

COLLEGE COUNCIL MEETING - 13

Date: 1/7/22

Venue: Conference Hall

Time: 2.30 p.m

Agenda:- (1) Internal Exams

(2) Commencement of Extension Activities

(3) Proposal for Certificate course

(4) Action Plan for newly signed MOIs

(5) Academic, Green & Administrative Audit

(6) Convocation ceremony

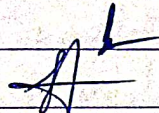
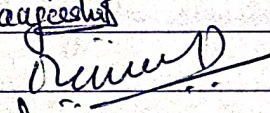
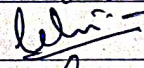

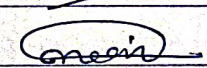
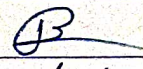
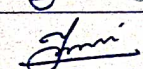
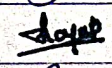
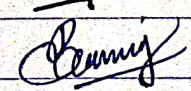
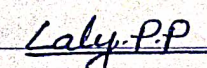
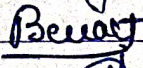

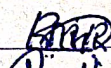
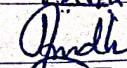

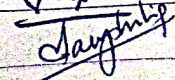
(7) Skill development centres

(8) MOOC courses under Calicut Uly

(9) NISP policy formulation and approval

Members Present

1. Dr Sr Licy A.D.
2. Ms. Greatel Francis
3. Dr. Manjusha Rani
4. Dr. Rema - P.
5. M.Celina - K. A
6. LAKSHMI ANAND
7. Dr. Merin Francis
8. Dr. Priyca K. A.
9. Dr. Dr. Jesmi P.T
10. Grayathri. K.S
11. Binay. K. F
12. St. Laly. P.P
13. Beena Thomas
14. Maneesha. T. M
15. Dr. Sr. Rini Raphael
16. Dr. Bindhu. K.B
17. Rajeswary. P.K.
18. Mary Philip


 Manjusha Rani

 Rema P.

 M.Celina K.A.

 Lakshmi Anand

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 Mary Philip

Decisions Taken :-

- 1) The schedule for the last hour (2.30 - 3.30 p.m) shall be on the basis of week days, namely,
 - Monday - Tutorial / Remedial
 - Tuesday - Mentoring / Cells / Committees
 - Wednesday - Association Hour
 - Thursday - Holy Mass / Value Education / AICUF / Insight
 - Friday - N.S.C / N.C.C / Extension Activities
- 2) Action Plan of all Clubs / Cells / Committees to be submitted on or before 5/7/22
- 3) Every department is required to have a teacher-in-charge of extension activities
- 4) Departments are to submit the list of final year students of 2021-22 academic year, who had completed their activities under Swachhtha Mission to the IQAC or or before 7/7/22 and ensure the submission of certificates by the students to their respective departments.
- 5) Faculty @ home programme postponed until the next semester due to the severity of Covid-19 conditions.
- 6) College timings from 1/7/22 to be the following:-
 - 9.20 a.m. - First Bell
 - 9.25 a.m. - Assembly
 - 9.30 a.m - 10.20 a.m - 1st hr
 - 10.20 a.m - 11.10 a.m - 2nd hr
 - 11.10 a.m - 11.20 a.m - Morning Interval
 - 11.20 a.m - 12.10 p.m - 3rd hr
 - 12.10 p.m - 1.00 p.m - Lunch break
 - 1.00 p.m - 1.50 p.m - 4th hr
 - 1.50 p.m - 2.40 p.m - 5th hr
 - 2.40 p.m - 3.30 p.m - 6th hr

- 7) Teaching and Non-Teaching staff will have a choice of working time, 9.00 a.m to 4.00 p.m or 9.20 a.m to 4.20 p.m whichever time is chosen, is to be followed the whole year round. Those staff members who wish to choose the 9.00 a.m to 4.00 p.m schedule are to inform the Principal personally and in case of any requirement of the college, will have to comply with the same, irrespective of their time schedule.
- 8) Departments are to submit their SSR for the year 2021-22 by 5/7/22 so that after verification, the Academic Audit can be completed by 15/7/22
- 9) Departments conducting any programmes or activities should ensure that the participation list is duly signed by the participants. Excel sheets are to be avoided.
- 10) All the departments, clubs and forums conducting programmes or competitions are to give certificates to the students. The certificates and brochures designed for distribution are to be submitted and verified with the IQAC before submission to the Principal. Two colour prints of the same are to be taken from the DTP centre, one to be filed in the department and the other to be submitted to the IQAC.
- 11) Departments are to strictly follow the registration process for the conduct of any programme, that is, entry in the pre-event registration form 2022-23 and entry in the event register kept at the enquiry. After the programme related uploading in the institutional drive, IQAC shall verify the submission of all the required documents (coloured brochure, geo-tagged photos, report in the given format, participation list duly signed and copy of certificate, if any) and the

respective IQAC co-ordinators shall sign the register maintained in the IQAC after completing the submissions.

12) Information regarding students engaging in activities of N.S.S., N.C.C and sports, specifying date and event is to be submitted to the concerned departments by the teacher-in-charge of the activity.

13) Teachers are to mark the attendance regularly in the MIS.

14) Teaching and Non-Teaching staff are to submit their Self-Appraisal for the year 2021-22 to the IQAC

15) A 7-day FDP programme for staff is proposed to be held in July

16) There shall be only one Model exam in every semester, the score for which shall be uploaded as the student's university internal mark. Those students who are unable to attend the exam due to medical or any other genuine reason (informed to the department by the parent), will have to pay an amount as fine and submit a request for re-exam to the concerned department. The model exam is to be conducted at least two weeks prior to the end of the semester so that the teachers have sufficient time to value papers, prepare marklist, conduct re-exam if any and upload marks. Teachers may conduct as many tests as they wish in order to prepare the students for the university exams.

17) The NISP policy and the corresponding CISP (Council Innovation & Startup policy) was discussed and approved.

Secretary

President

Action Taken Report

- Extension activities have commenced in various departments
- Academic audit has been completed
- Convocation ceremony conducted

Mangshik

AD