

CAMPUS REVITALIZATION EXTENSION OF CHAVARA BLOCK



**MINUTES OF THE MEETINGS OF
VARIOUS ADMINISTRATIVE BODIES**

Minutes of the Grievance Redressal cell - Teachers

Date : 10/11/2015

Time : 3.30 pm

Venue : Audio Visual Room

- Agenda :
1. Need for cleaning toilets regularly
 2. Need for ample water facilities
 3. Need for a new Seminar Hall on first floor
 4. Need for **more number of classrooms**

Members present :

- 1) Dr. S. Lijo CMC - S. Lijo
- 2) Dr. S. Jesline - J. S.
- 3) Dr. Lily AD - L. A.
- 4) Ms. Mary MV - M. V.

Decisions :- Regarding toilet cleaning, the Committee took decision to give suggestion to College Buses for managing & employees to clean toilets everyday

- In order to meet the requirements of water facilities, for especially for the water requirements for hand washing after lunch, the committee decided to tell the students to use sponge for lunch.

- A new Seminar Hall is essential for smooth functioning of Institution. Hence, the Committee discussed on this topic and emphasised the need for this facility in college. Committee decided to take further steps

for this issue and brought this into the attention of Management and governing body.

: Decided to forward the suggestion for the need of **more classrooms** to IQAC

S. Elmsy
President

Action Taken Report of the Meeting held on 10/11/2015

- Communicated to the College Bursar regarding the issue of toilet cleaning
- Took practical measures like using spoon to have lunch by students and faculty to deal with water scarcity
- Suggested the need for an extra Seminar Hall to the Management and IQAC
- Communicated the need for more class rooms to IQAC

S. C. Drey
President

MINUTES OF IQAC MEETING

29/2/2016

Date & Time : 29/2/2016, 5.00 PM

Venue : NAAC Room.

Agenda : Projects and Seminars.
: Academic Audit.
: Shortage of classrooms

Members:

Dr. Sr. Lizy. C.T. Dr. LizyDr. Sr. Licy. A.D. L

Ms. Mary Joseph

Ms. Lakshmi Salim LSr. Rini Raphael R

Dr. Sreedevi F.P.

Dr. Vidhya Francis VSr. Josephitta CMC Sr. Josephitta

Sr. Deepthi. CMC

Dr. Jaseentha M.O. J

Sr. Alphonsa T.O.

Smt. Baby C.G. CGMr. A.V. Thomas. AVT

Nandhini C Menon

Nandhini

Sreelakshmi. K.J.

Sreelakshmi

Ms. Meena chacko

Meena

Ms. Pretty John P.

PrettyMr. Wilson Kandamkulathy WK

Sr. Susan CMC.

Decisions:

1. Members took decision to encourage staff to apply for projects and seminars.
2. IQAC decide to suggest all departments to conduct Academic Audit within March itself.
3. Discussed the Shortage of classrooms and request forwarded to college council
Co-ordinator, kingab
chairperson S. Arthy

MINUTES OF THE COLLEGE COUNCIL MEETING

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Date : 29/2/2016












Time : 5 pm.

Venue : NAAC. Room

- Agenda :
1. Encourage Projects and Seminars
 2. Academic Audit
 3. Shortage of classrooms

- Decisions :
1. The meeting took a decision regarding projects and seminars undertaken by college staff as to encourage and promote the staff for initiating it
 2. IQAC decided to suggest all departments to conduct an Academic Audit in March itself.

Members Present :-

1. Dr. Sr. LIZY. C J 
2. Dr. Sr. Jeseentha. M. O. 
3. Dr. Sr. LICY. A. D. 
4. Ms. Mary M. V. 
5. Dr. Princy. K. U. 
6. Ms. Keena Mathew 
7. Sr. Mary J. K. 
8. Ms. Lakshmi Salins 
9. Ms. Reena. T. K. 
10. Ms. Gireal Francis 
11. Ms. Amrutha. A. V. 

3. College Council discussed the urgent need of classrooms. It is decided to forward the request to governing body.

Dr. Lizzy
President

Action Taken Report

- According to the decisions taken by college council meeting held on 22/3/2016, IQAC conducted an administrative audit and a green audit within the time period of two months.
- IQAC conducted free vacation classes and free soft skill development programmes for students by the help of women cell.
- The urgent need of **classroom construction**, the request forwarded to governing body.

S. E. K. M. S.

President

MINUTES OF THE GOVERNING BODY MEETING

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MINUTES OF THE GOVERNING BODY MEETING

Date : 25.03.2016

Time : 3 pm.

