

20/7/15

The meeting was held on 20-7-2015 in the staff room, at 4 p.m. The agenda of meeting was to discuss about

- (1) Regarding attendance shortage
- (2) Question Paper
- (3) Newspaper writing
- (4) About blood donation camp (thanks giving)
- (5) Planning for Rebet and various incentives
- (6) Konkani Sahitya Academy (about the program - more giving)
- (7) About the guest lecture on CA and banking exams which was held on 28<sup>th</sup> Thursday.
- (8) Woman's Forum (NCIO)
- (9) KSET<sup>NET</sup> and phd programmes
- (10) Data capturing
- (11) P.T.A meeting
- (12) About presenting the personal Seminar
- (13) Build your own profile
- (14) Presenting the paper

28-7-15

The last meeting was held on 28-7-2015 in the staff room, at 10 p.m. All the staffs and Principal were present for this meeting.

The Agenda of the meeting was.

- (1) Examination :- about duty and valuation. Valuation by Saturday August 8.
  - (2) Rebet, Time Table of rebet
  - (3) Competition (Agnes college)
- Singing Group :- Flavita, Mitchell, Roshan, Anusha, Wilson, Zeena, Alwin, Ashwitha
- Rangoli :- Anusha



Flower arrangement → Jesudha  
Fancy dress solo → Sindhu  
Dance solo → Rahul  
Dance group. → (7) Jyothi, Anusha,  
Rahul, Wilson, Praashanth  
Roshan  
Collage :- Ashwika, Ramesh

(H) PTA meeting :-  
Prayer → Roshan, Dance → Jyothi  
light - Anusha, Annual Report - Pramila  
Electron of PTA, MC - Ashwika  
marks card - 2 clock, Hall arrangement  
Praashanth, Ramesh, Vote of thanks - Jesudha  
Poojanka - National level participating  
for honouring.  
Refreshments → Ramesh

6-8-2015 The last meeting was held on 6-8-2015  
on Thursday at 2.30 P.M. The agenda  
of the meeting was.

(a) Regarding Taluk day → which was fixed  
on 28<sup>th</sup> August on Thursday.

Programmes:- 9-9.30 Inauguration, collage  
mass field Fancy dress Solo, group dance  
Solo, colour painting collage, variety competition  
Quiz and it was decided to hold the  
mini competition on separate day.

(b) Independence day:- 8.15 mass for catholic  
Student. 9.30 on ground programme, flag  
hoisting and sweet distribution, as well  
as about taking attendance. It was decided  
for each subject one attendance must be given



- (b) About P.T.A meeting.
- (d) Cross Country Race:- About giving the responsibility to Sports club members and to the Staff. To promote <sup>the college</sup> C.A, CPT
- (e) Extra courses (Add on courses) Competitive exam course, Sports support, Retaining the permanent staff, Even while learn batch, Optional subject. Add on course - English, P. waste management Depending on course, Street play.

26-8-2015 The last meeting was held on the 26-8-2010 on Wednesday at 3.30 p.m. All Staffs were present for the meeting. The agenda of the meeting is to discuss about the talents day. It was decided to conduct 10 competition on talents day. Various duties are assigned Deepa - Anusha, Welcome - For. Always, Vote of thanks - Mishel. Final Result with Akshatha Flowers - Ramesh. Discipline - Hall - Zeena Jyendla, Mishal, Harpreet, Prakashanth Ist floor - Akshatha, Wilson, BBM - Akshatha Sheedar. 2nd floor - Purnima, Rakul 3rd floor - Anusha, Ramesh, Flavita. It was decided to take the attendance at 8.45 AM in the morning.



Sheet

15-9-2015

The last meeting was held on 12-9-2015 in staff room at 12.30 P.M. All staffs were present for this meeting. Principal Rev. Fr. Alwyn Sivas started a meeting with principal. The agenda of the meeting was regarding the II Internal examination. It was decided to do strict invigilation during the exam. No scope is given to do malpractices in the exam hall. It is also decided to conduct the exam to the students who are not able to write the exam on the exam day, and also discussed to submit the II Internal marks on 28<sup>th</sup> September on Saturday. Other matters discussed :- Regarding late comes. No attendance is given to late comes without the late absent note, and also the procession of the procession is completed.

