



STAFF MEETING

2020-2021



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

June 2nd, 2020

Host: Dr. Alex Louis CMI

Staff Report - 88

Agenda: To discuss the latest university regulations and norms

On June 20th, 2020, an online staff meeting was organized to discuss the new protocol reforms introduced by the Government of Kerala regarding Covid-19. Dr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started with a prayer to God almighty.

Fr Principal informed that the government announced inter-district travel facilities to the public which points to the chance of bringing back everything to the routine and in that case the faculties should be ready to come to college once the official order is received. Fr principal discussed the upcoming project viva for UG students on the 8th, 9th and 10th of June and requested all the faculties to be at college next Wednesday and Friday at 12:15 PM.

Fr Alex reviewed the performance of our online classes in progress and pointed out the drawbacks which he noticed in our system. Complaints from faculties regarding online classes were discussed in the meeting and informed that classes will be conducted from Monday to Saturday, Marking the attendance of students for each hour.

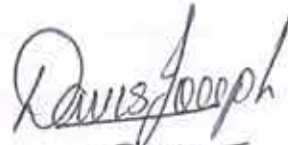
Information regarding moving the students to the waiting room option in Zoom class if the name and roll number can't be identified was discussed and agreed upon. Fr Alex informed to motivate students to use the option of the message to the principal on our website to communicate directly with him and not to use his WhatsApp for any communication.

Fr Alex requested the class mentors to observe and direct students to follow a proper dress code while using online class and to have a clear background behind them thereby not causing any disturbance to the class. Fr principal advised class mentors to inform students that necessary arrangements are made in college for students to attend online classes if they lack smartphones or for any other reason. Fr Alex spoke about the exam duty schedule of teachers and discussed the recent event of social media troll against an educational practitioner in television and requested faculties to inform our students regarding social

media harassment and to assure them that in the occurrence of such an event, Management won't hesitate to take strict actions.

Fr Alex discussed the decision made in the previous staff meeting regarding the separation of students based on their locational zones. Faculties agreed to the concussion that students have to be further classified based on noticeable symptoms and temperature readings when they enter the campus.

Mr. Davis Joseph, Department of Management



Mrs. Anitta Thomas, Department of Commerce



Staff Secretaries



Fr. Dr. Alex Louis CMI

Principal



Staff Meeting

June 10th, 2020

Host: Dr. Alex Louis CMI

Staff Report - 89

Agenda: To discuss the upcoming Paper Valuation Camp

On the 10th of June, an online staff meeting was arranged to discuss the upcoming paper valuation camp. Dr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started with a silent prayer.

Fr. Alex informed that on 11/06/2020, Fr. Santhosh Chempakuthumkal CMI along with Mr. Davis Joseph, Mrs. Reshmi Jose, and Ms. Chippy Francis will have to attend the valuation camp and others will have to attend it from the 12th of June.

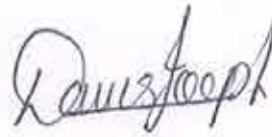
Fr. Principal reminded everyone about the discussions we had in the previous staff meeting about social media harassment and requested to bring every incident to the notice of the management. Instructions were given regarding the exams of second-year students which will start tomorrow. Fr. Alex assured that timetables will be uploaded in advance in the WhatsApp group to avoid any inconvenience and requested the faculties to be present during examinations which will start from the 16th of June.

Fr. Alex revealed the rearrangement in designations, starting with appointing Mrs. Jyothisha as the head of the department of Computer science and Mrs. Sangeetha Soman as the head of the English department. Mrs. Swetha Sojan was appointed as the Programme coordinator and Mr. Abin and Mrs. Reshmi are in charge of Add-On programs. Ms. Anju and Ms. Anupama to be in charge of the Alumni association, Mrs. Diana In charge of Christ talkie, Mrs. Thushara in charge of Charity, Ms. Anupama in charge of college choir, Ms. Suryamol in charge of the Green environment, Mrs. Aparnamol in charge of Grievance redressal, Ms. Binu in charge of Internal Complaints, Mr. Abin in charge of Media club, Ms. Minna in charge of Medical aid, Ms. Chippy in charge of Mentoring, Mr. Akhil in charge of Moral classes, Ms. Dhanya and Mr. Binto in charge of the placement committee, Mr. Devasiya in charge of PTA, Mrs. Shamily in charge of Publications, Ms. Dona and Mrs. Aparna in charge

Fr. Alex initiated the discussion about the progress and effectiveness of online classes and appreciated the faculties for the good response from parents and students. Incidents where students chatting through WhatsApp groups when online class was in progress were examined. Fr. Principal informed that the assignments, for the time being, have to be submitted through email or WhatsApp and students have to send clear images of notes taken during their online class to be considered for assignment marks.

Fr. Principal reminded everyone to stay healthy and to follow the protocols put forth by the health department.

Mr. Davis Joseph, Department of Management



Mrs. Anitta Thomas, Department of Commerce



Staff Secretaries



Fr. Dr. Alex Louis CMI

Principal



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Staff Meeting

June 29th, 2020

Host: Dr. Alex Louis CMI

Staff Report - 90

Agenda: First-semester subject allocation

On the 29th of June, An online staff meeting was arranged to discuss the subjects allocated to teachers handling first-semester students. Dr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started with Morning Prayer.

Fr. Alex commenced the discussion by sharing the latest information available regarding the higher secondary students' result declaration and discussed the possibility of starting the first-semester online class by the second or third week of August. The paper allotted to teachers were shared on screen and informed that a minimum of two papers should be handled by the teaching faculties. Fr. Principal requested the faculties to meet him in person through phone or directly to discuss any alteration in the paper allocation.

Mr. Boby was present during the meeting and requested the teachers to contact him directly to organize online classes in the afternoon if needed. Fr. Alex talked about the status of new admissions for the new academic year and the response of parents towards fee payments.

Faculties handling problem papers informed about the lack of resources to teach online and Fr. Alex notified that special classes will be arranged whenever they request it. Information regarding the final year students' fifth-semester examination commencing on the 21st of July was disclosed. Fr. Alex requested everyone to prepare in advance for the next semester's papers and to be subject experts. He also informed that since he will be on leave for few days, Fr. Santhosh Chempathumkal CMI will be of service for the time being.

Mr. Davis Joseph, Department of Management

Mrs. Anitta Thomas, Department of Commerce

Staff Secretaries

Fr. Dr. Alex Louis CMI



Staff Meeting

July 18th, 2020

Host: Dr. Alex Louis CMI

Staff Report - 91

Agenda: Managing Webinars and Initiating Add-on programs.

On the 29th of June, An online staff meeting was arranged to discuss the subjects allocated to teachers handling first-semester students. Dr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started with Morning Prayer.

The staff meeting started with discussing the progress in problem paper lessons which was discussed in the previous staff meeting. Fr. Alex talked about the changing attitude of students towards online classes and how we should tackle that situation. The faculties were requested to collect the remuneration for the university exam for the year 2018 from the office as early as possible.

Fr. Principal discussed the status of attendance to date (31 working days in total) and asked to finish the portion before September 15th. The quality of the college website was analyzed and the faculties were requested to update everything in advance on the college website. Fr. Alex spoke about the immediate improvements needed in developing a language culture among students and how switching to an only English policy in online classes could improve the student's attitude towards adopting the new system.

Fr. Alex informed that the fifth semester online exams will be launched on the 21st and the proposals of the university to switch to an online mode of examination involving multiple-choice option worth 100 marks which were discussed in the Principals meet. Fr Principal congratulated the coordinators of the recent webinars organized online and asked everyone to get in touch with eminent resource persons and try to get a positive response. He reminded that the HOD's and coordinators should be informed well in advance while organizing webinars and the posters and website notifications should be designed up to the standards.

Fr Alex spoke about the instructions received from the university regarding the Add-on Program implementation and all the Department HOD's along with Mr. Abin and Mrs. Reshmi spoke about how they plan to coordinate the Add-on Program effectively.

Fr. Principal enquired about the progress in articles & Publications done by the faculties and reminded everyone about continuing their education in the meantime, pursuing M.Phil. and Ph.D. in the long run.

Mr. Boban T Augustine requested the batch coordinators to examine the daily attendance status and to reach out to students regarding their poor performance. Fr Alex suggested that the batch coordinators could contact the parents in the meantime ensuring proper communication and guidance to the students.

Mr. Davis Joseph, Department of Management



Mrs. Anitta Thomas, Department of Commerce



Staff Secretaries



Fr. Dr. Alex Louis CMI

Principal



Staff Meeting

July 23rd, 2020

Host: Dr. Alex Louis CMI

Staff Report - 92

Agenda: MCQ question uploads – Discussion on Patterns and Processes

On July 23rd, 2020, an online staff meeting was organized by Dr. Alex Louis Thannippara CMI to discuss the Process and Patterns adopted for the MCQ question uploads.

Fr. Alex congratulated Mr. Abin and Ms. Reshmi for executing their plans regarding Add on course implementation which was discussed in the previous staff meeting. Faculties shared their opinion regarding inviting professionals to handle our courses. Mr. Prakash and Mrs. Anitta came forward with the idea of offering multiple choices to the students from which they have to choose at least one. Mr. Abin shared the list of students and requested the batch coordinators to go through the list, Presenting PPT's, motivating and signing up at least 30 students to each course for which everyone displayed their support by applying the thumbs-up emoji. The attendance procedures, Assignments, Module test, and Fee amount was explained in detail by Mr. Abin.

Fr Alex spoke about the rapid increase in the number of corona patients which jumped to an all-time high of 1000 per day. The possibility of starting our class between August and September was debated. Regarding late submission of assignments, the faculties agreed to conduct viva once the class reopens. The controller of examinations was informed to conduct mock tests and to coordinate with department HOD's if necessary. The possibility of including NET coaching in the existing facilities provided to PG students was also discussed.

Fr. Principal shared the pattern in which the MCQ questions should be prepared, which was passed on in the Principals meet. Graphs were shown to further clarify the concerns regarding weightage allocation to questions and an open discussion session was organized to clear the queries of staff and faculties regarding it. Fr Alex informed us about the progress in creating our platform to upload the questions and showed the pattern and structure in which it should be uploaded. The HOD's were delegated to forward the excel sheets and others to the concerned faculties. Concerns regarding common paper question allocation, number of

questions to be submitted, and how to handle errors were discussed. Fr Alex requested everyone to submit it before August 15 and in case of technical errors, it will be postponed to a later date.

Fr. Alex continued the discussion that happened at the previous staff meeting regarding the timely updates of the college website. Fr. Principal requested the faculties in charge to prepare efficient Brochures, Certificates, Request forms and spoke about the responsibilities of the head of the departments in overseeing it.

