



STAFF MEETING

2021-2022



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

Puliyanamala P.O, Idukki - 685 515, Ph: 04868 270400, 297401, M: 9946 944 499

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CARMEL VIDYA PEET

(Registered Trust - Reg. No: 33/2006)

Carmel Hills, Puliyanmala P.O

Idukki Dist. Kerala, India - 685 515

Ph: 04868 270 106, 270 725

Minutes

A meeting of the Carmel Vidya Peet Trust was held presided over by Rev. Fr. Burney Tharappil CMI, the Secretary of Carmel Vidya Peet Trust, on 12-01-2022 at 08.45 pm and the following recommendations and decisions were arrived at.

A. All the staff members (both teaching and non-teaching) of Christ College, Puliyanmala, Kattappana are hereby requested to take note of the following for a clear understanding of the existing 'de facto' situation and make a clear personal decision on the salary policy and the continuity of their service at Christ College.

1. Till the onset of Covid-19, Christ College had a constant growth with a strength of 677 students in the academic year 2019-20 and full salary was disbursed to the staff for 12 months along with the mandates like contribution to P.F and E.S.I. But due to the unfortunate and unexpected fall out of a horrid spread of Covid-19, the student strength came down to 618 in the academic year 2020-21. The decline in the enrolment of students and massive non-payment of college fee contributed to the financial down-slide for Christ College. In consequence, it was decided in the staff meeting of Christ College that the staff will be paid 10 months' salary and the remaining 2 months' salary will be withheld as arrears with the proviso that it might be paid in future if possible only while giving no concrete assurance for it. But PF and ESI were assured for all 12 months. While examining the financial scenario of the year 2020-21, it is noted that only 9 months salary have been paid. Thus the Trust has unanimously decided to settle the remaining salary of one month on or before 31.03.2022 to the staff of the year 2020-21 to fulfil the assurance given.



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2. Predicting further decline in the student enrolment for the year 2021-22, a policy decision was taken for the financial year 2021-22 during the staff meeting held on 30.03.2021 that the full amount of salary of a month will be paid within an interval of 45 days, with the assurance that P.F and E.S.I deposits will be made; but again with no sure guarantee for the future payment of salary arrears.
3. Though the Trust as well as the CMI Fathers of the Management are always for the well-being of the staff both in financial and non-financial aspects, the recent 'disheartening approaches to the vision, mission, system, polices and even to the family atmosphere of the college' from 'a few members' have made the Trust to frame the following well defined salary polices for the academic year 2022-23.
 - a) The existing salary policy of the financial year 2021-22 will be continued, that is salary to be paid at an interval of 45 days during the financial year 2022-23
 - b) During the period April, 2022 to September 2022, decline in enrolment of students being 53%, the salary be computed on par with the percentage of decline.
 - c) 65% of the existing salary per month be paid.

Let it be noted that, for any of the above said options, P.F and E.S.I deposits will be made for the period of 12 months of the financial year 2022-23 but at the same time no guarantee is given for the payment of arrears whatsoever (Arrears of salary will be considered positively in future after considering the financial position and the intake of students but no assurance of settlement of arrears is given in advance). But it should also be noted that option of the majority will become the salary policy for the year 2022-23.

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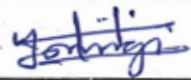


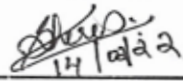







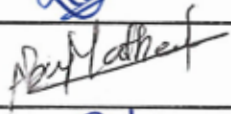

4. The staff can opt for any one of the above given 3 choices and submit their willingness in writing to the Financial Administrator on or before 31.01.2022
 5. In case any staff fails to submit such a willingness letter on time, it will be assumed that he/she is unwilling to continue and renew the contract with the College Administration.
- B. Since the outbreak of Covid-19 has desperately affected the growth of the college and enrolment of students, the Trust has made an earnest appeal to the staff of Christ College Puliyanmala to familiarise the college to the public as well as to the outgoing students of the nearby higher secondary schools in all possible ways so as to bring back the college to the path of growth as well as ample admissions.
- C. The Trust has entrusted both Fr. Alex Louis Thannipara CMI, the Principal of Christ College and Rev. Fr. Anoop Thuruthimattom CMI, the Financial Administrator of the College to meet the staff individually on or before 24-01-2022 so as to disclose and explain the decisions of the Trust to the staff of Christ College.
- D. The Trust has instructed the principal of the college to allocate the subjects to the teaching staff for the 'second and fourth semesters' of the academic year 2021-22 only after getting a consent in writing from each faculty.
- E. The trust also has strongly decided and recommended to uphold the core values of the CMI education along with the vision, mission, objectives and family spirit of Christ college in every nook and corner of the college as well as the day to day activities.
- F. The Trust has also decided to maintain hard copies and necessary documents of all the communication to and from the staff after obtaining signature from the staff concerned.