Principal

Padua College of Commerce and Management  
Nanthur, Mangalore - 575015

Principal

(Rev. Fr. Alwyn Sivas)

Date:-

Mr. Pashan

Ms. Pamiela

Mr. Seidara

Mr. Ramesh

Miss Jyothe

Miss Anusha

Mrs Jesuda

Miss Zeena

Miss Akshatha

Mr. Prashanth

Miss. Ashwath

Mr. Rafeel

Miss Mitchell

Mr. Wilson

Mr. Horaprasad

Miss. Hanita



25-9-2015 The last meeting was held on 25-9-2015 at 3:30 p.m. in principal's room. Principal Rev. Fr. Alwin Soman addressed the meeting with prayer and he welcomed to all the staff. All staffs were present to this meeting.

Agenda of the meeting.

1) Final Examination time table. It is said that BBM exam time table has come and B.com exam time table yet to come. The exams for BBM will begin from 2nd October and end on 23rd November.

2) To decide the last working day: It was decided the last working day on 17th October, and it was suggested that last working day for all till 10th October, and from 11th onwards those students to be called who are not having attendance. But this decision yet to make. It kept pending.

3) Last working day 17th, and for staff 19, 20 they have to come to college. from 21st to 27 holiday from 28th onwards presentation to all the staffs, as well as to prepare for NAAC.

4) Internal mark submission: If student is having 90% above attendance then full 2.5 less than that below 2.5. allotting the marks of Internal: If the paper is 10 marks (2 internal marks = 8) in order to convert into 10.

If the paper has 60 marks (both the internal marks = 6) in order to convert into 10 those students who admitted late for 1st BBM course, if not written the exam then give them conduct the exam or else do the 2nd internal mark.

Hall ticket is not given to those students who were not submitted their assignment and for those who not get these parents. If the students are good in theories then full internal marks so that they can score full in semester exam, especially in practical subjects.

Every lecturer have to see that every students have to pass in their subject. If any student is having attendance shortage then they have to get their parents.

4) Regarding the NAAC certificate that is 2F and 12B. First to apply 2F and then go for 12B, so that we can get grants from government, as well as payment of affiliation, and even grade also.

5) Before the last working day respective lecturers have to submit their documents.

6) NSS camp will be held on November last week at Kelasur Church. Date is not fixed and lecturer also asked the support from staff members.



It was decided to conduct one meeting on 19th or 20th to allot the class guide responsibility for coming semester.

It was also discussed regarding in-class mark points to reduce the problems. Mitchell Mann suggested mark system, and also regarding shankel mark.

Once Principal Mr. K. put forward ideas of Brass band, Drama and also of public speaking in order to the students skillful and talented.

Our meeting came to end at 4:35. Once Principal gave the vote of thanks for all for the co-operation.

Date:-

Principal  
Padua College of Commerce and Management  
Nambur, Mangalore - 575 004  
(Rev. for Health Services)

Mr. Roshan  
Ms. Peramilla  
Mr. Seidara  
Miss Jagathi  
Miss Anusha  
Mr. Ramash  
Miss Jesudha  
Miss Zeena  
Miss Akshatha  
Mr. Parasanth  
Ms. Ashaatha  
Mr. Rahul  
Miss Mitchell  
Mr. Dhanaprasad  
Mr. Wilson



8-10-2015

The last meeting was held on 8<sup>th</sup> October Thursday at 2.15 P.M in Principal's Chamber. Principal Rev. Fr. Alwin Serran started a meeting with prayer and he welcomed to all staff for the meeting. All staff members were present for this meeting.