Fr. Principal informed the strategy which we will follow if there is any unfortunate event of Covid-19 spread. In case of further lockdowns, it was informed that the teachers will have to create and arrange the classes themselves from home, which is possible if the number of students is less than 100.

Fr. Alex informed about the invitation received from a foreign university to conduct classes online for our students and arranged a panel which will discuss in detail with the organizers. Fr Alex reminded everyone that the college will always function in the interest of our students and society and not for profit. Fr. Principal congratulated the team behind the Competitive exam coaching training for organizing and coordinating the session successfully.

Mr. Davis Joseph, Department of Management



Mrs. Anitta Thomas, Department of Commerce



Staff Secretaries


Fr. Dr. Alex Louis CMI

Principal



Staff Meeting

July 27th, 2020

Host: Dr. Alex Louis CMI

Staff Report - 93

Agenda: Emergency meeting - COVID-19 containment.

On July 27th, 2020, an online staff meeting was organized by Dr. Alex Louis Thannippara CMI to inform the changes made to our operations because the college office had to be closed, which comes under the containment zone enlisted by the Government.

Dr. Alex Louis Thannippara CMI welcomed everyone to the meeting and informed us that we had to shut down our office till the 8th of August. Fr Alex requested everyone to take initiative to handle classes on their own and do not skip or alter the schedule listed in the timetable. Fr. Principal congratulated the office team for successfully managing the classes remotely and congratulated the faculties for maintaining high levels of attendance throughout this period.

Dr. Pal Pandian from Christ University informed his willingness to conduct a workshop for Research methodology and Fr. Alex collected the response from the faculties. Fr. Principal informed that the first assignment mark entry of final year students is completed leaving the module test mark entry, which will be recorded by Fr Alex himself once he receives all the emails from the concerned faculties.

Fr Alex informed that from the 1st of August onwards, the Module test will start and the same procedures have to be continued for assignment submission. The absentee list of students who failed to appear for the exam was requested to forward to him by WhatsApp.

Discussions were conducted based on the previous staff meeting held on the 23rd of June and Fr Alex requested to support Mr. Abin and Mrs. Reshmi by contacting the students and adding them to the WhatsApp, ensuring the classes are continued without any difficulties, and collecting the invoices of payment made for the paid programs. Fr. Principal informed that by June 30th, an online parents meeting will be organized and further details regarding the registration process will be given and by the 10th of August, the courses could be on track.

Fr. Principal shared the new format for the submission of MCQ questions and explained how important it is to fill out every column properly so that it could be imported into the system without any error. Fr Alex responded to the queries that if any student fails to attend the exams online, they can write down the questions and answers and send to the teacher in charge instead. Fr Alex insisted that the students should attend at least one Add-on Program and those who are not financially capable of paying for it could attend the free competitive exam coaching Program.

The mark sheets of the students were informed to be issued on the 28th of July and Fr Alex reminded everyone to stay healthy and safe throughout the pandemic period.

Mr. Davis Joseph, Department of Management



Mrs. Anitta Thomas, Department of Commerce



Staff Secretaries



Fr. Dr. Alex Louis CMI

Principal



Staff Meeting

August 8th, 2020

Host: Dr. Alex Louis CMI

Staff Report - 94

Agenda: Online class planning and analysis

On July 27th, 2020, an online staff meeting was organized by Dr. Alex Louis Thannippara CMI with regard to the extreme weather conditions and floods. The meeting was started with a prayer in tribute to the people of Rajamala.

Fr. Alex welcomed everyone to the online staff meeting and congratulated the faculties for continuing the online class even though there were power failures and network issues throughout the week. Fr. Principal informed that about 50 percent of the portions for each subject are completed to date and because of the extreme weather conditions, we might have to cancel few classes if this situation worsens.

Mrs. Anitha continued the discussion that happened at the previous staff meeting and asked the opinion of faculties towards the timing of online exams and everyone agreed that it could be conducted in the afternoon without affecting the regular classes. Mr. Boban T Augustine spoke about the possibility of university exams towards the last of October and informed that there will be only two-hour classes for each faculty every day for the next few weeks.

Fr. Alex requested the faculties to thoroughly review the MCQ questions before uploading them for grammar and spelling mistakes and the last day for submission was decided as the upcoming Saturday. Regarding the first and second assignment defaulters, Fr. Alex informed Mr. Davis Joseph to take remedial measures and to submit them to Mrs. Anitha. Fr. Alex happily informed everyone to come to college, if necessary, since the containment zone procedures were finished and the college office has reopened.

Fr. Principal praised the commitment and hard work of Mr. Anoop and Mr. Bobby for staying in the college throughout the containment period organizing classes and recording attendance. The new education policy was shared and discussed along with the notification from MG University regarding Add-on programs which has a total of 314 registered students. Fr.

requested everyone to work as a team and to consider research as an important part of academics.

Mr. Bibinmon explained the Swayam and other online courses available for both faculties and students which could be accessed online and Fr. Alex insisted that the faculties have to take it as a challenge to properly monitor the students and bring the Add-On course under the mentoring system which could provide the faculties a lot of space to focus on each student individually.

Fr. Principal instructed the faculties to email him regarding any innovative or creative ideas to continue our class effectively if there is a chance of reopening, regarding the English culture implementation which we discussed in the previous meetings, the articles and publications done in the academic year and the Ph.D. application status.

Mr. Prakash C advised the faculties to follow the eight-week workshop organized by google to be experts in using google classroom tools and to make the online teaching experience more interesting and effective for both the students and the faculties.

Mr. Davis Joseph, Department of Management

Davis Joseph
Anitta Thomas

Mrs. Anitta Thomas, Department of Commerce

Staff Secretaries

Alex
Fr. Dr. Alex Louis CMI

Principal



Staff Meeting

August 14th, 2020

Staff Report - 95

Host: Dr. Alex Louis CMI

Agenda: Online class planning and analysis

On August 14th, 2020 Christ College Puliyanmala conducted an online staff meeting to analyze the progress of online classes and to discuss the university results published recently. Dr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started with Morning Prayer. Fr Alex congratulated all the faculties for achieving high results for the previous semesters. Fr Principal informed that it reflects the hard work and passion of teachers toward imparting knowledge and the sincerity which they exposed towards our vision. It was informed that while comparing our results with that of university results, it shows exceptional performance from our students. The university average and our results reflected our progress and the effectiveness of our system which we designed for the long term.

Fr Alex talked about the importance of publishing articles in UGC care-listed journals and in Scopus Journals which will reflect the progress in the quality of research and learning not just for the professional reputation of faculties but to the wellbeing of our institution as well. Discussions were continued from the previous staff meeting regarding the progress of Add on course and the concerned faculties in charge raised few questions to which Mr. Abin and Mrs. Reshmi put forth solutions. Fr Alex praised the hard work and dedication of mentors who were in charge of different subjects and for collecting the certificates from students which were completed for documentation. Fr Alex requested the faculties to upload the MCQ questions to our servers in time and apologized for the errors that happened because of a software update that erased few questions from the system. Fr Principal requested everyone to follow protocols, to stay healthy, and not to visit college if they feel sick or if any symptoms are visible to them.

Mr. Davis Joseph, Department of Management

Mrs. Anitta Thomas, Department of Commerce

Staff Secretaries

Fr. Dr. Alex Louis CMI



Davis Joseph
Anitta Thomas

Staff Meeting

August 20th, 2020

Host: Dr. Alex Louis CMI

Staff Report - 96

Agenda: To discuss the upcoming Onam Vacations.

On August 20th, 2020, an online staff meeting was organized by Dr. Alex Louis Thannippara CMI which started with a morning prayer.

Fr Principal informed everyone that our request to start MA English was accepted and from next academic year, we will be able to add that to our existing courses. Fr Alex discussed the new circular received from the university regarding Onam vacation which starts from the 26th August to the 6th of September. Fr Alex informed that the next working day will be on the 7th of September and certificate course classes will be continued in the afternoon.

Fr Alex spoke about the discussions regarding the Add-on course made at the previous staff meeting and informed us that we should start the Add-On Program classes on the 7th of August. Fr Principal informed that the office work was getting too hectic for them to handle and the faculties could participate in updating information to our system if possible. Requests were made to double-check all emails before sending them, ensuring that complete details are included and in the standard format. In case of incomplete information sent to the office, the teachers will be responsible to come and update it by themselves.

Fr Principal enquired about the opinion of faculties towards a workshop regarding Ph.D. procedures to be organized online. If interested, faculties were asked to send an email directly to him. Fr Principal mentioned that the software which was mentioned in our previous staff meeting was ready to upload questions into it and faculties were asked to inform in the office if there is any inconvenience while doing it.

Fr Alex requested the faculties to join the IQSC team if interested and informed that the fee payment by students is delayed to a large extent and students can inform the office if there is any extreme financial pressure. Fr Alex informed that there will be a faculty evaluation tomorrow and the results will be mailed to them during the Onam vacation. Faculties were

requested not to make modifications to the timetable since the MCQ exam will be started from tomorrow.

Mr. Boban T Augustine informed that there will a Webinar tomorrow organized by our University regarding Gender Equality and Women's right. The batch coordinators were requested to inform students regarding it. Fr Alex once again requested the faculties to stay safe since the number of COVID-19 infections is increasing at an alarming rate.

Mr. Davis Joseph, Department of Management



Mrs. Anitta Thomas, Department of Commerce



Staff Secretaries



Fr. Dr. Alex Louis CMI

Principal



Staff Meeting

August 28th, 2020

Host: Dr. Alex Louis CMI

Staff Report - 97

Agenda: To discuss the Student-Faculty Evaluation results

On August 28th, 2020 Christ College Puliyannala conducted an online staff meeting to evaluate the response given by students in the faculty evaluation Program. Dr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started with morning prayer.

Fr Alex shared the individual faculty evaluation report at the beginning of the staff meeting which had different parameters and the grades which the students assigned in detail. Faculties were requested to do constant self-evaluation thorough out our career to reduce our flaws and to increase our output. Fr Principal shared the feedbacks written by students and appreciated the efforts taken by faculties while conducting online classes.

Fr Principal informed that we had a total of 66 working days from June and probably get around 35 more working days while the portion completion is already at 67 percent.

Mr. Boban T Augustine informed the faculties about the open course subject allocation and project guide allocation. He requested everyone to inform in advance regarding special classes or any other events being organized for students to avoid errors while programming the classes online. Fr Principal informed that five Add courses will start on September 5th & 7th and the MCQ examination which will commence on the 14th of September. Faculties were reminded that the students who fail to attend the examinations will have to attend VIVA at the end of the semester to improve their marks as decided by the academic council.

