

09/03/2017 Academic meeting for the year 2017-18 was held on 9th March 2017 at 2.00 p.m. in Principals Chamber with a silent prayer followed by the word of gospel by Mrs. Zeena. Principal Rev. Fr. Alwin Serrao as a reflection on that told a small story of regarding hug therapy.

Agenda for the meeting was regarding distribution of duties, discussion of various activities and different incharges.

Principal informed that all the rules and timings of the college are same and gave a brief discription about all the dates and activities as per the University Calender. Principal also informed about the duties and responsibilities of the main and assistant class coordinators. Father stressed about the importance of value education and also decided to conduct exams. Suggestion was given to importance the attendance for mass and value education by charging fine to the students who had shortage in these classes. The computer lab will be shifted to Room No. 12 and there will be a new cabin in the staff room for computers.

As per the NAAC requirements four new committee's were formed they are Canteen Committee, research committee, library advisory committee, student grievance redressal.

Mr. Rashan enlightened us on the different activities and the club incharge of the various activities to be held in the current

academic year 2017-18. He informed the Co-ordinators of different club to organise seminars on various topics.

It was decided to organise the induction programme on 19th June 2017 at 10.00 a.m. and orientation for 1st years on 17th June 2017. Principal briefed us on the rules and regulations to be followed by the teaching staff on a daily basis like the timings of the college, applying for C.I's, dress code, parking facility, regarding exams i.e. Net, Kset and enrolling for PhD, to be strict with checking of leave records of the students, to maintain work dairy, attendance register, to record lecturers movement in movement register. Principal also asked us not to gossip about anyone, to use rational language, to plan our activities and classes well in advance, not to have personal contacts with students, everyone should be present for the staff meeting.

Father warned us saying that if you are not particular about duty he will first warn then give us punishment and then ask correspondant to issue a memo to us.

Principal introduced a new concept, book review wherein every Friday after classes one lecturer has to give a book review and the book reviewed should contain minimum of 90 pages. Principal reminded us to use power point presentation as a teaching tool for

this current year. Our Principal planned to host a english play which will be enacted by the staff and this play will be directed by Mr. Christopher

Meeting concluded with a word of thank by Principal at 4.00 p.m.

Principal

(Fr. Alwin Serrao)

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|---------------|-----------------|
| Mr. Roshan | Ms. Mitchell |
| Mrs. Pramila | Mr. Rahul |
| Mr. Ramesh | Ms. Flavika |
| Mr. Shridhar | Ms. Seema |
| Mrs. Tasfrida | Mr. Hariprasad |
| Mrs. Zeena | Mrs. Thanyja |
| Mr. Prashanth | Mr. Deenath |
| | Mr. Christopher |
| | Mr. Wilson |

16/06/2017 First staff meeting for the academic year 2017-18 was held on 16th June 2017 at the audio visual room in the presence of Principal and the staff members.

Meeting started with Principal Congratulating the staff members for the efforts put by them during the admissions. He informed that the intake of students during this academic year has increased and we have a total of 620 students in the degree block.

It was informed that first year classes will begin on 17th June, with orientation programme in the auditorium. Father explained the programme order and asked everyone to co-operate. It was informed that the outgoing final year batch of 2016-17 contributed a laptop and LCD TV as a token of their appreciation.

It was brought to the notice that new wash rooms and changing room are constructed at Pactus ground for the convenience of the students and the Physical director. Father informed that the parking for the students will be behind the high school, ladies room will be shifted to the green room and midday meal will be served in the auditorium corridor.

Vice Principal informed that the NAAC work should seriously begin with keeping the documentation of all the programmes and events happening in the

college.

Principal suggested that as there is a dwindling change in the career options of the students, so technical courses could be initiated.

The meeting ended at 1:00 p.m. All the staff members were present for the meeting.

[Signature]
Principal

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|---------------|--------------------|-----------------|--------------------|
| Mr. Roshan | <i>[Signature]</i> | Ms. Flavita | <i>[Signature]</i> |
| Mrs. Pramila | <i>[Signature]</i> | Ms. Seema | <i>[Signature]</i> |
| Mr. Ramesh | <i>[Signature]</i> | Mr. Hari Prasad | <i>[Signature]</i> |
| Mr. Shridhar | <i>[Signature]</i> | Mrs. Thanuja | <i>[Signature]</i> |
| Mrs. Jesridda | <i>[Signature]</i> | Mr. Deenath | <i>[Signature]</i> |
| Mrs. Zeena | <i>[Signature]</i> | Mr. Christopher | <i>[Signature]</i> |
| Mr. Prashanth | <i>[Signature]</i> | Mr. Wilson | <i>[Signature]</i> |
| Ms. Mitchell | <i>[Signature]</i> | | |
| Mr. Rahul | <i>[Signature]</i> | | |

05-08-2017 The staff meeting was held on 5th August at 12:30 p.m. in the Principals Chamber. Meeting began with a prayer led by father.