The Agenda of the meeting was

- (1) To decide about last working day. It was decided the last working day would be till 10<sup>th</sup> October.
- (2) All staff should make the list of the students for remedial classes.
- (3) Hall ticket will be issued to students on 28<sup>th</sup> October. Before issuing the hall ticket arranging the desks in the class. 35 desks in each class.
- (4) To submit the internal and ECC marks.
- (5) To discuss about those students who are having attendance shortage.
- (6) It was suggested that to keep the internal marks as it is. No changes would be made.
- (7) Submitting the marks, attendance register, work diary, ~~all~~ and all the documents.
- (8) It was decided the seminars would be held on November month. On those day there is no afternoon exam that exam that day.



(9) Regarding NAAC preparation:

7 subject groups were made to discuss about the 7 criteria of NAAC

Group 1: Pooja, Mickel, Prashant

Group 2: Jesudha, Pramila, New English

Group 3: Prashita, Sindhu

Group 4: Ramesh, New Institute

Group 5: Anusha, Wilson

Group 6: Zana, Hariprasad

Group 7: Akshatha, Rahul

(10) For the next semester assignment format will be given to the lecturers and lecturers should give to the students and students must follow uniform assignment format

(11) All staff should sign in the attendance register

Important Note:-

(1) It was suggested that all the staff should attend seminars and should maintain personal profile

(2) Instructions are given to the lecturers not to message in whatsapp, facebook and other social media other than official message

(3) Not to maintain too much familiarity with the students. It is not good, should maintain distance and boundaries

(4) Make all lecturers should be careful about their relationship with students as well as colleagues.

End

Mr. Pooja

Ms. Pramila

Mr. Sindhu

Miss. Jyoti

Miss. Anusha

Mr. Ramesh

Ms. Jesudha

Miss. Zana

Miss. Akshatha

Mr. Prashant

Mr. Rahul

Miss. Mickel

Mr. Wilson

Mr. Hariprasad



The last were held on 30<sup>th</sup> October at 10:30 AM in Staff room. Principal Rev. Fr. Alvin Suresh started meeting with silent prayer. All staff members were present for this meeting. The agenda of the meeting was

(1) To discuss about semester exam: It was decided to do strict invigilation during the exams. No sleep should be given for the malpractice cases during the exam.

(b) Relief Duty is only 10 minutes

(c) The papers are distributed at 8:45 in the morning session, and 1:45 in the afternoon session.

(d) Question papers are distributed at 8:55 in the morning session and 1:55 in the afternoon session.

(e) The student must be clear in the exam hall 1:30 hours

(f) The answer sheets should be collected personally.

(2) Planning for the Semester:-

(a) Sports Day:- It was decided to conduct sports day on Jan 30<sup>th</sup> week. The incharge for sports day is Hariprasad S. S. S.

(b) College Day:- It was decided to conduct college day on March 2<sup>nd</sup> week. Person incharge for college day.

Stage programme:- Sudeva S. S.

Cultural programme:- Pamela, Zeena mam

(c) Picta Verb:- It was decided to conduct Picta verb on Feb 2<sup>nd</sup> week. Person incharge for Picta verb is Roshan S. S.

(d) Industrial down should be taken on April month. Person incharge for Industrial down is Roshan S. S.

(e) To conduct the banking seminar as well as final year students.

(f) Seminars incharge is given to Anisha mam.

(g) Regarding the Karkari drama production

(h) Karkari drama programme

(i) Karkari has selected for international music performance under the guidance of Rev. Shankar programme.

(j) Regarding the NSS programme:- The NSS programme will be held Karkari. It will begin from 1<sup>st</sup> December to 7<sup>th</sup> December.

(k) Regarding NAAC:- It was decided to keep the assessor for all the criteria which is given for all groups.

(l) It was suggested to decide the assessor for the magazine Parichalok. Everyone should work on the article.

(m) Regarding valuation.

(n) Website incharge is Rahul and Wilson

Important Dates

13<sup>th</sup> November: Correspondence birthday.

17<sup>th</sup> → Picta verb P.V.C Sports Day.

27<sup>th</sup> → School Day

1<sup>st</sup> Dec. to 7<sup>th</sup> Dec. → NSS camp.