THE SECRETARY
Carmel Vidya Peet
Educational and Charitable Trust
Reg. No. 33 / 2006
Carmel Hills, Puliyanmala
Idukki Dist. Kerala State - 685 51

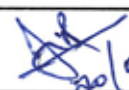

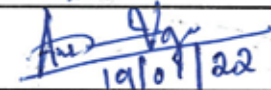






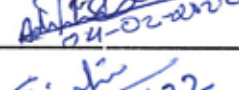
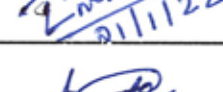

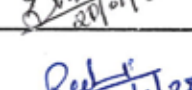
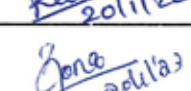
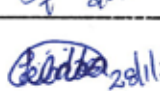



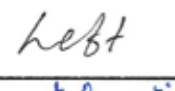



Rev. Fr. Anoop Thuruthimattom CMI
Secretary, Carmel Vidya Peet Trust

Read this document
during the staff meeting
held on 17.01.2022



Sl No	Name of the Staff	Signature & Date
1	Fr. Dr. Alex Louis CMI	
2	Fr. Anoop Thuruthimattom CMI	
3	Fr. Santhosh Chempakathumkal CMI	
4	Mr. Amal Jose	
5	Mr. Boban T Augustine	
6	Mr. Jogi Joseph	
7	Dr. Prakash C	
8	Mr. Thomson Mathews	
9	Mrs. Anitta Thomas	Leave
10	Mrs. Sherin Varkey	 14/01/22
11	Mrs. Thushara T. K	 19/01/22
12	Ms. Anju Paul	 19/01/22
13	Ms. Anupama Jacob	 19/01
14	Ms. Chippy Francis	 19/01/22
15	Ms. Riya Francis	 19/01/22
16	Mr. Davis Joseph	Leave
17	Mrs. Aparnamol CD	
18	Mrs. Jyothish Abraham	Leave
19	Ms. Donamol Thomas	
20	Mrs. Abcy Mathew	
21	Mr. Akhil P Varghese	
22	Ms. Dhanya Mohanan	



23	Ms. Jis Maria Jiji	 20/01/22
24	Mr. Abey Zachariah	 20-1-22
25	Mr. Ansen Varghese	 19/01/22
26	Mrs. Rima Mary James	 21/1/22
27	Mrs. Sangeetha Soman	 19/1/22
28	Mrs. Shintu Sebastian	 19/01/22
29	Mrs. Shybin Joseph	 20/1/22
30	Ms. Ansu Lukose	 21/1/22
31	Ms. Suryamol P.T	 20/01/2022
32	Mr. Bibin Varghese	 24-02-2022
33	Mrs. Tintu George	 21/1/22
34	Mrs. Anitha C.S	 21/01/22
35	Mrs. Shamaly George	 20/01/22
36	Mrs. Reshmi Jose	 20/1/22
37	Ms.Sona Sebastian	 20/1/22
38	Mrs. Linta Eldos	 20/1/22
39	Ms. Anu Abraham	 25/1/22
40	Mrs. Binu George	 20/1/22
41	Mr. Devasia P.V	
42	Mr. Jyothish Jose	left
43	Ms. Sneha James	
44	Ms. Tinu Pious	
45	Mr.Melbin George	



46	Mrs. Reeba Ebby	Reeba
47	Mr. Abin T George	Abin
48	Mr. Bobby Varghese	Bobby
49	Mrs. Silpa Jose	Silpa
50	Mr. Ajeesh Thomas	LEAVE
51	Mr. Karuppaiah K	Id. K. P. M.
52	Mrs. Reejitha Ratheesh	Reejitha 25-1-22
53	Mrs. Bindhu Abilash	Bindhu 25-1-22
54	Mrs. Chitra Ganeshan	Chitra 25/1/22
55	Mrs. Resmi Gireesh	Resmi 25/1/22
56	Mrs. Sindhu Philip	Sindhu 25/1/22
57	Mr. Devasia Varghese	Devasia 25/1/22
58	Mr. Johny	Johny
59	Mr. C.T Madhusoodhanan	Madhu