Fr Alex informed the faculties regarding the new system implemented for uploading the marks of students and requested to inform the controller of examination regarding any delay in submission of marks.

Fr. Alex discussed new strategies we could implement to increase the quality of education we provide. Faculties were asked to SWOT analyze everything we could and advised that working as a team could improve our performance and could improve the evaluation given by

students to a certain extent. Fr Principal asked the faculties to be more efficient, subject experts and to give more importance to research to which the faculties expressed their positive response.

Fr Principal quoted that 'Not to harm you but to transform you' while he explained the upcoming workshop by Dr. Pal Pandian and shared his view about the possibility of going to a declining stage in the near future since we have been performing well for quite some time. Fr. Principal congratulated the faculties who showcased better performance in the evaluation by having the highest score in "Depth in subject knowledge", Doubt clearance, Language, Presentation, and Punctuality.

Mr. Davis Joseph, Department of Management



Mrs. Anitta Thomas, Department of Commerce



Staff Secretaries



Fr. Dr. Alex Louis CMI

Principal



Staff Meeting

September 7th, 2020

Host: Dr. Alex Louis CMI

Staff Report - 98

Agenda: To discuss the University rank received from the Dept of Management

On September 9th, 2020 Christ College Puliyannamala conducted an online staff meeting for the first time after Onam vacation. Dr. Alex Louis Thannippara CMI welcomed everyone to the meeting and instructed the HOD's to ensure that all faculties are present on time for the meeting.

Fr Alex congratulated the Department of Management for securing a university rank. Ms. Bitta Biju from BBA secured the fifth rank in MG University which is a big achievement considering the small period from the inception of the college. Fr Alex conveyed his special thanks to all the faculties who have taught them and special thanks to Fr. Santhosh Chempakathumkal CMI and Mrs. Sona Sebastian for their coordination.

Fr Principal spoke about our growth in our academic performance throughout the years which made us capable to compete with top colleges from this short span of time. Fr Alex requested all departments to take it as a challenge and spoke about the responsibility of the department of management to continue this victory for the foreseeable future.

Fr Principal informed that the Add-on programs are going on well and the management hasn't received any complaints from any students so far. Fr Alex requested the concerned project in charge to submit the topics selected by students before the controller of examinations and shared a timeline that ensures the submission of the project by the last week of January if followed systematically.

Fr Principal discussed our plans to finish the portions by the half of October and Fr. Santhosh informed the management department faculties that there will be changes in the internship program for final years which will be informed as soon as the university notifies about it. Regarding the Open courses for the final year students, plans were discussed to finish 60 percent of the portion along with two module tests, two MCQ Tests and two assignments by

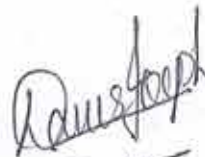
Fr Alex requested the class mentors to inform the students in advance regarding the online MCQ examination and how they can have a trial by using the demo option available on our website. The Controller of examination, Ms. Anitha informed that emails are sent to all the faculties with attached formats of documents in which the marks should be entered and submitted.

Mr. Bibinmon spoke about the online courses available to both students and faculties, explained the structure of the NPTEL mentor system and FDP programs. He spoke about how the application should be registered.

Fr Alex ensured that the Add-on program will continue in the future and it will be mandatory for the first-year students. A request was made to not alter the timetable so that the possibility of a model examination at the end of the semester could be performed. Fr. Alex informed the progress in government's plan to adopt a system where 33 percent of students can appear for regular classes and informed that we will plan a change in our schedule to make our operation flexible.

Fr. Alex shared the ID and Password of the MCQ portal to the faculties and instructed the importance and responsibilities of the faculties in charge. The second B.Com F&T students initiative on teachers day was discussed and Fr. Alex spoke about how the external activities could affect their attitudes and even the faculty evaluation which we discussed in the previous staff meeting. Fr. Alex requested the faculties who are interested to volunteer for the admission Program to contact him in person.

Mr. Davis Joseph, Department of Management



Mrs. Anitta Thomas, Department of Commerce



Staff Secretaries


Fr. Dr. Alex Louis CMI

Principal



Staff Meeting

September 16th, 2020

Host: Dr.. Alex Louis CMI

Staff Report - 99

Agenda: Subject Allocation for the upcoming semester

On September 16th, 2020, Christ College Puliyanmala conducted an online staff meeting. Dr. Alex Louis Thannippara CMI welcomed everyone to the meeting and all the faculties expressed their birthday wishes to Mr. Tony Mathews Panicker through thumbs-up emoji.

Fr. Alex shared the subjects allocated for the first, fourth, and sixth semester on his screen and requested the faculties to contact him in case of any alterations. Discussions were held regarding the valuation of module tests and assignment marks and faculties were informed that all of them were allotted a minimum of two subjects each. The MCQ portals of the third semester, Information regarding the third module test, and assignment of I, IV, and VI classes were discussed. Matters related to planning, directing, and organizing the classes were looked at.

The HOD's were instructed regarding the presentation to introduce teachers and conducting interactive sessions. The first-year classes will be arranged in three sessions and the faculties were advised to preorder and distribute study materials and textbooks. Mr. Abin, Mr. Bibin, And Mrs. Reshmi were requested to complete the planning and to initiate the add-on program for this year, which will be implemented as a compulsory task for each semester. The batch coordinators were requested to submit the report of subject selection for add-on by the students and by the third week of their class, first-year students should be ready to enroll in their add-on class. By the end of November, Module tests are expected to be finished and special classes can be conducted for portion completion. Since the instructions given by the university regarding next semester are limited, We might have to start it by December. Regarding the project submission, students will be requested to submit the first chapter by November and to complete it within January. Fr Alex spoke about the importance of Scientific research and how seriously the faculties should approach it. Fr Alex requested to

get in touch with Mr. Palpandyan and shared his vision regarding a research wing in our institution in five years.

The attendance status of students was observed to be decreasing after the Onam vacation and batch coordinators were requested to follow up on that. All the departments were asked to take initiatives to conduct programs because the office works have increased and it's very challenging for them to coordinate common programs for the time being.

A self-evaluation was made on our performance in comparison with current university rank positions. The BBA rank was at 9.02 whereas our current rank is at 8.79. Fr. Alex compared all the different department ranks to that of university ranking. Fr Spoke about the room for improvement and how far we have to go, clarifying our primary objective we should hold on to. Fr Santhosh CMI spoke about increasing the performance of weak batches and that the quality of our students is secondary to this process whereas our coaching should be the primary factor.

Mr. Boban T Augustine informed that the commerce faculties should focus on becoming subject experts in at least two accounts subject which has become the need of the hour. Fr. Alex compared the higher secondary marks of our students to that of their available UG marks and analyzed the strategies which could be implemented to improve their performance. Fr Spoke about his attempt to rank the performance of faculties and how specific outcomes can be derived from analyzing the results attained by multiple faculties who handled the same subject. Fr Alex reminded everyone to look forward to our future objectives and not to look back on our previous performance.

Fr. Principal spoke about MCQ and how the software works on different levels. Information regarding the question bank status and the minimum questions should be uploaded before the 30th of September. Fr reminded everyone to guide students to focus on secondary data when it comes to collecting data for their project.

Mr. Davis Joseph, Department of Management

Mrs. Anitta Thomas, Department of Commerce

Staff Secretaries

Fr. Dr. Alex Louis CMI

Principal



Davis Joseph
Anitta Thomas

Staff Meeting

September 24th, 2020

Host: Dr. Alex Louis CMI

Staff Report - 100

Agenda: To Discuss the Final Year UG Project Report.

On September 24th, 2020. Christ college Puliyanmala conducted an online staff meeting to discuss the methodology and submission date of final year UG Students. All the participants displayed a thumbs-up emoji to convey their birthday wishes to Ms. Sona Sebastian. Fr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started with a morning prayer.

The project work was decided to start from the 12th of October, which should wind up by the end of January 2021. The updates in the rules and regulations implemented by the university were discussed and Fr. Principal repeatedly advised the faculties not to send the students for primary data collection, instead advise them to collect secondary data from reliable sources. Fr. Alex spoke about the online tools and technological advancements concerning conducting surveys online. Fr Alex spoke about the Group project of UG Commerce students, the Industrial project of UG BBA students, The project of students from the department of computer and so on. The BCA project was informed to include a combination of a mini-project and the main project, which might be changed due to the existing circumstances.

Mr. Boban T Augustine spoke about the responsibility of faculties in guiding the students and how much they should involve in helping them to complete. Sir advised that students should be guided in time and the rest should be left to them to figure out on their own.

Fr. Alex assured that there are enough working days to complete the syllabus on time and yet there remains confusion concerning the clarifications that have to be made by the university regarding the exam dates. The status of online classes and add-on programs were discussed and Fr Alex informed that things are looking good for the time being and so far they haven't received any complaints from the students. Fr Alex informed the faculties to wind up the portions by the 19th of October and the faculties in charge of projects were informed to

October to November should be utilized to the fullest for this purpose since the students don't have any other work assigned for this period.

Fr. Alex informed that a total of 4222 emails were received and replied to, of which few emails have mentioned the issues with audios and the cases where the audio was turned off accidentally by the co-host himself. He requested the faculties to double-check the technical before initiating the class. The faculties who are handling the open course subjects were requested to follow a simple pattern and to start from the basics. The information regarding UGC's recommendation to start classes from November was discussed and agreed to wait till further pieces of information are received from UGC or the Central or State governments. The initial planning being conducted to implement a better system for subject/doubt clarification sessions was announced. The motivation session organized today was informed to be very effective and Fr. Requested to give proper care if there are any noticeable emotions of stress or mental tension in students.

The online tourism day program evaluation was conducted and the upcoming plans under preparation for conducting an online newcomers' day were also discussed. The class mentors were asked to promote students with creative and artistic skills to be a part of the media club as designers. The need of finding talents and the need of motivating students to improve those talents were discussed. The current situation of student admission was discussed and Fr. Alex concluded the meeting by requesting the faculties to upload quality questions to the MCQ portal in time.

Mr. Davis Joseph, Department of Management

Mrs. Anitta Thomas, Department of Commerce

Staff Secretaries

Fr. Dr. Alex Louis CMI

Principal



Davis Joseph
Anitta Thomas

Staff Meeting

October 6th, 2020

Host: Dr. Alex Louis CMI

Staff Report -101

Agenda: 2018-2021 Batch Exam Result Evaluation

On October 6th, 2020, Christ college Puliyanmala conducted an online staff meeting to evaluate the recent results published by the university (2018-2021 batch) Fr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started with a morning prayer.