AS

Principal  
(Rev. Fr. Alwin George)

Date

- Mr. Roshan
- Ms. Pramila
- Mr. Sridasi
- Miss. Joythi
- Miss. Anusha
- Mr. Ramesh
- Ms. Jesudasa
- Miss. Zeena
- Ms. Akshatha
- Mr. Parashanth
- Mr. Rahul
- Ms. Mitchell
- Mr. Wilson
- Mr. Hariprasad

17-11-2015

The last meeting was held on 17th on Monday 17th November in principal's chamber. Principal Rev. Fr. Alwin George started meeting with silent prayer. The agenda of the meeting was:

- (1) Regarding Paratheducare: It was told by principal to write one article for the collage magazine Paratheducare.
- (2) Regarding postponed semester exam: The same duty should be done by the staff those of postponed exams.
- (3) Regarding NSS camp, which will be held on Dec 1st to Dec 7th at Kalamai Church.

(4) Allocation of various responsibility. Those are

- (1) NSS camp: Sridasi Anusha
- (2) Sports Day: Mr. Hariprasad, Mitchell
- (3) Padua Veeer: Mr. Roshan, Ms Akshatha
- (4) College Day:
  - (a) Stage programme: Mr. Roshan, Ms Pramila
  - (b) Cultural programme: Sridasi Zeena
- (5) Industrial Tour → Mr. Roshan, Mr. Rahul
- (6) Lecturers Seminars → Miss Anusha
- (7) Add on course → Mr. Roshan
- (8) Communicative English: Principal, New English
- (9) Public Speaking: Wilson Florida
- (10) Photography: Parashanth
- (11) Paratheducare: Mr. Roshan, Mr. Ramesh, Ms Pramila
- (12) Send off: Mr. Ramesh, Ms. Jesudasa, Mr. Parashanth
- (5) Regarding add on courses for the next year students: Those are
  - (1) Public Speaking, Photography, English Speaking, Banking.
  - (2) Regarding seminar: Seminar will be held on 9th and 10th December → PPT presentation.
  - (3) NAAC seminar: It was decided to conduct one NAAC seminar on 12th Dec.

AS



Amin

Date

Principal

(Rev. Fr. Alwin Soodan)

Mr. Poshan

Miss. Zeena

Ms. Peramila

Miss. Atshatha

Mr. Suddasa

Mr. Poashanth

Miss. Josephi

Mr. Rahul

Miss. Anusha

Miss. Mitchell

Mr. Ramesh

Mr. Wilson

Ms. Jesudata

Mr. Hamparasad

2-12-15 The last meeting was held on 2nd december 2015. Principal Rev. Fr. Alwin Soodan blessed meeting with silent prayer. The Agenda of the meeting was:

- (1) To discuss regarding NSS camp: The Incharge for NSS camp was Suddasa Sec. He allotted all the responsibility to all the staff members. The NSS camp decided to hold from 4th Dec to 10th Dec at Telawa Church.
- (2) To discuss regarding the important day:
  - (a) Sports day: which was decided held on 2nd January. Incharge for Sports day is Hamparasad and Mitchell Mam.
  - (b) Padua week: Decided to hold on Feb 6th. Incharge for Padua week is Poshan Sec.
  - (c) 1st Intra school would be held from 15th Feb 16th, 17th.
  - (d) College Day: which was decided to hold on March 4th

- (e) 2nd Intra school which was decided to be held on March 21st onwards.
- (f) Intra school days to be held on April 2nd Saturday & Sunday.
- (g) It was also decided to keep one meeting for the old students in the month of April.
- (h) It also decided to keep one NAAC meeting for staffs for preparing the NAAC report 12th december
- (i) It was also decided to keep one staff picnic for all staff on 16th Jan
- (j) It also decided by the principal to prepare the classes for next semester
- (k) The events which were decided to hold on Padua week are day case breaker, best manager, business quiz, marketing procedure, Product designing, collage, paper presentation, mad ads, Act of words
- (l) Skill development: MC Reading, speaking, Computer knowledge, reasoning, drawing, inter-relate group discussion, debate, observation, picture analysis, public speaking, role playing, good manners, media management, planning, Time & stress management

Date:

Amin

Principal

(Rev. Fr. Alwin Soodan)

Mr. Poshan

Ms. Peramila

Mr. Ramesh

Mr. Suddasa



Mrs. Anusha	Mr. Parashanth
Mrs. Jespada	Mr. Rahul
Mrs. Zena	Mr. Wilson
Mrs. Akshatha	Mr. Hanuprasad
Mrs. Renuka	Mrs. Suma S. P.
Mrs. Mitchell	

5-1-2016 The last meeting was held on 5th January 2016 at principal's at 12.P.M in Principal's Chamber. Present Principal Rev. Fr. Alwin George blessed meeting with a brief prayer.

Agenda: To discuss the various events in the coming semester.

Re-opening for students and inauguration of add-on courses.

- 7/1/2016, Ms. Zena, Mr. Wilson
- b) Drama (Konkani) → 21/1/16. Dramatics club.
- c) Sports Day → 23/1/2016 Hanuprasad & Mitchell
- d) Art Show 28/1/16 Education club.
- e) Padma recital → 11/2/16 → Roshan, Ms Akshatha
- f) Drama - Adam Eve → 14/2/16 → Dramatics club.
- g) 1st Internal → 22, 23, 24
- h) College day → 12/3/16 → Mr. Roshan, Mrs. Pranita, Mr. Sridhar, Mr. Zena.
- i) Reflection for the parents 19/3/16 → Pranita
- ii) 2nd Internal → 4, 5, 6/4/16.
- iii) Industrial tour → 9, 10/4/16 → Roshan, Rahul
- iv) End-off → 30/4/16 → Ramesh, Jespada, Sheridan
- v) End of Semester classes → 30/4/16

Commencement of exam 10/5/16  
 Staff Meeting → 22/1/2016  
 To keep on the progress  
 → To keep on the progress of students in the month of April → Jespada man incharge  
 → Website incharge → Mr. Rahul & Mr. Wilson  
 → Preparation of NARC report at the end of semester we have to submit.

Date: \_\_\_\_\_  
 Principal  
 (Rev. Fr. Alwin George)

Mr. Roshan	Mr. Rahul
Mrs. Pranita	Mrs. Mitchell
Mr. Ramesh	Mr. Wilson
Mr. Sridhar	Mr. Hanuprasad
Miss. Anusha	Mrs. Renuka
Miss Akshatha	Mrs. Suma S. P.
Ms Jespada	
Mrs. Zena	
Mr. Parashanth	

21-1-2016 The last meeting was held on 21st January on Thursday at 12.P.M in Principal's Chamber. Principal Rev. Fr. Alwin George blessed a meeting with a prayer. All were present for this meeting.

The agenda of the meeting was to discuss regarding the Sports day.

1) It was decided to call as guest to the Sports day. Mr. Donat D. Souza, the



Physical education of St. Mary's college.

1) It was also discussed in the meeting to keep march past practice for all the students in the high school ground on 21-12-2018 after 2<sup>nd</sup> hour. And for each class lecturers are assigned in order to maintain the discipline.

2) To allocate the duties on the sports days. Various duties are assigned to all the staff members.

M.C. → Ms. Mitchell

Welcome Speech → Rev. Fr. Alwin Soman

Vote of Thanks → Mr. Hanuprasad

Organizational Delegate → Rev. Fr. Alwin Soman

Technical officials → Mr. Hanuprasad

Stage Incharge → Mr. Hanuprasad

Umpire for Track event → Mr. Ramesh, Prashanth & Ms. Anusha

Chief Lab Steward → Ms. Josephina, Ms. Renita

Judge for High Jump → Mr. Rahul

Sound System → Mr. Godwin, Mr. Alfred

Announcement Desk → Mr. Roshan, Ms. Zeena, Ms. Anusha

Certificates, Medals & Trophies → Ms. Akshatha, Ms. Renita, Ms. Poojitha

First Aid treatment → Mrs. Peramilla

Refreshments/Replenish Incharge → Mr. Wilson, Mr. Madhav

Water Incharge → Mr. Roshan, Mr. Anusha

Discipline → All the lecturers

Volunteer Incharge → Mr. Hanuprasad

Equipment Incharge → Mandip, Deepika, Rohan.