Venue : Guest Rooms.

Agenda.

1. Evaluation of feedback submitted by IQAC.
2. Shortage of classrooms.

Members Present.

President	:	Sr. Rosemary	—	Sr. Rosemary
Vice President	:	Sr. Deepthi	—	Sr. Deepthi
Secretary	:	Sr. Lijo	—	Sr. Lijo
Treasurer	:	Sr. Seena	—	Sr. Seena
Local Manager	:	Sr. Alphonsa	—	Sr. Alphonsa
Management Nominee	:	Sr. Suma	—	Sr. Suma
Management Nominee	:	Sr. Catherine	—	Sr. Catherine

Decisions Taken

1. The body evaluated the overall performance of college and discussed the need of initiating more skill development courses.
2. The members assessed the analysis report of feedback from stakeholders, like students, teachers, parents, Alumnae and employers.
3. It is decided to extend the Chavara academic block in order to overcome the shortage of class rooms.

Sr. Rosemary
President

PLANNING BOARD MEETING MINUTES.

Date: 26.03.2016

Time: 01:30pm

Venue: Audio-visual hall

Agenda:

1. Shortage of classrooms
2. 21 days residential ASAP training
3. Free vacation class to local children by women's cell.
4. Maintenance work
5. Administrative and green audit

Members present:

Principal	: Dr. Sr. Lizzy CI	<u>S. C. I. 2024</u>
Vice-Principal	: Sr. Sr. Way AD	<u>L</u>
Local Manager	: Sr. Mercina	<u>Sr. Mercina</u>
College Council Secretary	: Dr. Princy KG	
IQAC Coordinator	: Ms. Lakshmi Saling	<u>Sr. Saling</u>
Office Head Accountant	: Dr. Koruthrenia PO	<u>Sr. Koruthrenia</u>
Academic Coordinator (Aided)	: Ms. Lyetal Francis	
Academic Coordinator (diff)	: Ms. Raji	<u>Raji</u>
Management nominee	: Sr. Rini Maria	<u>Rini Maria</u>
Librarian	: Sr. Mary IK	
College Bursar	: Sr. Seena.	<u>Seena</u>

Decisions Taken:

- It is decided to proceed the construction work of Chauara block (1st and 2nd floor) and entrusted the work to the building committee.
- The meeting decided to conduct the ASAP. CET programme and the charge assigned to ASAP. coordinator.

- For the urgent need of the local community ~~free~~ it is decided to provide free vacation classes to local children and the duty is assigned to Women's cell.
- It is decided to complete the maintenance work of the college in the vacation itself and the work is assigned to the building committee.
- It is decided to assign the Administrative and Green Audits to IQAC.

S. E. D. S.
President

Action taken report of the meeting
held on 26/3/2016

- The construction of 1st and 2nd floors of Charara block was forwarded to building committee.
- The arrangements were made for the ASAP CET programme.
- Women's cell was entrusted with the conduct of free vacation class of local children.
- Maintenance work of the college was entrusted to building committee.
- IQAC was assigned with the tasks of administrative and green audits.

L. C. Shetty

President

Minutes of the Building Committee Meeting

Date & Venue : 29/3/2016 ; Seminar Hall
 time : 2.30 pm

Agenda :

Construction of class rooms -

: Maintenance work in the college - Electrical

Members Present:

Principal	: Dr. Sr. LIZY CI	<u>Lizy</u>
vice-principal	: Dr. Sr. LICY DD	<u>L</u>
Local manager	: Sr. Mercina	
Head accountant	: Sr. Kochudhressia P.O	<u>Sr. Kochudhressia</u>
College Bursar	: Sr. Seena	<u>Seena</u>
Teaching Staff Rep.	: Dr. Princy KG	<u>P</u>
Non-teaching Staff Rep.	: Sr. Leena Thomas	<u>Leena-K.T</u>
Engineer	: -	
Local consultant	: Mr. Davis Antony	

Decisions Taken:

1. The members of the meeting decided to **extend the chavara academic block (first and second floor)**
2. The committee entrusted the principal and bursar to make the plan of the building in consultation of the engineer.
3. It is decided to proceed the construction work in contract base.
4. Electrical maintenance work entrusted to college bursar.

Lizy
 President

Action taken report of the meeting
held on 29/03/2016

1. Engineer Antony Mala visited the site and made a plan of the building.
2. Mr. Johnny K.R. S/o Raphael, Kodiyam House, P.O Kuzhur was the contractor.
3. Construction work of the building (first floor) was started in the month of April 2016.
4. During vacation time, College electrical maintenance work were completed.