The meeting was conducted to discuss about the various activities to be held in the month of August.

Father informed that the PTA meeting would be held for three days from 8th to 11th.

- 08-08-2017 - for the final years,
- 10-08-2017 - for the second years,
- 11-08-2017 - for the first years.

It was informed that the students who have failed in various subjects should meet the respective subject lecturers.

The next activity discussed was the cross country race on 12th August 2017, lecturers were given duties and were asked to be present at the allotted spot at 6:30 a.m.

Father informed about Flower India Competition to be held on 12th August in the Auditorium, at 8:45 a.m.

Solo singing competition was scheduled on 17th August 2017, and father informed that three prizes will be awarded for winners in the solo events and only 2 prizes will be awarded to winners of group events.

Father informed that NAAC proceedings were online now and hence all the staff members have to keep their personal profile ready. He also informed that record of remedial classes has to be maintained.

in order to know the progress of their studies.

It was informed that staff has to file the income tax returns.

The meeting was ended by Father motivating the staff to present papers at seminars.

Principal
[Fr. Alwin Serrao]

- Mr. Roshan
- Mr. Shridhar
- Mr. Ramesh
- Mrs. Jesfrida
- Mrs. Zeena
- Mr. Prashanth
- Ms. Mitchell
- Mr. Flavita
- Mr. Rahul
- Ms. Seema
- Mr. Hariprasad
- Mrs. Thanyja
- Mr. Deenath
- Mr. Christopher
- Mr. Wilson

11-08-2017 A meeting was held for the staff on 11th August 2017 at the Principals Chamber at 4:30 p.m.

The meeting was held to discuss about the three events that were to happen in the coming weeks.

The first event was the Cross-Country race to be held on 12th August. Duties were assigned to the staff members and were informed to be present at the venue at 8:30 a.m. It was informed that

volunteers should maintain cleanliness at the water points as the students may throw the water bottles. It was also

informed that student will be given relaxation after the race.

The second event to be discussed was the Flower India Competition to be held on 12th August. It was informed to maintain discipline

when the competition was going on and after the competition.

First chance would be given to the degree student to see the Flower India, followed by PUC & High school

The next event discussed was the Independence Day. Father informed that mass

would be held at 8:15 a.m. for the catholic students in the auditorium. Non-Catholic

students were informed to reach the ground at 8:15 a.m. for the flag hoisting ceremony.

Attendance would be given to students who present for the ceremony.

Principal
[Fr. Alwin Serrao]

- Mr. Roshan
- Mrs. Pramila
- Mrs. Shridhar
- Mr. Ramesh
- Mrs. Jesfrida
- Mrs. Zeena
- Mr. Prashanth
- Ms. Mitchell
- Mr. Rahul
- Ms. Seema
- Mr. Hariprasad
- Mrs. Thanyja
- Mr. Deenath
- Mr. Christopher
- Mr. Wilson
- Ms. Flavita

The staff meeting was held on 29th August 2017, at the Principal's Chamber with a silent prayer. Agenda for the meeting was to discuss about talents day.

Principal informed that on talents day attendance will be taken at 8:45 a.m. and at 1:00 p.m. Students should come to the college in uniform and ID. All the students have to be present for the inauguration programme, excuse will be given only to those students those who take part in the Padua's got talent.

Mr. Rashan informed us that Mr. Devdas Kapilad will be the chief guest for the talents day and he also informed about the order of the programme. Rashan Sir explained various duties and responsibilities of the teaching and the non-teaching staff. It was informed to maintain discipline when competition was going on and hence for each floor 2 lecturers were given incharge. Staff members those who are incharge of various competition should make a list of stationery and total number of flowers required and should be informed by 30th August 2017.

It was brought to the notice that from each class only one camera is allowed to take photos and students those who want to use the mobile phone for practice should take prior permission from lecturers.

Girls can use CPT class room and boys can use language room for dressing. At the end of the programme feedback will be collected from students and judges in order to evaluate the programmes held and make improvement in the future. It was also told that score sheet should be kept in secret. It was discussed that the topic for collage competition is 'Digital India' and for pencil sketching it is 'A Rainy Day'.

