started off with a silent prayer. Fr. Alex Louis CMI welcomed the teaching and the non teaching staff to the meeting.

The Academic year performance of 2019-20 was analysed where each faculties were handed performance slips which had an average marks and percentages scored by the students on the subject which they had taught. Fr. Alex Louis CMI congratulated the entire staff for landing on a better result and reminded the hard work which the entire team had put together to achieve the progress on results.

Fr. Alex Louis CMI informed the need to move forward and to adopt better strategies. Contract renewal forms were issued to the employees and informations were passed on regarding the hiring process going on.

The status of the students condemnation process were discussed & the hard work done by the academic council was appreciated.

Charts & graphs on the increase in the academic results were displayed and Fr. principle motivated the teachers to increase the average marks percentage.

Fr. Sandesh Chempakathumkal CMI spoke about the personnel space to be kept between the teaching faculties & students & to work together towards creating a healthy learning environment.

Fr. Alex Louis CMI concluded the presentation by advising the faculties to prepare plans for the new academic year and to get more comfortable in their subjects by increasing their knowledge on the topic. The need for a better language code to develop an English only culture inside the campus was discussed.



## Faculty Members Present during the staff meeting

Fr. Sandosh Chempakadhumkal cmi

Ms. Boban T Augustino

Ms. Annmarcy Augustino

Ms. Tony Mathews Panickers

Mrs. Anithamol CS

Dr. Prakash C

Mrs. Emilda K Joseph

Ms. Thomson Mathew

Ms. Riya Francis

Ms. Anju Paul

Ms. Bonda Kuriam

Ms. Reshmi Jose

Ms. Sona Sebastian

Ms. Aengela Mariya Roy

Ms. Lydia Evelyn DF

Mrs. Sangeetha Saman

Ms. Saryamol PT

Ms. Akhil P Varghese

Mrs. Phanya Mohan

Ms. Donamol Thomas

Ms. Mildin Shiji

Mrs. Shashikala ES

Mrs. Binu George

Mrs. Shamilly George

Ms. Devasya PV

Ms. Bibinmon Varghese

Ms. Abin K George

Mrs. Dajana Mathew

Ms. Anupama Jacob

~~Fr. Sandosh~~  
Buss

Annmarcy

Tony

Anithamol

Prakash C

Emilda K Joseph

Thomson

Riya

Anju Paul

Bonda

Reshmi

Sona

Aengela

Lydia

Sangeetha

Saryamol

Akhil

Phanya

Donamol

Mildin

Shashikala

Binu

Shamilly

Devasya

Bibinmon

Abin K

Dajana

Anupama

Mrs. Nrusupama Jacob

Ms. Minna Sabu

~~Mrs. Geetha Jose~~

Mrs. Davis Joseph

Mrs. Anitta Thomas

*(Signature)*

*(Signature)*

*(Signature)*  
*(Signature)*



## Staff Meeting Report - 83

10/03/2020  
Tuesday

Agenda: To Comprise remedial measures over the covid-19 outbreak.

An Emergency Staff meeting was held on the 10<sup>th</sup> of march 2020 due to the immediate lockdown information received from the higher authorities regarding the covid-19 outbreak.

Information regarding the status of first years Syllabus completed was collected from teachers along with class monitors, on the status of the mentorship programme implemented. Fr. Sandosh Chempakathumkal CMI informed that the B.com F&T along with B.com T&T were halfway done with their Syllabus where as other departments were close to finish.

Fr. Alex Louis CMI informed the probability of conducting regular classes only after the month of April. The document received by the college from the university was bought and discussed. Fr. Alex went through the whole document explaining the depth & seriousness of the situation to everyone.

Batch coordinators were requested to create class groups on watzapp including the students & the concerned teachers in a batch by batch format. Teachers

Teachers were requested to issue Assignments and projects online and to properly document the results for possible internal marks assessment.