Fr. Alex started the meeting by inquiring about the health condition of the faculties who were exposed to the covid virus. A summary of the organization's performance was shared with the faculties and the sudden spike in pass percentage and academic performance were shared with great joy. Fr. Alex conveyed his appreciation towards the hard work put forth by the faculties in delivering such a result and for breaking the downhill pattern which we were projected on for the time being. Faculties were requested to keep a tight watch to maintain this pattern and to escape a possible declining trend in the future.

90 complete working days would be marked by the 8th of October and a total of 20 subjects were completed in advance, out of the 63 subjects in this semester. Special classes were informed to be arranged for revision & doubt clearance and the associated timetable format was informed to be changed.

Fr. Alex reminded the faculties about the final year project situation and enquired about the progress and outcome of the online meeting arranged for the students. Coordinators in charge of the Add-On program were requested to share the updates. Ms. Swetha Sojan spoke about the events planned for the freshers' day and requested the cooperation of faculties and the supporting staff. Classes were informed to start, once the official information from the university is received and the three-day training program organized for our students has finished. The freshers day which is planned to conduct after the training sessions were discussed program by program. Ms. Swetha requested suggestions from the team to make it more participative for the students. Fr. Alex spoke about the possibility of students misusing

consent. Project guides were given proper instructions regarding creating a safe environment for the students to share and explore their project advancements. The current financial status of fee payment by students was displayed and Fr. Alex spoke about the arrangements made for students to pay their fees through multiple mediums. Fr spoke about the uncertainty of the situation which may arise by October.

New programs charted for the current academic year were discussed. The third module test was scheduled from the 17th to the 31st of this month. November 13th was chosen as the last day to windup the classes and special classes. The model exams were scheduled from November 16th to the 30th. Fr. Alex requested the faculties to make necessary preparations to start our classes from the 7th of December unless new information is shared from the university. The possibility of arranging a doubt clearance class in the regular mode was discussed. The class mentors were informed regarding the individual patents' meet schedule.

The attendance status of the students was shared in the meeting and a total of 85 percent attendance was achieved in our online classes. Fr Alex congratulated the faculties for their effort to maintain student's attention in online classes. The practical difficulties faced while four teams were put together to run the online systems were discussed and the possibility of another 144 were explored. The idea of promoting the department programs through shared funds was greeted by the faculties with a thumbs-up emoji.

Faculties were requested to share their opinion and ideas towards engaging the students once the syllabus is complete and suggestions were put forth to conduct revision & webinars and to invite subject experts for talks. Ms. Sona Sebastian spoke about her concern regarding the BBA project changes and the HOD's of each department shared their views on improving our reach on students. Fr. Alex concluded the meet by informing the new changes and customization options added to our portal so that each faculty can view and edit the questions uploaded from their username.

Mr. Davis Joseph, Department of Management

Mrs. Anitta Thomas, Department of Commerce

Staff Secretaries

Handwritten signatures of Davis Joseph and Anitta Thomas

Handwritten signature of Alex



Staff Meeting

October 20th, 2020

Host: Dr. Alex Louis CMI

Staff Report - 102

Agenda: To plan and evaluate the methods adapted to accommodate the first-year students through our online platform.

An online staff meeting was conducted on the 20th of October 2020 to which Dr. Alex Louis Thannippara CMI welcomed everyone and initiated the discussion with a silent prayer.

Fr. Alex spoke about introducing the newcomers to our online system and the challenges involved in its implementation. The pattern which we followed earlier could not be followed since the new students are complete strangers to our establishment. Fr Principal requested everyone to think and act differently while welcoming our new scholars. A staff meeting was informed to be charted on the 22nd of October, to welcome the new manager Fr. James Ncendasheril to our institution. The schedule prepared for the opening day was shared with the faculties and the procedures to be followed were discussed.

The inaugural function details along with the campus culture presentation slots were assigned to the faculties, which will commence from the 23rd of October followed by the four-day training program. All the faculties were requested to introduce themselves to the students along with their departments. Dates were allocated to each department based on the strength of each department.

Fr Alex spoke about the importance of a proper dress code to be followed and reminded everyone to make proper arrangements to stabilize their network access throughout their online classes. The programs were planned to be wind up by the 31st of October, following the validity session. Three-hour classes were informed to be planned for the 1st year students from the 2nd of November. The complaints received regarding uneven interaction happening between teachers and students during online classes were discussed and faculties shared their ideas to overcome that.

Fr. Alex reminded the faculties that due to the covid situation which we had to go through, students were screened and selected through a liberal interview process through telephone and the quality of the students might be questionable compares to that of our previous batches. Fr. Principal requested extra care and devotion for the next three years from the faculties. When the college reopens, the online classes should be individually programmed for 1st, 2nd, 3rd, and PG batches separately which involves a lot of time and manpower. The idea of dividing the entire teaching staff was put forward and it was divided that the faculties will attend college based on the day their team is assigned. Five teams were formed based on geography and transportation facilities available for faculties.

Fr. Alex spoke about the chance of conducting the second-semester exam from the 14th of November. The third-year exam might be scheduled for December, faculties were asked to take enough revisions before that. The opinion of faculties regarding conducting a model exam once the exam dates are published was collected. The revision status of second-semester students was enquired and the responsibility of the faculties in delivering a higher pass percentage to the institution was communicated.

The sixth semester was planned to initiate from the 7th of December. Faculties handling Projects of students were asked to give the utmost care in its preparation and submission. Faculties were also requested to give proper notice in advance while applying for leave. Fr. Alex congratulated the four faculties who cleared the entrance test for Ph.D. and requested all other faculties to seriously consider their higher studies and to give sufficient importance to research.

Mr. Davis Joseph, Department of Management

Mrs. Anitta Thomas, Department of Commerce

Davis Joseph
Anitta Thomas

Staff Secretaries:

Alex
Fr. Dr. Alex Louis CMI

Principal



Staff Meeting

October 22nd, 2020

Host: Dr. Alex Louis CMI

Staff Report - 103

Agenda: To welcome Fr. James Neendusseryil CMI & Fr. Burney Tharappil CMI to our Institution.

An online staff meeting was held on the 22nd of October to welcome the newly appointed Manager/ Director of Christ College and the Principal of Carmel CMI public school.

Dr. Alex Louis Thannippara CMI commenced the online meet by introducing and welcoming Fr. James Neendusseryil CMI, The Manager/ Director of Christ College Puliyanmala, and Fr. Burney Tharappil CMI, Principal of Carmel CMI Public School. Fr. Alex conveyed his gratitude towards Fr. Jose Parakkattu CMI for his support and guidance from the year 2014 and Fr. Alex also spoke about Fr. Robins Kunnummalil CMI, the sacrifices made by them to maintain the standards and goodwill of the institution, and the hard work they imposed upon themselves to continuously improve the performance and quality of education offered which reflects on the steady growth projection for both the institutions in their timeline.

Fr. James Neendussery CMI said thanks to the entire team for their dedication and hard work which made this growth possible for the institution. Faculties were requested to showcase their very best in organizing and conducting online classes and he spoke about what a student is and how important it is for a faculty to be a student at the same time. The importance of a healthy Management- Employee relationship was talked on and concluded his words by thanking everyone on behalf of CMI. Fr James mentioned the dedication and leadership qualities of Fr. Alex Louis Thannippara CMI and advised everyone to go forward together.

Fr. Burney Tharappil CMI spoke about the sudden transmission which he had to go through and the challenges in understanding the institution and its environment. He mentioned that the staff and students are blessed to have Fr. Alex as the principal of the institution and

reflection on the increase in student admissions. Faculties were asked to work and grow together to go forward and wished the very best to everyone.

Fr. Alex conveyed his appreciation to both of them and requested the faculties to work in a team to receive better results. The inauguration session was informed to start at 9:30 AM followed by the program sessions. Faculties who were free for the time being were requested to attend and join the ongoing programs.

Mr. Davis Joseph, Department of Management



Mrs. Anitta Thomas, Department of Commerce



Staff Secretaries



Fr. Dr. Alex Louis CMI

Principal



Staff Meeting

October 31st, 2020

Host: Dr. Alex Louis CMI

Staff Report - 104

Agenda: To discuss the first-year students' orientation program and the official closing of second and third-year classes.

An online staff meeting was conducted on the 31st of October 2020 to which Dr. Alex Louis Thannippara CMI welcomed all the faculty members. The meeting started with Morning Prayer and Fr. Alex asked the faculties to pat on the back for finishing 105 days of classes on the online platform.

Fr. Principal congratulated the faculties on organizing and conducting online classes effectively, even at times of lockdown and containment zone categorization. He reminded the faculties of the uncertainties and confusions which we had to go through, implementing an online system of education for the first time and effectively finishing the portions with time to spare.

The programs organized for the first-year students were informed to be completed efficiently and Fr. Alex reminded everyone that our capability to plan and execute all these programs has increased considerably and there is nothing which we can't achieve if we act together. The official classes for the first-year students will start from the second and a study hour or a library hour will be a part of the four hours scheduled for them. Few students have requested revisions and discussions were made regarding implementing a record option available to the classes to which students can later get access for revision purposes.

Fr. Alex spoke about the network issues faced by faculties and students and about the options arranged at college for conducting online classes. He advised that the 150 students enrolled for the first year were observed to have language issues and the extra responsibility which lies on the faculties to improve and nurture their English communication skills through interactive sessions. The need for personal care offered to students was talked about since most of the faculties never had the chance to meet the students in person to date. A suggestion to spend at least 15 minutes in every class with students was shared by Fr. Alex, considering the probability of examinations after March. Reminders were given regarding the

mentoring system implementation, in which a total of 15 students will be assigned to each faculty to give extra care and endow extra motivation to students. Revisions were discussed to be conducted once the first-year classes are over and with regard to the MCQ system which we developed, the possibility of an online university examination which was circulating on social media couldn't be avoided at the moment and Fr. informed that the system will be continued more effectively.

The faculties of the Departments of English, Commerce, and Management were requested to meet Fr. Alex to discuss the possibility of implementing an NTA NET exam coaching for students. Reminders were given about keeping social distancing and sanitization and faculties were informed not to visit the college for any reason whatsoever if they have any signs of fever or sickness. The need for better time management and coordination for continuing this system of online classes was discussed.

The first-semester regular classes, third-semester completion and revision classes, and the fifth-semester completion classes which were conducted in college on Monday should be only attended after proper temperature measurement, sanitization, and protocols. The lab facility available for students should be availed only after taking permission and faculties were also asked to take attendance of the students attending their classes offline. The staff room tables and furniture were requested to reorganize since the rooms were closed for months. The 2019 calendar year examination remuneration was informed to be collected from Ms. Surabhy from the accounts department and the faculty attendance register system was asked to be continued. The chat box option was enabled to have an open conversation regarding the decisions made and plannings done for the future and the faculties cleared their doubts and confusions with Fr. Alex Louis Thannippara CMI.