Principal informed that the confession will be held on 30th August 2017 at 9:30 a.m. and it was also told to the staff that 2nd Internal Exams are proposed to 18, 19 and 20th of September 2017 and after talents day staff members have to take remedial classes to the weak students and records should be maintained.

Principal suggested all staff members to apply for NET and he also told that NAAC work will be started during odd semester examinations. He also informed St. Joseph College documents will be shifted to our college and hence forth all repeated students of St. Joseph college will appear for reexam in Padua College.

Mr. Hariprasad informed Basket ball and Throw ball matches will be

conducted before closing of this semester. It was also informed to all staff members when they take CL, adjusted time table should be submitted to Principal or Vice Principal in prior and in case of unexpected leave, adjusted time tables will be put up on the notice board in order to avoid the confusion.

[Signature]
Principal

- Mr. Roshan
- Mrs. Pramila
- Mr. Shridhar
- Mr. Ramesh
- Mrs. Jesfrida
- Mrs. Zeena
- Mr. Prashanth
- Mrs. Mitchell
- Ms. Flavita
- Mr. Rahul
- Mr. Rajal
- Ms. Seema
- Mr. Hariprasad
- Mrs. Thanuja
- Mr. Deenath
- Mr. Christopher
- Mr. Wilson

The staff meeting was held on 22nd September 2017, in the staffroom. Agenda for the meeting to discuss about Bishop's visit to our college. Principal informed that on 23rd September 2017, there will be a general assembly for the staff and students of Padua Educational Institution in the ground. Principal also told us that as soon as the assembly gets over, lecturers have to give work to the students and assemble in the auditorium for a get together with Bishop.

[Signature]
Principal
[Fr. Alwin Serrao]

- Mr. Roshan
- Mrs. Pramila
- Mr. Shridhar
- Mr. Ramesh
- Mrs. Jesfrida
- Mrs. Zeena
- Mr. Prashanth
- Mrs. Mitchell
- Ms. Flavita
- Mr. Rahul
- Ms. Seema
- Mr. Hariprasad
- Mrs. Thanuja
- Mr. Deenath
- Mr. Christopher
- Mr. Wilson

The staff meeting was held on 29th September 2017, at the Principal Chamber with a silent prayer.

Agenda for the meeting was to discuss about the Internal marks, Attendance, Assignment and NAAC.

Bishop's visit to college was evaluated in the meeting and Principal told that Bishop was happy about the results, students strength and programmes of entire Padua Institution.

Principal informed us that, we should not make any mistakes in the internal marks sheet and it can be submitted by October 6th, 2017. Those who have shortage of attendance, they will not be allowed to write exam unless there is genuine reason. It is also informed that writing internal exam and assignment is compulsory for all the students, those who have not written it, their names should be given to Principal.

Principal told that all the staff should prepare 10 to 15 multiple choice questions in their subjects in PDF format and all staff members have to submit their detailed personal profile with certificates.

It is informed that most probably on November 6th there will be staff picnic and hence all should keep that day free.

On November 15, there will be Konkani play "Zuzz" in Padua College Ground. Father requested everyone to give more importance to weaker students and all of us have to use their strategies to get the good result.

There was a discussion regarding the trekking organised by NSS club on 29th September 2017 to the Charmadi. Father said that those who are going for the trekking should be present at 6:15 a.m in the college campus.

Meeting ended, at 4:30 p.m. All the staff members were present for the meeting.

Principal
[Fr. Alwin Serrao]

- Mr. Roshan
- Mrs. Pramila
- Mr. Shridhar
- Mr. Ramesh
- Mrs. Jesfrida
- Mrs. Zeena
- Mr. Prashant
- Ms. Mitchell
- Ms. Flavita
- Mr. Rahul
- Ms. Seema
- Mr. Hariprasad
- Mrs. Thanyia
- Mr. Deenath
- Mr. Wilson

16-10-2017 Staff meeting was held on 16th October 2017 at Principal's chamber. Meeting started with silent prayer. Agenda for the meeting was to discuss about examination and NAAC work.

Roshan Sir informed that exams will start from October 23. He has allotted Seating arrangement duty for all the gents staff and invigilator diary and maintaining records are for the ladies staff. It was informed that invigilation and examination duty should be done upto mark.

Principal informed that St. Joseph College students will appear for exam in our college and he also informed that the NAAC work which allotted should be completed by November 16, 2017 and he told all the lecturers to write objectives and lesson plan in their concerned subject and should be submitted by October 25, 2017.