## Faculty members Present during the staff meeting

Fr. Sandesh Chempakakumkalmi

Ms. Boban T Augustino

Ms. Annmarcy Augustino

Mr. Tony Mathews Panicker

Mrs. Anithamol CS

Dr. Prakash C

Mrs. Emilda K Joseph

Mr. Thomson Mathew

Ms. Riya Francis

Ms. Anju Paul

Mr. Bundo Kurian

Ms. Reshmi Jose

Ms. Sona Sebastian

Ms. Aengela Mariya Roy

Ms. Lydia Evelyn DF

Mrs. Sangeetha Saman

Ms. Surajamol PT

Mr. Akhil P Varghese

Mrs. Dhanya Mohan

Ms. Denamol Thomas

Ms. Mildin Shija

Mrs. Shashikala ES

Mrs. Bonu George

Mrs. Shamily George

Mr. Devasya PV

Mr. Bibumon Varghese

Mr. Aban K George

Mrs. Dayana Mathew

Ms. Anupama Jacob

~~Fr. Sandesh~~  
~~Boban T Augustino~~  
~~Annmarcy Augustino~~  
~~Tony Mathews Panicker~~  
~~Anithamol CS~~  
~~Dr. Prakash C~~  
~~Emilda K Joseph~~  
~~Thomson Mathew~~  
~~Riya Francis~~  
~~Anju Paul~~  
~~Bundo Kurian~~  
~~Reshmi Jose~~  
~~Sona Sebastian~~  
~~Aengela Mariya Roy~~  
~~Lydia Evelyn DF~~  
~~Sangeetha Saman~~  
~~Surajamol PT~~  
~~Akhil P Varghese~~  
~~Dhanya Mohan~~  
~~Denamol Thomas~~  
~~Mildin Shija~~  
~~Shashikala ES~~  
~~Bonu George~~  
~~Shamily George~~  
~~Devasya PV~~  
~~Bibumon Varghese~~  
~~Aban K George~~  
~~Dayana Mathew~~  
~~Anupama Jacob~~

Mrs. Naxupama Jacob  
Mrs. Minna Saba  
Mrs. Anitta Thomas  
Mrs. Davis Joseph.

Anna

Anna

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Anna



**Staff Meeting**

May 14th, 2020

Host: Dr. Alex Louis CMI

**Staff Report - 84**

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***Agenda: Switching to An Online Mode of Education***

On May 14<sup>th</sup>, 2020 Christ College Puliyanmala organized a staff meeting in an online mode for the very first time. Dr. Alex Louis Thannippara CMI welcomed everyone to the platform and offered a brief introduction to the multiple options available within the application. All the faculties were present throughout the meeting which started with a prayer to God almighty.

The staff meeting initially had an open discussion where Fr. Alex enquired about the possibility of switching our classes to a centralized online model. Batch coordinators informed the status of network connectivity and smart phone availability of students and Fr. Principal informed that the only way forward is to switch to an online platform till the pandemic is within control. Fr. Alex put forth the suggestion to start with Zoom Application for the time being and how the next fifteen days could be used to get comfortable in it so that once classes start for the second and third-semester students on the first of June, an effective system could be organized for proper execution. Fr. Principal spoke about the option of arranging classes from the office where faculties could log in as Co-host keeping control over the class from their devices. All the faculties agreed on purchasing 15 Zoom accounts for start and Fr. Alex advised to excel in Google Meet as well so that separate classes can be arranged for doubt clarifications.

Mr. Tony Mathews Panicker Replied with technical solutions to the queries of faculties handling problem papers and issues with muting and unmuting the video and audio. He explained the choice of sharing our screen or a document with the class and how attendance could be collected. Fr. Principal spoke about the accountability and responsibility of the teacher in charge and how the background and dress code should be while addressing the students from a webcam. Fr. Alex drove everyone's attention towards the positive aspects of an online class and how portions will be finished fast and why appropriate time management is needed.

Fr. Alex discussed the possibility of an objective type examination for odd semester students and the recent recommendations of UGC. The full support of management was promised to the faculty members who were concerned about the new mode of teaching. The staff meeting was concluded after assigning Wednesdays for third-year students and Thursdays for second-year students to access the college library following the covid-19 health protocols. Fr. Alex wished the very best to everyone and reminded the need of being subject matter experts and how the practice could make us perfect.

Mr. Davis Joseph, Department of Management



Mrs. Anitta Thomas, Department of Commerce



**Staff Secretaries**

  
Fr. Dr. Alex Louis CMI

**Principal**





## Staff Meeting

May 15th, 2020

Host: Dr. Alex Louis CMI

### Staff Report - 85

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#### *Agenda: Subject allocation and Lecture supervision*

On May 15 2020 Christ College Puliyanmala conducted the second online staff meeting so as to continue the discussions held on the last staff meeting and to clear doubts regarding online class proceedings. Dr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started with prayer.

Fr Principal shared the documents regarding subject allocation for teachers for the upcoming session and discussed the current situation of batch coordinators and mentioned the immediate changes which have to be made to meet the current circumstances. Subject allocation for common subjects was disclosed, where one faculty will be in charge of conducting online classes for multiple batches. The finalized timing for library access was informed to class mentors and the tools available within the platform were displayed to faculties handling problem papers.

Fr Alex informed not to worry about the participant's attendance, which will be recorded from the office and teachers may have to teach a total of three subjects in the future if we have to continue the online platforms for a while. The subjects for first-year students were not allocated and the open course for the final year students is skipped for the time being leaving the final year project unattended which is postponed for a later date. Fr Principal notified that the syndicate meeting will be conducted later and information will be shared.