4) It is also decided to record the results of event such as 100 mtr, 200 mtr.

The Incharge is given to Wilson Sir.

5) During the tag of war event all must be present for the match.

6) If the students not attending for the march past practice for them cut of attendance and for sports day attendance cut.

7) If they become the students not coming for march past practice & sports day they have to get the leave note and class guide has to check their leave note. Fee records also deducted if they are not coming for march past.

8) Students are not allowed to take the vehicles to the ground. They have to keep their vehicles in school itself.

9) All students must present at 8-45 am in the ground.

→ It is also decided to keep one meeting for drama incharges.

The meeting was got over at 10-45 PM.

Date

(Rev. Fr. Alwin Soman)  
Principal

Mr. Roshan

Mrs. Josephina

Ms. Peramilla

Mrs. Zeena

Mr. Ramesh

Mr. Prashanth

Mr. Godwin

Mr. Rahul

Mrs. Anusha

Mrs. Mitchell

Mrs. Akshatha

Mr. Wilson



Mr. Hanu Prasanna (W)  
 Miss Sneha (R)  
 Mrs. Seema (W)

4-2-2016 The last meeting was held on 4-2-2016 on Thursday at 12.15 P.M. All were present for this meeting. The meeting was held on principal's chamber. The agenda of the meeting in order to allocate the respective responsibilities of the Padma Vennu.

We also discussed regarding the Incharge and the organizing the events which will be held on Padma Vennu. The respective <sup>clubs</sup> responsibilities are assigned to the staff members.

Date

(Rev. Fr. Alwin Seco)  
 Principal

Mr. Roshan (S)

Ms. Pramila (S.M)

Mr. Ramesh (S)

Mr. Sridhar (S)

Mrs. Anusha (S)

Mrs. Akshatha (S)

Ms. Jesudha (S)

Ms. Zeena (S)

Mr. Prashanth (S)

Mr. Rahul (S)

Mrs. Mitchell (S)

Mr. Wilson (S)

Mr. Hanu Prasanna (W)

Miss Seema (W)

26-2-16

The last meeting held on 26th Feb on Thursday at 12 P.M. Principal Rev. Fr. Alwin Seco conducted the meeting with all staff members.

The agenda of the meeting was to discuss about the college day.

The schedule of the college day is

The programme will begin at 9 o'clock and should get over by 6.30. 1-30 hours for stage programme and cultural programme will be of 75 minutes.

The various cultural programmes are Kathak dance, Bharathanatyam, folk dance, rock dance, contemporary, one musical act in Kannada, mime, - Variety, Orchestral.

The practice for the college day will be done after the classes. For this purpose classes are should not for 50 minutes. After 3 o'clock the practice will be made for the college day.

For each programmes rooms were allotted for the practice.

Various duties responsibilities are allotted to lecturers for college day.

We also discussed regarding Incharge, which will be held on April 1st week for the final year.

We discussed regarding 'Stage hobby' which will be held on 3rd March. Now on that day the responsibility is given to Sports club.

Principal

Ram Incharge was given to Zeena, Sridhar & Bin.



\* Internal marks submission date 3rd march

Date 10/3/16

Principal  
(Rev. Fr. Abhinav Sereeni)

Mr. Poshan

Ms. Pramita

Mr. Ramesh

Ms. Anusha

Mr. Suresh

Ms. Jesudha

Ms. Teena

Mr. Parashram

Mr. Rahul

Miss Mitchell

Mr. Wilson

Mr. Hariprasad

Ms. Seema

16-3-2016. The last meeting was held on 16<sup>th</sup> March 2016 at Principal's Chamber. Principal started the meeting with silent prayer. All were present for the meeting.

The agenda of the meeting to discuss various responsibilities and activities on college Day which will be held on 19-3-2016.

→ It was decided to allow the students for practice on Thursday and Friday.

→ He also discussed to take attendance on Saturday at 3 o'clock. For each subject 2 attendance will be given.