Mr. Davis Joseph, Department of Management

Davis Joseph

Mrs. Anitta Thomas, Department of Commerce

Anitta Thomas

Staff Secretaries

Alex
Fr. Dr. Alex Louis CMI



Staff Meeting

November 12th, 2020

Host: Dr. Alex Louis CMI

Staff Report - 105

Agenda: To discuss the upcoming online model examinations

An online staff meeting was organized on the 12th of November and Dr. Alex Louis Thannippara CMI welcomed everyone. The meeting started with a silent prayer and Fr. Alex spoke about the effectiveness of the previous arrangements made to divide the faculties into groups to assign online class programming duties.

Fr. Alex requested the faculties to motivate the students for the model examinations commencing tomorrow. Regarding the third and fifth-semester portion completion, the status of the syllabus was collected from faculties and Ms. Chippy Francis and Mr. Akhil P Varghese put forth suggestions for proper time utilization. The final year project guides were queried on the status of projects and Fr. Alex reminded everyone about the possibility of exams in May and the fact that classes for the next semester will start from the sixth of December.

The Covid protocols followed in the previous examinations were informed to be followed for the upcoming examinations. Meetings will be held in the conference hall in advance and will proceed with the protocols in time. The completion of the Add-on program for the previous year was officially announced and the plans to improve the quality of programs for the next year were discussed. The Paid and Non-Paid category add-on programs available for students were discussed.

Fr. Alex announced the new courses that are going to be introduced this semester -MA English and B.Com Cooperation batch. The quality of placement option provided to the students was requested and Fr. Alex requested the faculties to at least invite one company for campus placements in our college. The upcoming placement programs were briefly explained and Fr. Alex shared his personal experience of trying to reach out to 60 companies to which 10 have responded. The economics and competition in the job market were discussed and he

reminded the faculties that these steps are not taken for the advertisement of the institution, but for the betterment of our student's future.

The MCQ system had gone through some updates and Fr. Alex apologized for the accident which wiped out questions updated by few faculties. A minimum of 75 questions were asked to be updated so that random questions can be asked to students by the system. Batch coordinators were requested to conduct extracurricular activities for students and Mr. Tony Mathews Panicker spoke about arranging previous year revision sessions online and requested the faculties to fill out the google form which will be shared with them in few minutes. The faculties who have started their Ph.D. process were asked to share their experience with the faculties getting ready for their entrance examinations, and Fr. Principal reminded everyone not to delay the application process any further.

Mrs. Anitha Biju spoke about the 2nd-semester model examination question paper setting and valuation. Instruction was given in detail to faculties who raised their concerns. Fr. Alex instructed the faculties to follow the normal exam procedures conducting the exam on time, and to submit the marks and attendance report of students in time. The probability of implementing NSS on our campus was discussed and matters related to the payment of salary were announced. The discussion session was concluded by Fr. Alex who once again requested the faculties to stay safe and strong through this challenging time.

Mr. Davis Joseph, Department of Management

Mrs. Anitta Thomas, Department of Commerce

Staff Secretaries

Fr. Dr. Alex Louis CMI

Principal



Ravis Joseph
Anitta

Staff Meeting

November 20th, 2020

Host: Dr. Alex Louis CMI

Staff Report -106

Agenda: To discuss the upcoming university examinations and the updates made in the covid protocols to be followed.

An online staff meeting was organized on the 20th of November and Dr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started with a silent prayer.

Concerning the upcoming university examinations, Fr. Alex advised the faculties to follow the protocols and formalities which we followed last time. The faculties who are assigned for exam duty should be present by 12:15 AM. A meeting will be held in the conference hall every day and by 01:00 PM, all the students should be present in their respective classrooms. The hall tickets were informed to be distributed in the exam hall. Fr. Alex spoke about the information which he received during the principals' meet. Students who are Covid positive should not be denied from appearing in their examinations. Necessary arrangements are made in the canteen and III B. Com travel and tourism classrooms exclusively for covid patients and also informed that under any circumstance, they should be isolated and information should be passed on to the health department. The faculties who received the student's list should contact them and email the principal regarding the progress in intervals.

The exam duty is informed to be prepared after studying the online class scheduled for faculties and Fr. Alex informed that no other faculties or staff members are allowed to enter classrooms for any reason whatsoever. Information was passed over to class mentors to inform students about following protocols and an online students meeting was scheduled for Monday at 12:00 AM.

Regarding the upcoming semester, the information received from the vice-chancellor about the plan under consideration to end the academic year 2021 by the end of May 2021. Fr. Alex informed that we are planning to start the sixth-semester classes by the 7th of December and by the end of January or the start of February, the exams for the third and fifth-semester students can be expected. The planning regarding model examination was discussed and

The placement program organized by the placement cell for the last three days was appreciated and Fr. Alex informed that 42 students have participated in the events which exposed the lack of English-speaking skills of our students. An open discussion was held in which multiple faculties shared their views on implementing multiple programs. The English department came up with a plan to implement online language classes for students and explained how it could be worked out by making it interesting and not forcing it on students.

Fr. Alex spoke about preparing module plans in google documents and Mr. Tony Mathews Panicker shared his thoughts on how it should be prepared. Mr. Tony requested the faculties to communicate with him as early as possible to fix any errors or faults in the programs or tools involved in its preparations.

Mr. Bibinmon Varghese spoke regarding the NSS student Mr. Antony who got selected for the republic day parade and Ms. Vismaya who was chosen as a backup candidate. Fr. Alex congratulated Mr. Bibin and Mr. Devasya PV for their support and training. Mr. Bibin informed the possibility of getting selected to the republic day parade in Delhi and availing 120 marks as a grace mark, which will be a first-time experience and proud moment for Christ College.

Fr. Alex informed that the Examinations, Add on Programs, NSS, Online classes are going well because of the hard work and dedication of the faculties. He spoke about the chance of starting the NCC unit in our college and requested any male faculty to come forward voluntarily to be the NCC in charge. The HOD meeting progress was enquired and concluded the meeting by requesting the faculties to suggest an appropriate name for our media club.

Mr. Davis Joseph, Department of Management



Mrs. Anitta Thomas, Department of Commerce



Staff Secretaries




Fr. Dr. Alex Louis CMI

Principal

Staff Meeting

November 27th, 2020

Host: Dr. Alex Louis CMI

Staff Report - 107

Agenda: Evaluation of online classes in progress

An online staff meeting was organized on the 27th of November and Dr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started with a silent prayer.

Fr. Alex informed that the first semester classes will be finished by February or March and the next academic year is planned to be initiated by August. The 2021 academic calendar was published on the 23rd, Fr. Principal informed the faculties to follow the deadlines and coordinate things as mentioned in the calendar. The first semester classes are estimated to be finished by the 26th of February, The second-semester classes by the 9th of June, and the 4th & 6th-semester classes by the 31st of March since the classes will begin by the 1st of December. The vacation time was expected to be from the 1st of April to May 31st.

Fr. Principal informed that the online classes for the second-year students will be continued after the 23rd of December and in the case of BCA students, it will be restarted after the 7th of January, after the completion of examinations. The first-year classes were informed to be continued on a three-hour basis and in the case of final year students, there will be only one working hour till the supplementary exams are finished. Fr. Principal conveyed his appreciation towards the smooth progress of the online class and informed that a single complaint hasn't been registered by any students yet.

Fr. Alex spoke about the current workload incurred by the faculties and motivated them to take tough actions in this tough situation. The faculties who have to appear for exam duty due to the extra classes arranged to maintain covid protocols were promised to adjust their online classes and paper evaluation duty in the most convenient manner. Fr. Alex instructed the exam coordinator to arrange 5th-semester model exam question papers by December and to schedule the exam on consecutive days. Mr. Boban T Augustine and Mr. Devasya spoke about arranging project guide meetings and other events. Discussions were held to figure out methods to minimize the confusion of 1st year students while attending the MCQ examination

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for the first time. The media club selection process was advised to focus more on first-year students and Fr. Alex spoke about the additional facilities arranged for them, including the computer system placed in our library, Internet access, and even the fee concessions offered. Reminders were given to inspect the video and background of students in an online class to make sure that their focus is on the subject and the lecture session. The students who had complaints regarding the internal marks allotted were decided to offer a second attempt at improving it by attending a separate viva session.

Mr. Davis Joseph, Department of Management



Mrs. Anitta Thomas, Department of Commerce



Staff Secretaries



Fr. Dr. Alex Louis CMI



Principal

Staff Meeting

December 17th, 2020

Host: Dr. Alex Louis CMI

Staff Report - 108

Agenda: To discuss the existing approach towards online class and the improvements to be made.

An offline staff meeting was held in the Library Hall on the 17th of December following all covid related protocols. Fr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started of with a silent prayer.

Fr. Principal welcomed everyone back to college and shared the information received from the university that classes might be reopening with 33 percent of students attending it regularly and the rest will be joining online. He informed that the classes are arranged after a long break of 9 months, faculties were advised to prepare in advance and complete their homework to get back on track and to prepare mentally to address both online and offline classes together.

Fr. Alex spoke about the need of installing new software in addressing our day-to-day operations and administrations, especially in the library to which KOHA and D-Space are being installed for library automation. The college software is expected to be online in three months which enables faculties to access it on mobile devices if necessary.

The student's progress reports for the last 7 years were shared and discussions were held regarding the trends existing in the patterns and ways to increase their performance. He reminded the faculties of the need of refining and advancing our strategies and the possibility of a downtrend in the performance of the 2018-21 batch. Batch coordinators were asked to be in charge of coordinating the class activities and sharing responsibilities.

Ms. Sona Sebastian, Ms. Chippy Francis, and Ms. Sreelakshmi were congratulated on qualifying for the NTA NET. The upcoming changes in the Ph.D. admission process were discussed and the faculties were requested to pursue their doctoral degree as early as possible.

properly done in this situation. The responsibility of faculties being a project guide was communicated and Fr. Principal assured that he will individually check the projects one by one to ensure the proper standard. The faculty evaluation results were informed to be communicated after the vacation and advised the faculties to maintain a healthy score above 82 percent by taking good care of them individually and for their academic excellence.

The 2017-2020 student performance graph projected an exceptional growth in the performance of the BCA department. The faculties were congratulated and reminded that there has been no change in the faculties till date in the department and this growth reflects the capability of the faculties and its scope of improvement. The need of maintaining healthy relations with students within limits was discussed and the reason why they were not able to increase their pass percentage came to the table. The moral responsibility of faculties in assuring good scores in their subjects was shared and the increase in pass percentage and marks scored by the students were projected for better clarity.