A. E. M. R.
President

PTA Executive Meeting (

1/10/15

Name	Signature
1. U. Chandrasekharan	
2. Jose Mathew K	
3. C.A. JACOB	
4. Jyothi. C. Nair	
5. Elsy Joy	
6. VAKSA. GEORGE	
7. Dr. Bindhu K.B.	
8. Nithya P	
9. M.S. BABU	
10. Dr. Sa. Lijo	

PTA Executive Meeting 1/10/15 ന് 3pm ന് Guest Room of ...
 Principal, ...
 PG block no ... exam hall
 PPA ...
 Estimated Amount 6 ...
 PPA fund ...
 PPA fund ...

**ENGLISH TRANSLATION OF
THE MINUTES OF THE PTA EXECUTIVE MEETING HELD ON 01-10-2015**

Date: 01-10-2015

Time: 3.00 pm

Venue: Guest Room

AGENDA

PTA contribution for the construction of the exam hall

MEMBERS

1. U. CHANDRASEKHARAN
2. JOSE MATHEW K.
3. C.A. JACOB
4. JYOTHI C. NAIR
5. ELSY JOY
6. VALSA GEORGE
7. DR. BINDHU K.B.
8. MS. NITHYA P.
9. M.S. BABU
10. DR. SR. LIZY C.I.

DECISIONS TAKEN

- Decided to utilize the PTA Fund for the construction of the Exam Hall.
- Decided to give 3 lakh Rupees as the first installment of the estimated amount of 6 lakh Rupees
- Decided to give the remaining amount of 3 lakhs from the PTA Fund later.

-U. CHANDRASEKHARAN

ACTION TAKEN REPORT OF THE MEETING HELD ON 01-10-2015

- Contributed 6 lakhs for the construction of Exam Hall
- The PTA Committee Members verified the progress of the work by frequently visiting the construction site
- The construction of the Exam Hall was completed within a month



King: Ab
Principal
Carmel College
Mala

PTA Executive Meeting.

5/10/2017.

1. Shelly Babu Shelly
2. Sreedevi; Sreekyumar Sreedevi
3. Sheeba babu Sheeba
4. MUJEEBRAMAN, R-S. Mujeeb
5. M. K. ZUBAIR. Zubair
6. P. Saji Paul Saji Paul
7. G.P. Sreekumar. G.P. Sreekumar
8. Greatel Francis Greatel Francis
9. Akhya.P Akhyap
10. S. Sija. Sija

P.T.A executive meeting 5/10/2017 in 2.200000
 Guest room at school. In school
 BWA. M. P. S. Sreedevi. Mujeeb. Sreekumar. Sreekumar. Sreekumar.
 P.T.A. members also. P.T.A. members also. P.T.A. members also.
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 Fine arts. P.T.A. members also. P.T.A. members also. P.T.A. members also.
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 exam hall and dress work also. P.T.A. members also. P.T.A. members also.
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G.P. Sreekumar
 5/10

**ENGLISH TRANSLATION OF
THE MINUTES OF THE PTA EXECUTIVE MEETING HELD ON 05-10-2017**

Date: 05-10-2017

Time: 2.00 pm

Venue: Guest Room

AGENDA

PTA contribution for the truss work of the exam hall

MEMBERS

1. SHELLY BABU
2. SREEDEVI SREEKUMAR
3. SHEEBA BABU
4. MUJEEB RAHMAN K.S
5. M.K. ZUBAIR
6. SAJI PAUL
7. T.P. SREEKUMAR
8. GREATEL FRANCIS
9. NITHYA P.
10. DR. SR. LIZY C.I.

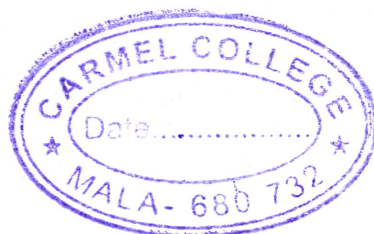
DECISIONS TAKEN

- Decided to utilize 1 Lakh Rupees each for sports and fine arts related activities from the PTA Fund
- Decided to give the remaining PTA Fund for the truss work of the Exam Hall.

-T.P. SREEKUMAR

ACTION TAKEN REPORT OF THE MEETING HELD ON 05-10-2017

- PTA sponsored the truss work of the new Exam Hall
- The Exam Hall started to function again in March 2018 after the completion of the truss work.



W. J. Ab
Principal
Carmel College
Mala