→ Two lecturers to stay near gate in order to maintain silence and discipline, and also write down the names of students who go out during the programme. I.D is compulsory.

→ It was also discussed not to allow students to use the mobile phones during the stage programme.

→ From 3.30 PM onwards to distribute the prizes and at 4 P.M to stand the stage programme.

→ All lecturers are must be present on college day at 11 o'clock.

→ Parking the vehicles are not allowed inside the college campus. If they park the vehicles inside the campus the students are not allowed until programme gets over.

→ Students those are not participating in the cultural programme are not allowed inside the college building. Only those students who are there in the cultural programmes are allowed. Discussions are allotted for the students.

→ He also discussed programme list of the college day.

→ Refreshments are given only to the volunteers and for the cultural students.

→ There will be one seminar which will be held on 9<sup>th</sup> April the Incharge is given to Kannada Sanga.

→ There will be the play for Adam & Eve drama on 3<sup>rd</sup> April at Kalangan.



→ Computer classes will be shifted to old library next year and that room made as class room.  
 → There is a plan put forward by principal to start a central library library gate.

Date: \_\_\_\_\_  
 Principal  
 (Rev. Sri. Anand Kumar)

- Mr. Roohan
- Ms. Purnima
- Mr. Ramesh
- Miss. Anusha
- Mr. Suresh
- Ms. Jeyaraja
- Ms. Zeena
- Mr. Parasharath
- Ms. Rithesh
- Miss. Rahul
- Mr. Wilson
- Mr. Hariprasad
- Miss. Seema
- Ms. Renuka

31-3-2016. The last meeting was held on 31st march on Thursday at 2 pm. The Principal started meeting with short prayer. All staff members were present for the meeting.  
 The agenda of the meeting was:  
 (1) To discuss regarding internal exams.

→ The internal exams will be held from 11th to 14th April and on 15th General exams.  
 → Question papers submitted date on 6th April.  
 → Start implementation during internal exams. No stop if given for maintenance.  
 → To keep regular teacher meeting for 1st & 2nd.  
 (2) To discuss regarding seminar (Karnataka Kanavali Samithi Ka Vbhava).  
 → Various clubs which allowed for the seminar.  
 → 9.30 Registration and 10 am Introduction of programme.  
 → 11 & 2 pm to end the seminar.

(3) Regarding marks card:-  
 → It was decided to call the parents of defunct students after the internal.  
 → Both internal marks card will be given to the students of 1st and 2nd year.  
 → While parent-teacher meeting all other leaders must be present.  
 → It was decided to keep the meeting 20th 21st & 22nd April.

(4) To discuss regarding industrial tour.  
 → 30 marks will be given to industrial tour. Each subject 5 marks. In internal marks.  
 → Letter will be sent to the parents to inform regarding industrial tour.  
 → It was decided to keep the industrial tour in within management itself.



Important notes.

- Last working day 28<sup>th</sup> April
- Send-off programme is given to Jespeola & Ramesh. Sall.
- On 5<sup>th</sup> April photo session will be held
- Send-off programme on 28<sup>th</sup> April
- 1 hour stage programme, Dance, skit, PPT, presentation
- To give the Attendance & shortage students name.
- 

Date:-

Alwin  
Rev. Fr. Alwin Serrao  
(Principal)

- |                           |                |
|---------------------------|----------------|
| Ms. Pashan                | Mrs. Mitchell  |
| Ms. Peramla               | Ms. Rahel      |
| Ms. Parash                | Ms. Wilson     |
| Mrs. Anusha               | Ms. Sureshbabu |
| Ms. Sridhar               | Mrs. Sunita    |
| Ms. Jespeola              |                |
| Ms. Mehantha              |                |
| Ms. Leena                 |                |
| Ms. Parashanth P. D'Costa |                |

21-4-2016 The last meeting was held on 27<sup>th</sup> April on Thursday at principal's chamber. Principal attended meeting with silent prayers. All were present for this meeting.

The agenda of the meeting.