Head of the departments and department coordinators were given proper information regarding the responsibilities which they possess. Documentation of department meetings and outcomes was requested to be recorded officially. The controller of the examination was requested to collect the question papers from the respective faculties at least three weeks in advance. The importance of uploading internal marks and MCQ question papers was discussed in the meeting. The role and involvement expected from the head of the departments and program coordinators were communicated while the upcoming online programs for the next week were being discussed. The IQSC in charge was invited to the discussion and Fr. Alex informed that the first-semester internal examinations timetable will be published today itself. The new MOOC policy implemented by MG university was put on the table and Mr. Thomson Mathew spoke about the possibility of implementing the course related to Organic Farming.

Fr. Alex spoke regarding the new hiring of faculties and the policies followed for the time being. The continuity of existing faculties and the procedures being followed were discussed. The possibility of returning to a regular mode of teaching and the updation required concerning the existing rules on permitting mobile phones in classrooms were discussed. The need of bringing back an English culture in the campus was discussed and the NAD registration process, last date of submission, and the appointment of Mr. Anoop as the in-

charge was informed to the faculties. Matters related to the Add on program for the first-year students and college uniforms were discussed. Fr. Alex reminded the faculties about module planning, the research methodology class for the English department, and the Christmas celebration planned for the 21st at 10:00 AM. Fr. Principal conclude the meeting by informing on the SPSS classes arranged for faculties and requested everyone to be safe and secure.

Mr. Davis Joseph, Department of Management



Mrs. Anitta Thomas, Department of Commerce



Staff Secretaries



Fr. Dr. Alex Louis CMI

Principal



Staff Meeting

December 21st, 2020

Host: Dr. Alex Louis CMI

Staff Report - 109

Agenda: To discuss and implement the new rules on class timings from MG University.

An offline staff meeting was held on the 21st of December following all covid related protocols. Fr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started off with a morning prayer.

Fr. Alex informed that the new circular from the university demands the online classes to wind up by 01:30 PM no matter what. The classes could begin at 8:30 AM and conducting extra programs in the afternoon will not be approved till further notice. The faculties handling Post Graduate students will have to attend classes in the afternoon and monetary benefits were offered to them who could contribute extra.

Regarding the internal examinations and internal marks, Fr Alex spoke about the trial-and-error method which we are following and the students who fail to attend the internal exams or the MCQ exams should write down the answers and get the signature of the respective teachers before submitting them to the controller of examination. Students who want to improve the internal marks could attend the viva session after submitting the request form. Fr Alex reminded the faculties to strictly follow the procedure so that we could continue this effectively in the long run.

The negative trend in the growth of the 2018-2021 batch came under discussion and Fr. Alex requested the batch coordinator to take personal care and responsibility in mentoring and motivating the students. The organic farming initiative under Mr. Bibinmon Varghese (NSS) requested the support of all the faculties to join them in their new initiative, a banana plantation close to the college campus. The Batch coordinators of third-year students were informed regarding the last day of submitting the NAD registration form. Since the online class starts are arranged from 8:30 AM for the first year and second-year students, the faculty morning prayer was informed to be preponed to 8:20 AM.

Regarding the regular classes, Fr Alex informed that we cannot compel students for attending classes online or offline and if the students are in favour of offline classes, we could maintain a maximum of 50 percent if necessary. How the calculation of 50 percent students was

explained with an example. The head of the departments suggested that special online classes should be arranged for students who don't have the facilities to attend classes offline to which all the faculties agreed.

The choice was left with the respective faculties to choose separate online and offline classes or to conduct them together. Fr. Alex informed regarding the plan to conduct offline internal exams if possible. Ms. Swetha Sojan informed regarding the entry details and the last day of entry for students to perform in the college Christmas celebration.

The final year batch coordinators were requested to collect the details of students attending regular classes after the online parents meeting and a small discussion was arranged for faculties on how both online and offline classes could be conducted together. Fr Alex informed that if a positive response is visible from the students, we will continue with the offline classes and special classes will be arranged later for absent students. The first year and second-year classes were informed to be in online mode for the time being and the possibility of switching to offline mode once permissions are issued was discussed. The Batch coordinators were requested to inform the students regarding the change in regular class timings which starts from 8:45 Am and continues till 12:45 PM from the 4th of January. Matters regarding compulsory uniforms and letters to be submitted to the batch coordinator indicating the permission of their parent / guardian to attend regular classes were discussed. The upcoming central government meetings and decisions came under discussion and Fr. Alex informed us that any change in our procedures will be discussed in the upcoming staff meeting and communicated through the official WhatsApp group.

Fr. Alex requested the faculties to give individual care to students and to assure that no one is failing for your subject. The new updates in our software were communicated and the discussion was concluded by Fr. Alex by requesting the faculties to work hard and contribute more for our students.

Mr. Davis Joseph, Department of Management

Mrs. Anitta Thomas, Department of Commerce

Staff Secretaries

Davis Joseph
Anitta Thomas

Alex
Fr. Dr. Alex Louis CMI

Principal



Staff Meeting

January 4th, 2021

Host: Dr. Alex Louis CMI

Staff Report -110

Agenda: To create an action plan regarding regular class piloting

On the fourth of January 2021, Christ college Puliyanmala conducted the first offline staff meeting for the year 2021, which started with a morning prayer. Fr Alex Louis Thannippara CMI welcomed everyone to the meeting. Birthday wishes for Mrs. Binu were conveyed and all the staff expressed their good wishes by posting different emojis.

Fr. Alex put up a detailed analysis of plans and measured implemented to handle the regular students attending the college, safeguarding from any kind of containment within the campus. Fr Alex spoke about the changes made in Zoom class arrangement due to an increase in classes and informed that eight more systems are equipped with the application, having a total of 17 systems ready to handle offline class for all batches, and as a backup for emergencies. Fr. Alex assured us that the speed limit of the internet has been upgraded and plans to implement high-speed WIFI within the campus have begun.

Fr. Santhosh Chempakathumkal CMI spoke about the complaints received from multiple parents and students regarding the lack of travel options, making it super expensive for students to attend regular class since they can't depend on public transport. Fr. Santosh informed that an average estimate of 75 rupees per day would be required for students to attend a regular class which is unbearable for the majority of families. Fr. Alex requested faculties to share their opinion regarding the offline and online platforms and their continuation to which Dr. C Prakash responded by sharing his views about handling both the classes simultaneously. Fr. Alex spoke about the request made by students to have classes in multiple shifts to which Mr. Devasya PV shared his experience on communicating with line bus operators and their decision to stop multiple services due to financial loss, which our students have depended on for years. Lack of passengers, increase in fuel prices and sudden increase in the number of vehicles were the reasons pointed out.

Fr. Alex shared the information received from the university regarding the changes made in multiple university rules and the current attendance policy. Fr. Alex suggested the option of

arranging projectors in the regular classrooms, giving faculties the option to teach offline as well as online at the same time. Fr. Alex enquired about the opinion of faculties regarding the idea of allocating online and offline classes in two time periods. Mrs. Anitha informed about the changes in class arrangement and arrangements made if there is an emergency. The six groups handling the 15 online classes were merged into three and the positive comments of parents on the effective functioning of online classes were conveyed.

Fr. Alex requested to continue the system which we have decided upon for the next few days and to be present during the daily meeting at 8:30 AM. A detailed analysis of the previous PTA meeting and decisions made by academic councils were shared. Fr. Alex requested the batch coordinators to be responsible and to be in complete charge of the class. Faculties shared their concerns regarding group works and consent letter submissions. The status of Ist year MOOC registration was discussed and inquiries were made with the concerned faculties.

The committee on Covid Protocols implemented in college was communicated to faculties and Fr. Alex spoke about each member of the committee and their responsibilities. Decisions made regarding the application of hand gloves for both students and faculties were discussed along with improving the English-speaking culture inside our campus. Fr. Alex shared the status of new admissions and spoke about the new strategies which should be looked upon. Fr. Principal reminded the faculties to maintain décor and ethics, healthy relationship with students, professional ethics, and improving language skills. MCQ question paper submission details and dates were communicated and the new changes in UGC regulations were reviewed.

Fr. concluded the meeting by handing out cash awards to Mr. Bibinmon Varghese and Mrs. Titnu for their participation in organizing and coordinating extra classes. Fr. Alex spoke about the choices available to earn extra income and requested the faculties to take maximum advantage of it.

Mr. Davis Joseph, Department of Management

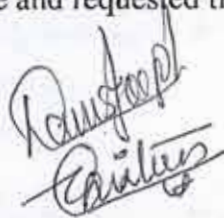
Mrs. Anitta Thomas, Department of Commerce

Staff Secretaries


Fr. Dr. Alex Louis CMI

Principal





Staff Meeting

January 6th, 2021

Host: Dr. Alex Louis CMI

Staff Report - 111

Agenda: To discuss the updated Zoom class arrangement

On the sixth of January, a staff meeting was organized to discuss the recent misunderstandings and errors that happened in arranging zoom classes. Fr Alex Louis Thannippara CMI welcomed everyone to the meeting which started with a silent prayer.

Fr. Alex informed that the zoom management is not up to the mark and there has been a series of events which leaves extra efforts to the office staff. Modifications in the communication system and a change in adopting a recurring meeting type of operation were discussed. Fr. Alex requested the faculties to get in touch with Mr. Tony Mathews Panicker whenever there is any confusion regarding class allocation or to get in touch with Mr. Bobby or Mr. Melvin if necessary.

The exam schedule prepared for the first and third-year students were shared and the practice of using google forms for conducting examinations was informed to be discontinued for the time being and faculties were requested to prepare question papers in the pattern which is followed for university examinations, which should be forwarded in advance to the controller of examinations.

The MCQ system was informed to be continued for the upcoming batch and the probability of assigning 30 percent of examinations and marks from the university through an online portal was discussed. Mr. Boban T Augustine thanked the faculties for their birthday wishes and Fr Alex spoke about the efficient service which he is rendering.

Mr. Bibin Varghese requested the batch coordinators to assure that the students are participating in the upcoming events. The possibility of a delay in portion completion for the first and sixth-semester students was discussed and Fr. Alex informed that an updated list of free zoom classes available will be listed online on a daily basis and faculties can arrange zoom classes based on that.

The faculties were requested to sign the register and follow the leave application procedure thoroughly. The new hiring of faculties to the department of commerce was disclosed and the possibility of recommending possible candidates by faculties was discussed. The duties and responsibilities of batch coordinators were explained and the importance of keeping the labs and zoom programming rooms clean was talked about. Mr. Abin spoke about the new add-on course introduced by Kaushal Kendra for first, second, and third-year students focusing on communicative English. Fr. Alex concluded the meeting by requesting the faculties to follow the covid 19 protocols and to stay safe and healthy.