Principal briefed us about next semester activities and told all the lecturers to conduct activities in their concerned club. On November 19, 2017, there will be a drama Zuzz... in Padua ground. Principal asked opinion of the staff regarding the appropriate timing for the inauguration of the track of Padua ground. It is informed that Hall ticket for the semester examination will be issued class wise to whom those who don't have any dues and it is decided

that next semester onwards those who do not submit assignment have to stay back next day in the evening to write their assignment, but no giving any marks to such students.

[Signature]
Principal
[Fr. Alvin Jeroas]

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| Mr. Roshan <i>[Signature]</i> | Mr. Rahul <i>[Signature]</i> |
| Mrs. Pramila <i>[Signature]</i> | Mr. Hariprasad <i>[Signature]</i> |
| Mr. Sh. Ramesh <i>[Signature]</i> | Mrs. Thanuja <i>[Signature]</i> |
| Mrs. Jesfrida <i>[Signature]</i> | Mr. Deenath <i>[Signature]</i> |
| Mrs. Zeena <i>[Signature]</i> | Mr. Wilson <i>[Signature]</i> |
| Mr. Prashanth <i>[Signature]</i> | Mr. Christopher <i>[Signature]</i> |
| Ms. Flavita <i>[Signature]</i> | |

15-11-2017 The staff meeting was held on 15th November 2017 in the staff room. Meeting started with prayer. Agenda for the meeting to discuss about NAAC work.

Mr. Roshan informed us about new criterias of NAAC that were discussed in the seminar which was organised by Moops College. He told that according to new criteria all the documents should be uploaded and 70% of NAAC marks is allotted according to the submission of documents and only 30% of marks will be given after inspection of NAAC committee to the college. He

also discussed about the various responsibilities of NAAC which was allotted to all the staff members and detailed information about NAAC will be given after college reopens.

Principal informed that college will reopen on 5th December 2017, and on 8th Dec 2017 there will be retreat for catholic students and value education for non catholic students. On 9th December 2017 ICT power point seminar will be held. He also told all the lecturers to plan for different activities in the next semester and also they should be prepared for the classes well in advance. In the next semester, every week there will be one seminar about life skills in the hall for 3rd year students. Analysis of students feedback should be done by all the lecturers by considering positive and negative points.

Principal invited all the staff members for the play 'Zazz' which will be staged on 19th and 20th of November 2017 and he also told everyone to give cooperation for the NSS camp which will be held from 16th November 2017 to 19th November 2017 at Parappady.

Meeting was concluded at 10:00 a.m.
Principal
[Fr. Alwin Seroo]

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|---------------|-----------------|
| Mr. Roshan | Mr. Shridhar |
| Mrs. Pramila | Mr. Ramesh |
| Mrs. Zeena | Mrs. Tesfida |
| Mr. Prashanth | Mr. Mitchell |
| Mr. Rahul | Ms. Flavita |
| Ms. Seema | Mr. Hariprasad |
| Mr. Deenath | Mrs. Thanuja |
| Mr. Wilson | Mr. Christopher |

19-12-2017 The staff meeting was held on 19th December 2017 at the staff room. Meeting started with silent prayer. Agenda for the meeting was to discuss about sports day. Mr. Hariprasad informed that all the staff should report on 22nd December 2017 at 8:30 a.m. and at 9:00 a.m. stage programme will be done. He also informed us that some of the events like 5000 mtrs race, 3000 mtrs race, 1500 mtrs race, javeline throw etc will be conducted prior to sports day and on that day remaining events, housie, housie game and spot games will be conducted.

Mr. Roshan briefed about duties for staff on sports day and he also told that there will be march past practice on 21st December 2017 at 2:00 p.m. Attendance is compulsory on sports for all the students and for absentees an assignment will be given to be written as punishment. He also informed all the lecturers to see the discipline in ground on that day.

Principal invited all the staff members for the Muhurta of new play "Mary Magdalen" on 19th December 2017 at 4.00 p.m in the auditorium and also informed to attend the Christmas get together programme on 22 Dec 2017 at 4.00 p.m in the auditorium.

Meeting ended at 9.00 a.m. All the staff members were present for the meeting.

[Signature]
Principal
[Fr. Alwin Serrao]

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|---------------|-----------------|
| Mr. Roshan | Mr. Rahul |
| Mrs. Pramila | Mr. Wilson |
| Mr. Shridhar | Ms. Seema |
| Mr. Ramesh | Mr. Deenath |
| Mrs. Jesfrida | Mrs. Thanyja |
| Mrs. Zeena | Mr. Hariprasad |
| Mr. Prashanth | Mr. Christopher |
| Ms. Mitchell | |
| Ms. Flavita | |

The staff meeting was held on 11th January 2018, at the staff room. Meeting started with the silent prayer. Agenda for the meeting was to discuss about Padua Verve.