(1) To discuss regarding industrial tour

It was decided to hold an industrial tour on 29<sup>th</sup> April for third year students to Mysore

The schedule of the industrial tour was

On 29<sup>th</sup> April at 8:30 p.m. to reach the college and leave at 9 o'clock.

On 30<sup>th</sup> April at 9 o'clock to visit the Infosys and later to visit Silk Industry, and if time is left to visit the Vrindavan or Pavani Garden

On 1<sup>st</sup> May at 9:30 to visit the water fall from <sup>Porus</sup> at wonder la & later to go wonder la and at night @ 9:30 to leave from Bangalore.

→ It was decided to send the messages regarding industrial tour to those who are attending and those who are attending and also regarding last working day, health class.

→ To give permission letter to the students those who are attending the tour.

→ Send-off to discuss regarding the send off.

→ Mass for the catholic students will be held on Wednesday and also collect the offertory in cash.



- Various responsibilities were allocated to the staff members.
- The programmes on send-off day are finalized those are, 2 dances, 1 song, PPT presentation, Prayer, ~~game~~ and welcome dance.
- At 10:30 AM to start the programme.
- D.J will be provided for final year students for 15 minutes.
- It was decided to collect the money from 1st & 2nd year students for send-off.
- It was made compulsory to come on 28th April <sup>send-off day</sup> 1st & 2nd year student.
- Dress code on send-off day for 1st & 2nd year student is uniform.
- It was decided to keep the meeting for class rep and student council to regarding collecting money.

Important Notes:-

- Internal marks submission Date → 26th April
- Signing the internal marks → 28th marks.
- Those who are not submitted the assignment no hall ticket will be issued.
- If the students are coming to college to study during holidays they are supposed to sit in library, class rooms are will not be opened.

*[Signature]*  
Principal  
(Prof. Dr. Alvin Suresh)

- |                                  |                                   |
|----------------------------------|-----------------------------------|
| Mr. Roshan <i>[Signature]</i>    | Mr. Parashanth <i>[Signature]</i> |
| Ms. Pramila <i>[Signature]</i>   | Mrs. Mitchell <i>[Signature]</i>  |
| Mr. Ramesh <i>[Signature]</i>    | Mr. Rahul <i>[Signature]</i>      |
| Mrs. Anusha <i>[Signature]</i>   | Mr. Wilson <i>[Signature]</i>     |
| Mr. Sridhar <i>[Signature]</i>   | Mr. K. S. Prasad                  |
| Mr. Jespuda <i>[Signature]</i>   | Mrs. Seema S. Prasad              |
| Mr. Zeena <i>[Signature]</i>     | Mrs. Renuka <i>[Signature]</i>    |
| Mrs. Akshatha <i>[Signature]</i> |                                   |

3/5/16. The last meeting was held on 3rd May 2016 at principal's chamber <sup>at 10:30 PM</sup>. Principal started the meeting with short prayer. All were present for this meeting.

- The agenda of the meeting was to discuss about hall ticket issue.
- It was decided to issue the hall ticket on 6th May. Before issuing hall ticket a assembly will be held for ~~all~~ <sup>all</sup> the students in order give certain important instructions.
- It was decided to do the seating arrangement at same day with the help of students for exam. 18 desks in each class.
- Hall ticket will be issued by the respective class reps in respective classes.
- Hall ticket will be issued only for those students who cleared all the dues.
- The second agenda of the meeting to allocate the exam duty  
Incharge Date: Zeena, Pramila, Ms. Jespuda, Ms. Renuka.
- Records: :- Mrs. Renuka



Q.P.I. - Mr. Atsharika

Seating Arrangement: Mr. Sidan, Mr. Lalal,  
Mr. Bhairav, Mr. Suresh, Mr.

Important Note

- To write correct Reg No of the Absentees
- To check the answer sheet properly and to collect personally.
- No carrying mobile phone.
- To sign the hall ticket
- June 14<sup>th</sup> is the last exam
- Admission duty will begin from 16<sup>th</sup> May onwards.
- Re-admission Date - 7, 8, 9 June

Date

Amr

Principal

(Rev. Fr. Alwin Sarda)