Mr. Davis Joseph, Department of Management



Mrs. Anitta Thomas, Department of Commerce



Staff Secretaries


Fr. Dr. Alex Louis CMI

Principal



Staff Meeting

January 16th, 2021

Host: Dr. Alex Louis CMI

Staff Report - 112

Agenda: To discuss the status of syllabus completion to date

On the sixteenth of January, an offline staff meeting was organized to evaluate the current progress of online classes and changes to be made. Fr. Dr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started with a silent prayer.

Fr Principal requested the faculties to thoroughly follow the covid protocols initiated and informed that the orders received from the university will be implemented immediately. First-year and second-year online classes were advised to be continued for the time being, whereas the regular class for final year students and additional classes for students who requested it was put forth for discussion and faculties suggested remedial measures to avail time gaps in an online schedule which could be used for additional classes. Fr principal recommended to have an open discussion in the classroom with students and to consider their suggestions so that their participation could be assured to a certain extent.

The updated timetable for online classes was shared and Fr Principal instructed the faculties to give proper notice before applying for leave. The leave form system was reintroduced and proper instructions were given to the new employees regarding leave form submission and approval. The Faculty team in charge of arranging online classes was requested to arrive on time for proper scheduling of classes and attendance marking. The MCQ examination progress was analyzed and decisions were made to allow the students who couldn't attend the exams for any reason to attend a viva session at the end of the semester if they follow the procedures to inform the exam coordinator on time and update it in the "Message to principal" option available in our website.

The module test organized for the next week was arranged to be conducted through WhatsApp and Fr Principal requested the faculties to update the results within three days. The changes made to the mark updation were communicated and faculties were informed to update the results by themselves in the online network system. Details regarding recruits into the media club were communicated and information was given to the class mentors to support talented students in their respective classes.

The new provident fund scheme implemented by the government was discussed and Fr Principal explained the process of applying for 70 percent of the PF and the withdrawal formalities. Fr Alex spoke about the current financial crisis which the college is going through and the dues from the part of students and its statistics. Mr. Bibinmon Varghese introduced the new campaign by the NSS unit of Christ College – “Fostering Education Through Taste For Waste”. The idea and scope for the initiative were discussed and Fr Alex recommended organizing a social event to compensate for the Annual Day program which the students dearly miss. The Rs. 1000/- kit, which was planned to be issued to the students were highly appreciated by the faculties present and Fr Alex put forth an offer of a reward to the batch who could collect the highest amount for this noble cause. Mr. Bibinmon Varghese spoke about the future plan of the NSS unit to collect enough amount for our charity account through innovative campaigns and to construct a home by the end of the year for someone in need. Fr Alex also informed that the syllabus completion report will be updated on 17/1/21 and requested the faculties to inform Mr. Tony Mathews Panicker about their syllabus completion in time. The 5th Semester notification was informed to the faculties and informed that the syllabus should be completed by March 29th, to conduct revision and model exams on time. The Jesus youth program was introduced to the faculties and the mentors in charge – Mr. Akhil P Varghes and Ms. Anupama Jacob were given best wishes. Fr Alex spoke that about the 255 Banana trees were planted in our compound as part of an NSS initiative and requested everyone to join hands to care and nurture them. Mr. Binto Kurian and Ms. Arlin Rose Emmanuel and Ms. Donamol Thomas were selected to be in charge of “Nava Kerala Yuva Kerala Meet” and MS. Swetha sojan spoke about the Government guidelines and procedures to be followed regarding that. Fr Alex concluded the faculty meeting by responding to Ms. Binu George regarding the assignment mark entry.

Mr. Davis Joseph, Department of Management

Mrs. Anitta Thomas, Department of Commerce

Staff Secretaries

Davis Joseph
Anitta Thomas

Alex
Fr. Dr. Alex Louis CMI

Principal



Staff Meeting

January 19th, 2021

Host: Dr. Alex Louis CMI

Staff Report - 113

Agenda: An emergency meeting was held regarding Covid -19 containment

An online staff meeting was organized on the 19th of January and Dr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started with a silent prayer.

Fr. Alex spoke about the faculty who have been diagnosed with covid-19 and the possible containment which could have happened if we were present in the college. He spoke about the possibility of being exposed to the virus while on public transport and the effectiveness of our policies which were framed to avoid these kinds of events. The faculty who turned covid positive spoke to the team and apologized for putting everyone through this. Fr. Alex assured his support and requested the faculties to do so. Everyone responded with thumbs up and best wishes for her fast recovery.

Fr. Alex explained the different symptoms of covid 19 and requested the faculties to not attend college at any cost if they have any one of those symptoms. The faculties were asked to quarantine themselves for 5 days if possible and to follow all the protocols put forth by the government. The controller of the examination spoke about the upcoming university examination and how the exam duty is assigned.

The fifth-semester examination was informed to start on the first of February and the faculties handling those subjects were asked to prepare model question papers in the format of university question papers before the model examinations which will be conducted on the 25th till the 30th of January. For BBA fifth semester students, the ongoing exams will be stopped and study leave will be given till the 24th. The first semester and fourth-semester portions completion rate were discussed and the faculties were requested to conduct four-hour classes every day till the 20th of February because of final year students examination.

Ms. Swetha, Ms. Dhanya, Ms. Chippy, Ms. Surya, Mr. Abin, Mr. Prakash, Mr. Thomson, Mr. Tony, and Mr. Davis volunteered to attend college following protocols, and Fr. Alex requested everyone to suggest measures to maintain social distancing and to minimize

interactions inside the campus. The second-year PG classes were changed to the online mode and Fr, Alex informed us that we will move to the group-wise attendance marking system which was decided earlier as a backup plan.

The new exam notification for the third semester PG examination was communicated with the faculties and the possibility of examination by the first week of February was discussed. Fr. Alex concluded the meeting by requesting everyone to follow the protocols and to stay safe and healthy.

Mr. Davis Joseph, Department of Management



Mrs. Anitta Thomas, Department of Commerce



Staff Secretaries



Fr. Dr. Alex Louis CMI

Principal



Staff Meeting

February 15th, 2021

Host: Dr. Alex Louis CMI

Staff Report -

Agenda: To discuss the new circular issued by the higher education department.

An online staff meeting was organized on the 15th of February and Dr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started with a silent prayer.

Fr. Alex spoke about the new circular received from the higher education department regarding initiating regular classes. The parents meeting which was conducted yesterday was attended by 137 parents and most of them were informed to have a positive attitude towards the existing system of the online class.

The details collected from the class mentors were discussed along with the details regarding collection on consent letters. Out of 162 students, a total of 29 shared their interest to attend a regular class and the class-specific data was discussed among the faculties. The classes were informed to begin at 8:45 AM and the faculties attending the classes of B.Com F&T, CA, and TT was requested to give due importance to handle both offline and online class. The circular was explored in detail and the final decision made was announced. The department of management was assigned to be in charge of maintaining the dress code and professionalism in the institution.

The internal exams and MCQ exams were informed to be postponed and the planning in progress related to conducting exams from the first of March on alternative days was discussed. The faculties were requested to prepare question papers in the same pattern followed by the university. Fr Alex reminded everyone that the college might go back to normal by the month of August and we should be ready by then to regain what has been followed in the past. Fr Principal spoke about the few cases where marks obtained by students in internal exams were comparatively higher than that of scores from external evaluation and the solution to that was prepared through a multi-stage evaluation process which increases the student's level of comfort while attending university exams.

The possibility of conducting elections in the first week of April which might affect the exam schedules was discussed and decisions were taken to conduct model exams for final year students on the third week of March after portions are completed. Fr. Principal requested to contact Mr. Bobby if special classes have to be arranged for any subjects.

Fr. Alex informed that the faculties handling the first-year students are requested to complete the portions by the 15th of March, and the possibility of a late exam was communicated. The faculties were requested to give individual care to students so that the online classes for the next academic year can be started smoothly. The responsibility of project guides in conducting thorough evaluation was discussed and the policy for internal marks was discussed in detail. The responsibility of the faculties in collecting written answers and assignments in time and the system introduced which will assign marks after the submission of all these records were discussed.

The student's performance over the years was discussed and the need for training them to score higher marks in university examinations was discussed. Fr. Principal requested the faculties to upload 75 MCQ questions after the completion of 30 percent of the portion. The request of parents of first-year students for a doubt clarification session was communicated and decisions were made to assign one class specifically for doubt clarification. The responsibility of the batch coordinator in maintaining the discipline, mentoring sessions, and protocols followed by the students were talked about and he advised the faculties to grow together with their students.

Fr. Alex spoke about the advantages of faculties attending online parent meetings and the need for improvement on the part of faculties in their performance was discussed. The current situation in the office administration where two employees were unable to continue and the immediate medical admittance of another employee was communicated and faculties were asked to upload the attendance of students after collecting them from the zoom class programming station, depending on the group who are attending those.

Fr. Alex shared his thoughts on the new initiative by the NSS students which was coordinated under the guidance of Mr. Bibin, which draw the attention of high-end news channels. Fr. Principal congratulated the 82 students who were part of the initiative and the faculties who were present to provide moral support.

Fr. Alex concluded the meeting by informing on the next staff meeting planned on the 27th which includes result analysis session and assuring everyone that there will be a choice

available for faculties to choose the subjects which they are comfortable in for the next academic session.

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

February 27th, 2021
Host: Dr. Alex Louis CMI

Staff Report - 115

Agenda: To discuss the progress on academic performance of students and measured to increase it.

An offline staff meeting was organized on the 27th of February which started with a silent prayer for the sad demise of the mother of Mr. Alfin from the department of BBA. Fr. Dr. Alex Louis Thannippara spoke about the recent increase in death tolls due to the widespread of the Covid- 19 Virus and requested the faculties to take extra care to protect them inside and outside the campus.

Fr Alex addressed the faculties by sharing his thoughts about the future of our organization and his vision about the quality of education that our institution should represent. All the faculties were present for the staff meeting, including the non-teaching staff. Fr Alex discussed the contract renewals for the next academic year and the formalities which should be followed.

In a detailed analysis of the results from the year 2014, a total of 1035 individual results were analyzed and Fr Alex suggested fine-tuning our skills and abilities when it comes to academic and disciplinary actions. The service rules and guidelines for the employees were circulated among the staff members and point by point, Fr Alex discussed and translated each one of them in detail.