Class mentors were informed to contact the parents of all the students and to inform them regarding the alterations and install and learn to operate the zoom application. Mentors were advised to create separate WhatsApp groups for each batch, adding the concerned faculties in charge so that online class information could be shared. Fr Alex also talked about the precautions to be taken for the few faculties who are informed to appear from the 18<sup>th</sup> of May. Fr principal chose Mr. Anoop as the online class in charge and communicated his full support to all the faculties and to contact him through email or phone anytime necessary.

Fr. Principal reminded the faculties to properly educate the students regarding the changes we are witnessing globally and to be prepared to face unemployment challenges and economic depressions in the near future and how we should prepare in advance to tackle that.

Mr. Davis Joseph, Department of Management

*Davis Joseph*

Mrs. Anitta Thomas, Department of Commerce

*Anitta Thomas*

**Staff Secretaries**

*Alex*  
Fr. Dr. Alex Louis CMI

**Principal**



## Staff Meeting

May 23rd, 2020

Host: Dr. Alex Louis CMI

### Staff Report - 86

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*Agenda: To discuss the information received from the university regarding online classes.*

An online staff meeting was arranged on the 23<sup>rd</sup> of May to discuss the new circular received from the university. Fr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started with Morning Prayer.

Information regarding the commencement of classes from the first of June was discussed with the faculties and everyone shared their views on conducting online classes effectively. Fr. Alex informed that the final timetable will be published on the college website shortly and it will be forwarded to the WhatsApp group as well. Faculties were requested to learn the operations and functions available in the Zoom platform since there is a possibility of continuing the online mode of classes for a while.

The training session which is to be conducted on the 25<sup>th</sup> for faculties on handling the Zoom application was informed, where Mr. Melbin, Mr. Anoop, and Mr. Tony will be handling the training session. The schedule for the training was communicated, which was arranged department-wise.

Information regarding the arrival of the college inspection team was shared and the rearrangement of various responsibilities and committees concerning NAAC and SAAC procedures were communicated.

The faculties were informed to share any technical difficulties they might face at home with regard to online class management so that facilities can be arranged at our campus for conducting classes. The information regarding the textbook and syllabus to be followed were requested to share with the students in the first class itself. Discussions were held in developing a system where students can submit their assignments and online exams could be conducted. Faculties shared their views and ideas and Mr. Tony Mathews Panicker explained the technical possibilities and complications in implementing such a system. Fr. Alex requested the faculties to share their thoughts on arranging online classes effectively through

email or WhatsApp. Fr Alex concluded the meeting by requesting the faculties to come up with creative solutions to tackle the limitations of online classes since the majority of our students face network issues and a lack of modern mobile devices.

Mr. Davis Joseph, Department of Management

*Davis Joseph*

Mrs. Anitta Thomas, Department of Commerce

*Anitta Thomas*

Staff Secretaries

*Alex*

Fr. Dr. Alex Louis CMI

Principal



## Staff Meeting

May 30th, 2020

Staff Report - 87

Host: Dr. Alex Louis CMI

*Agenda: To discuss the Semester Examination and Protocols to be followed*

On May 30<sup>th</sup>, 2020, an Online staff meeting was organized by Dr. Alex Louis Thannippara CMI to discuss the protocols and duty allocation regarding the upcoming sixth-semester examinations.

Fr Alex collected a detailed opinion poll of all the faculties regarding the effectiveness of online classes. Discussions were made regarding boosting the learning outcome of students and finding creative solutions to decrease the stress and anxiety of students. Fr Principal advised everyone to maintain proper discipline in the online class and to communicate everything in advance in the WhatsApp group so that the class mentor will have a better understanding of the progress in syllabus completion. Information regarding the textbooks to follow and syllabus for the particular semester were asked to share in pdf or jpg format. Fr Principal requested everyone to maintain proper reports and documentation of all the proceedings and events along with ensuring student participation in an online class. Discussions made on the previous staff meeting and during the meeting for class mentors were reviewed and necessary modifications were made in our course of action.

Fr Alex instructed the faculties to contact the students allotted to them to give proper guidance regarding the exam and coping up with the protocols we attempt to follow. Instructions were given to inform the office if they come across any close contact with someone in quarantine or from a red zone. Instructions were given regarding the special arrangements made if they are sick or showing any kind of symptoms of COVID-19. Fr Alex requested everyone to wear an N95 mask at all times within the campus along with sanitizing the hands once they enter and exit the compound.

Mr. Davis Joseph, Department of Management

Mrs. Anitta Thomas, Department of Commerce

Staff Secretaries

Fr. Dr. Alex-Louis CMI

Principal



*Ramajayam*  
*Christ*