Faculty Meeting

March 30th, 2022

Report No: 124

Host: Dr. Fr. Alex Louis CMI

Agenda of the Meeting

- 1 Duration of the Special Classes during the Summer vacation
- 2 Duration of summer vacation
- 3 Arrangements of invigilation duty for both internal and external
- 4 Faculty Development Program
- 5 Life Skill Training for the Christites
- 6 Commencement of the new academic year and graduation ceremony
- 7 Planning of academic calendar
- 8 Settlement and payment of salary

Minutes of the Meeting

The faculty meeting started at 09.00 am and after the faculty prayer, the above agendas were presented by Fr. Principal. During the meeting a fruitful discussion was carried out and the following resolutions were made.

- 1 Even though the University has declared 31st March, 2022 as the final working day of the academic year, the faculty unanimously have taken the decision to extend the working days up to 13th April 2022 for the completion of syllabus. If the portions of the even semester of both PG and UG are not completed within the above said stipulated time, individual faculty, with the consent of the Principal, can decide the required no of days for the completion of the syllabus. The additional no of days should be informed to the students well in advance.
- 2 From 14th April till 22nd May 2022 days can be considered as holidays but should report at college with regard to the university examination invigilation duties and special classes.
- 3 On 23 ,24 and 25 of May 2022, a non-residential training programme (Faculty Development Program) will be arranged for faculty.
- 4 On 26, 27 and 28 of May 2022, paid skill development programme will be arranged for first year PG Students.
- 5 The new academic year 2022-23 will officially commence on 1st June 2022. It is recommended to have convocation ceremony for the outgoing students, if a favourable

day is available after the final semester university examination. But the faculty has strongly recommended that the convocation ceremony has to be arranged from the next academic year onwards.

- 6 On 15th of every month College/Programme Coordinator will have to chart and publish the dates and schedule of programmes that are to be organised for the succeeding month.
- 7 The arrear salary which was pending in the academic year 2020-2021 and the last salary for the financial year 2021-22 has been paid off.
- 8 For the next academic year the strength of the students should be within the range of 620-650, otherwise it will undoubtedly affect the finance thereby resulting in the payment of salary as did during the year 2020-21 and 2021-22.
- 9 It is also decided that, in view of NAAC accreditation process, all faculty members are expected to sign in the faculty meeting register immediately after each meeting.

Staff Secretaires

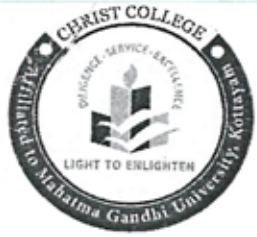
- 1 Mr. Davis Joseph, Department of Management
- 2 Mrs. Anitta Thomas, Department of Commerce
- 3 Ms. Linta Eldos, Department of Mathematics

Davis Joseph
Anitta Thomas
Linta Eldos

Enclosure

1. Circular regarding the settlement of Salary for the financial years 2020-21 & 2021-22

Alex
Fr. Dr. Alex Louis CMI
Principal



CHRIST COLLEGE
PULIYANMALA, KATTAPPANA
MANAGED BY CMI FATHERS

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30-03-2022

Respected Staff,

**Sub: Circular regarding the Settlement of Salary for the financial years
2020-'21 & 2021-'22**

Inviting your kind attention to the following

- 1 As the management had already agreed, the staff can avail the last installment of pending salary of one month for the financial year 2020-'21 (applicable only to the staff who joined on or before 01-04-2021) from the accounts section of the college office, along with the last salary for the financial year 2021-'22 as per the agreement, that is 8 months full salary at an interval of 45 days.
- 2 The Staff who joined the institution on or after 01-04-2021 can also avail the last salary for the financial year 2021-'22 as per the agreement, that is 8 months full salary at an interval of 45 days.
- 3 Though the irreparable financial crisis is still unresolved, the management has decided to support the staff by remitting the professional tax for the financial year 2021-'22 as well.
- 4 Kindly note that 12 months' salary will be paid to all the staff once the total strength attains 650 plus (Till then the present system of salary dispersal, that is one month's full salary at an interval of 45 days will be continued). Thus all the staffs are requested to help and promote the admissions to our institution in all possible ways so as to raise the strength to 650 plus for the academic year 2022-'23.