Fr. Alex spoke about the extra responsibilities of the class mentors and the strategies we are about to adopt to implement a two faculty scheme, where both the faculties have to share the responsibilities of the batch and in case of resignation by the faculty, students would be comfortable in that transmission. The chain of command followed in the institution was discussed and the recent events that happened on the campus were analyzed. The discussion concluded that more focus should be given to the academic progress of the students and faculties should ensure that the assignments and group works are framed in such a way to influence the creativity and thirst for knowledge in our students. Individual or group parents meeting should be arranged on online or offline platforms and to ensure a proper mentor-mentee relationship with the students.

Fr. Alex explained the D Space and COHA software installed in our library servers and described the access and advantages faculties could enjoy through online access. Matters regarding reference book subscriptions and the constructions happening within the compound were discussed.

Fr. Alex informed that the 1st and 2nd-year students will be attending college on alternative days and information regarding the model exam scheduled for the final-year students. Project submission strategy and the number of copies in hardbound and spiral copies were fixed. Information regarding the salary and increment were enclosed and matters related to professional and municipal tax were discussed.

Second-semester regular classes commencing from the 19th of April, the timings of the hours and mode in which it's planned to be conducted were discussed. Mr. Tony Mathews Panicker was asked to be contacted in case of any adjustments were required. Fr Alex informed that the timetable will be ready in few days and the faculties handling postgraduate students will be considered for special remunerations. Fr. advised the faculties to excel in the subjects posted for them, which could increase the performance of online classes when multiple classes will be clubbed together in the future. The details of the new staff room allocation and code of behavior to be maintained for the teaching and non-teaching staff were discussed in the meeting. The duties of Mr. Madhusoodhan sir, Mr. Bobby Varghese, Mr. Tony Mathews, and other members of the office staff were explained in detail and Fr Principal requested the faculties to consult the concerned office staff for specific tasks without causing duplicate works and time delays in our office proceedings. Special thanks were offered to Mrs. Surabhy for her exceptional work in the accounts section and informed regarding the new employee who will join us later. The security in charge and the roles of the supporting staff were disclosed in the meeting. Consent forms and letter of acceptance were passed along and Mr. Madhusoodhan was appointed to translate and clarify the documents to the employees in need.

Mr. Davis Joseph, Department of Management

Mrs. Anitta Thomas, Department of Commerce

Staff Secretaries

Fr. Dr. Alex Louis CMI

Principal



Davis Joseph
Anitta Thomas

Staff Meeting

March 3rd, 2021

Host: Dr. Alex Louis CMI

Staff Report - 116

Agenda: General Instructions

An online staff meeting was organized on the 15th of February and Dr. Alex Louis Thannippara CMI welcomed everyone to the meeting which started with a silent prayer.

Fr. Alex spoke about the importance of having proper communication between the departments and between the faculties and the office staff. The coordination of online classes is quite complex, considering all the technicalities involved in it. Proper communication can reduce the duplication of works and make the online class scheduling fewer complexes. Fr Principal requested the faculties to have open discussions regarding the day-to-day activities of the college. Fr Alex reminded everyone that the success of an organization depends on human resources and how important it is to have open discussions and transparency in our actions to ensure the long-term success of the institution. Fr. Principal reminded the faculties to clear any confusion regarding class schedules or office work allocation right away. Discussions were held on certain topics conducted in the previous staff meeting and clarifications were given. Fr Principal pointed out that how misunderstandings could happen without any cause. The future projection ratio for April, May, June, and July was shared on the screen, and discussions were held on organizing classes in advance and conducting exams and MCQs.

The pattern in which time tables are prepared and the complication in allocating classes to faculties handling multiple subjects in multiple batches in different zoom accounts was shared. The existing faculty-student ratios and the forecasted ratios for the future years were shared. Fr Alex concluded the meeting by requesting faculties to work together and overcome the limitations of online classes.

Mr. Davis Joseph, Department of Management

Mrs. Anitta Thomas, Department of Commerce

Staff Secretaries

Fr. Dr. Alex Louis CMI

Principal



Handwritten signatures:
 Davis Joseph
 Anitta Thomas

Staff Meeting

March 30th, 2021

Host: Dr. Alex Louis CMI

Staff Report - 117

Agenda: To discuss the new MG University circular published on 29/3/2021

An offline Staff meeting was organized on the 30th of March 2021 at 9:00 AM by Dr. Alex Louis Thannippara CMI. Fr. Alex circulated the latest circular published by MG University regarding the summer vacations.

Fr. Alex informed that the previous circular which initiates the next academic year in August was amended with few changes. The sixth-semester exams which were scheduled to be on the 26th and 28th of April might get rescheduled from the 20th of April, as per the decisions made in the syndicate meeting. Fr. Alex advised everyone to go forward using prudence and that the college will be officially closed for holidays during April and May. First and Fourth semester classes can be arranged if needed and the information regarding zoom arrangement was informed to be communicated later.

The PG regular classes were informed to be continued for the time being. No information has been received from the university regarding the second semester UG classes till date and if this continues, we have to improvise on class arrangement. The third-semester classes were informed to be continued after the commencement of semester examinations. Fr. Alex reminded the faculties to arrange proper substitutes in case they are applying for leave. The updates in the college software and the facilities being arranged to switch to a complete online study platform in case the covid situation gets worsen were discussed. If any information is received regarding the commencement of classes in June, A schedule of an online class with faculties attending classes only on alternative days was explained. The details related to Easter vacation and the upcoming election declaration and reopening of PG classes were discussed.

The project and course viva arrangement details on the 13th of April were shared. The faculties handling exam duty were briefed on the procedure and the protocols to be followed. The second model examination question paper of sixth-semester students was requested to be uploaded on time and the arrangement of exam duty and the MCQ examination of first-year PG student's second internal examination was discussed. Fr Principal requested the faculties

to take individual responsibility in their actions. Fr. Alex requested the faculties to send a voice note to him on WhatsApp if the emails or text messages are not seen or delivered on his WhatsApp account.

Fr. Alex informed that the salary will be uploaded today itself for the month and then he shared the policy taken by the Carmel Vidya Peet Trust regarding the salary payment for the year 2020-21 and 2021-22 due to the spread of pandemic covid-19. As per the decision of the Trust he said that 9-10 months of the salary will be paid to all including the PF & ESI contribution for 12 months of the year. The pending salary of 2-3 months may not be paid due to the huge financial crisis arisen due to the pandemic covid-19. Also he mentioned that during the financial year 2021-22, the trust will be able to pay only 8 months salary, with an interval of 45 days, to the staff due to the same crisis but as the last year 12 months PF & ESI will be remitted. He requested all the staff to send consent to him through the mail and which will be treated as their willingness to continue in the institution during this period of financial crisis. The current financial situation of the institution and the impact of Covid in the cash flow were communicated to the faculties, along with the due amount in fee payment by the students which totals to an amount of Rs. 4463933/- to date. Fr. Alex shared his thoughts on the current economic situation and how it reflects in the fee payment by students. The possibility of salary payment based on the admission status for the next academic year was shared.

Fr. Alex informed that Fr. Anoop will be back soon and will be in charge of the financial side of the institution. Fr. Santhosh spoke about the policies and methods to promote the admission status in the organization and informed that Mr. Anoop will be resigning soon and thanked him for his service. Fr. Alex concluded the meeting by requesting everyone to stay safe and healthy throughout this pandemic and not to hesitate to request any type of help or support from the institution.

Mr. Davis Joseph, Department of Management

Mrs. Anitta Thomas, Department of Commerce

Staff Secretaries

Fr. Dr. Alex Louis CMI

Principal



Santhosh
Anoop

Staff Meeting

April 12th, 2021

Host: Dr. Alex Louis CMI

Staff Report - 118

Agenda: To discuss on switching back to online mode because of the increase in Covid containment.

An offline staff meeting was organized on the 12th of April 2021 by Dr. Alex Louis Thannippara CMI, which started with a morning prayer. Fr Alex apologized for postponing tomorrow's meeting because of the current situation.

Information regarding the cancellation of the Viva examination including that of the projects was communicated. The possibility of conducting the exams on the 28th, after their examination was discussed and faculties shared their opinion regarding switching the project viva to an online platform. Fr. Alex requested all the faculties to be present on the 28th and informed that the first, fourth, and sixth-semester classes will be finished by the 17th, reminders were given to the faculties regarding the updation of information relating to their syllabus completion.

The possibility of starting classes for the second-semester students on the 26th of April was discussed and faculties were requested to communicate if there is any inconvenience. Fr Principal spoke about innovation and creativity concerning policy formulation for online classes and requested faculties to inform in advance if they could come up with concrete plans for class arrangement. The choice of arranging both online and offline classes, offline classes focusing on practical subjects, and online classes focusing on theoretical components were discussed. The current status of other colleges was discussed and Fr reminded everyone to give utmost importance to the quality of education which we provide.

The fifth-semester paper allocation was informed to be complete and the second-semester allocation status, which is under final review. The sudden decline in the attendance percentage of students in online classes was put to the table and Mr. Devasya P V spoke about the challenges faced in hosting classes and making it interesting over the online platform. Mr. Boban spoke about the choices available to maintain a strict decorum in the

institution and Fr. Alex responded by motivating the faculties to plan everything in advance so that we can prepare in advance. The possibility of the pandemic turning into an extreme situation was discussed and the faculties shared their concerns regarding it. Fr Principal spoke about the financial ups and downs which our institution might face shortly.

The controller of examination shared the details regarding project submission and the internal marks upload. The NAAC accreditation works being schedules were put forth for an open discussion and the faculties shared their views on how it should be approached. The information regarding the faculties who will be discontinuing from the institution was shared and the need for establishing and maintaining the family atmosphere within the institution, maintaining it, and being more welcoming towards the new recruits were discussed.

Faculties were requested to monitor the changes made to the college website and to regularly check and update their profiles listed on our website. The work under progress for attaching the corresponding link to the articles published by faculties was shared. Fr Alex shared his experience with meeting new recruits and their common understanding that Christ College could be an effective platform to build their research portfolio, which itself displays the research culture which we try to establish in the institution. Fr principal spoke about the quality of our research projects and how we should improve them while going forward.

Matters relating to the computer lab usage of B. Com CA students and that of BCA students were discussed. Training and placement coaching programs arranged for the first-year PG Students were discussed. Ms. Dhanya spoke about the response received from the interviewers involved in the campus placement initiative and how we should train our students to perform better in those situations. Fr Alex concluded the meeting by congratulating Mr. Bibin Varghese, NSS coordinator for successfully launching the Taste fir Waste campaign and collecting a total of Rs. 51940/-for charity.

Mr. Davis Joseph, Department of Management

Mrs. Anitta Thomas, Department of Commerce

Staff Secretaries

Fr. Dr. Alex Louis CMI

Principal



Davis Joseph
Anitta Thomas