Kindly note the tentative dates of salary dispersal for the financial year 2022-23

- 1 May – 15
- 2 June – 30
- 3 August – 15
- 4 September – 30
- 5 November – 15
- 6 December – 31
- 7 February – 15
- 8 March – 31

5 All are requested to note the above points no. 1 to 4 and affix your signature on the sheet attached to this circular as a compliance with the salary settlement of the financial years 2020-'21 & 2021-'22 and also as an expression of your willingness to render your valuable service to this institution.

Those who find any difficulty regarding the above said particulars, can meet Rev.Fr. Anoop Thuruthimattom CMI, the Financial Administrator of the college on or before 30.03.2022.

Expecting your whole hearted support and cooperation.

Dr. Fr. Alex Louis CMI
Principal

Fr. Anoop Thuruthimattom CMI
Administrator

Sl No	Name	Signature
1.	Abey Zacharias	
2.	Ansen Varghese	
3.	Tiotu George	
4	Thushara T.K	
5.	Anu Abraham	
6.	Sneha James	
7	Ria Francis	
8.	Sherin Varkey	
9.	Dhanya Mohanan	
10.	Shintu Sebastian	
11	Ms. Reshmi Jose	
12	Sona Sebastian	
13	Shybin Joseph	
14	Sangeetha Somas	
15.	Ansu Lukose	

16	Abej Mathew	Abey Mathew
17	Azha Paul	Azha Paul
18	Ampara Jacob	Ab
19	Chippy Francis	Chippy Francis
20	Devasis. P.V.	Devasis
21	Boban. T. Augustine	Boban
22	Lintu Eldos	Lintu
23	Joss Maura Jiji	Joss
24	Thomson Mathew	Thomson
25	Amal Jose	Amal Jose
26	Joshia Jose	Joshia
27	Dr. Prakesh. C	Dr. Prakesh
28	Sugamol. P.T.	Sugamol
29	Bibinman Noughere	Bibinman
30	Shammy George	Shammy
31	Anthamel C.S.	Anthamel
32	Fogi Joseph	Fogi
33	Abin T. George	Abin
34	Reeba Ebby	Reeba
35	Silpa Jose	Silpa
36	Chithra Ganeshan.	Chithra
37	Bindhu Abhilash	Bindhu
38	Preshmi Carresh	Preshmi
39	Reejitha Ramesh	Reejitha

Faculty Meeting

13th April, 2022

Report No. 125

Host: Dr. Fr. Alex Louis CMI

Minutes of the Meeting

A staff meeting was arranged in the Conference Hall at 12:15pm to discuss on the matters of the academic year 2022-2023 and also a review of the academic year 2021-2022 was done.

1. Faculty was thanked for supporting the institution during the times of Covid and crisis by cooperating for the arrangement of online and offline classes including examinations. NAAC accreditation steps are already on the way of progress. Next academic year is undoubtedly a promising year as classes will be fully fledged to offline mode. By God's grace all the tour groups of our college have returned safe.
2. Memento Distribution and Book Launch: Our faculty of Hindi, Mr P.V Devasia had published a book naming "AKSHAR PARV" and our Economics department faculty Mr. Bibinmon Varghese and Mr. Akhil P Varghese conjointly published a book naming "Tourism and Cultural Heritage". All were awarded with a memento by Fr. Anoop Thuruthimattom CMI.
3. No classes will be conducted on 18th April 2022.
4. Faculty should notify the status of syllabus completion and hours needed for second semester UG and PG classes. Fourth semester PG classes should be winded up before 31st May 2022.
5. Subject allocation for the coming academic year will be notified before 30th April 2022.
6. It was also discussed that innovative measures and developmental programmes should be arranged by different departments so as boost up the admission and enthusiasm of the students.
7. Faculty should put a word to Fr Principal if he/she should be interested in heading any of the extracurricular activities.
8. Next official staff meeting will be on 23rd May 2022 at 8:45 am.
9. A proposal regarding the promotion of National/International tours from the college was put forward.
10. The golden rule for a healthy and stable working environment is always the bonding and positivity among faculty.
11. The meeting winded up reminding the three important factors that are to be borne in mind for the coming academic year: Academic Excellence, NAAC/PAAC accreditation

and Maximum fostering of entertainment programmes. Address should be collected from different school so as to cater the students for admission purposes.

Staff Secretaries

1. Mr. Davis Joseph, Department of Commerce & Management
2. Ms. Anitta Thomas, Department of Commerce & Management

Davis Joseph
Anitta Thomas

Alex
Dr. Fr. Alex Louis CMI
Principal