Mr. Roshan informed all the duties and responsibilities of teaching and non teaching staff. He also told all the staff members to remind the judges on previous day

about their events.

Fr. Alwin briefed us about some of the activities which is scheduled in this semester i.e. on 25th January 2018, Blood Donation Camp and 12th January 2018, ICT Seminar on the topic "Employability" for final year students. He also told us that four dramas which are going to be displayed in the month of February and March.

[Signature]
Principal
[Fr. Alwin Serrao]

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|---------------|-----------------|
| Mr. Roshan | Ms. Mitchell |
| Mrs. Pramila | Ms. Flavita |
| Mr. Shridhar | Mr. Rahul |
| Mr. Ramesh | Mr. Wilson |
| Mrs. Jesfrida | Ms. Seema |
| Mrs. Zeena | Mr. Deenath |
| Mr. Prashanth | Mrs. Thanyja |
| | Mr. Christopher |

19-01-18 The staff meeting was held on 19th January 2018, in Principal's Chamber. Meeting started with silent prayer. Agenda for the meeting to discuss about college day.

Mr. Roshan told us that on February 9, 2018 will be our college day. For that purpose it was decided to have complete class till 1.50 p.m, after that classes will continue as usual but those who are there in college

day programme will practice in the concerned place which is allotted to them. It was decided to give less importance to filmy dance.

It was informed that from 22nd Jan 2018 onwards all students should present for college prayer and those who come after prayer will not be allowed to the class.

Principal instructed all the staff members to do the NAAC work and told everyone to submit their NAAC work on the scheduled day and he also told us that on 25th January 2018 there will be blood donation camp in our college; First internal exam will be conducted on 19, 20, 21 and 22nd February 2018 and Industrial visit for final year students will be from 9 March 2018 to 11th March 2018 to Kochi. He requested the lecturers to visit some colleges for the campaigning work and allotted the work as follows.

- Mr. Roshan & Mr. Prashanth → NSAM college
- Ramashrama PU College
- Rosamistika College
- Pana College
- Vikas College
- Mr. Shridhar & Mr. Deenath → Vishwamangala college
- Govt College Mudipu
- Kittel College
- Parijana College
- Mr. Hariprasad → Govt college Haleyangad

- Govt College Kavar
- B.G.S.

- Mrs. Zeena & Mrs. Jesfrida → Govt College Palmatra
- Govt College Karstreet
- Ganapathi PU College

Meeting ended at 4:00 p.m. All the staff members were present for the meeting.

[Signature]

Principal
[Fr. Alwin Serrao]

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|---------------|--------------------|----------------|--------------------|
| Mr. Roshan | <i>[Signature]</i> | Mrs. Flavita | <i>[Signature]</i> |
| Mrs. Pramila | <i>[Signature]</i> | Mr. Rahul | <i>[Signature]</i> |
| Mr. Shridhar | <i>[Signature]</i> | Mr. Wilson | <i>[Signature]</i> |
| Mr. Ramesh | <i>[Signature]</i> | Ms. Seema | <i>[Signature]</i> |
| Mrs. Jesfrida | <i>[Signature]</i> | Mr. Deenath | <i>[Signature]</i> |
| Mrs. Zeena | <i>[Signature]</i> | Mr. Hariprasad | <i>[Signature]</i> |
| Mr. Prashanth | <i>[Signature]</i> | Mr. Christophe | <i>[Signature]</i> |
| Ms. Mitchell | <i>[Signature]</i> | Mrs. Thanyja | <i>[Signature]</i> |

05-02-18 The staff meeting was held on 5th Feb 2018 in Principal's Chamber. Meeting started with silent prayer. Agenda for the meeting was to discuss about the responsibilities of college day programme.

Mr. Roshan read out and informed all the duties of teaching and non teaching staff. He told that college day invitation was given to the students and informed them to give to their parents. Prof. Mr. Khan, Registrar, Mangalore

University, Prof. Maria and Mr. Ronald will be the chief guest for college day. Total duration of the cultural programme is 1 hour 30 minutes and he enquired with concerned incharge lecturers about the progress of their events. It was informed that on 5th February will be the first rehearsal at 1.50 p.m. Hence from 12:20 onwards students can practice their events and 2nd rehearsal will be held on 8th February 2018.

IT was informed to all the lecturers to report on college day at 1:00 p.m. and to see the discipline during college day stage programme and no students are allowed to use the mobile phone at that time. It was told that at 3:0 clock attendance will be taken in their respective class room and immediately after taking attendance absentees list should be submitted to Roshan Sir. Those who are not present at 3:0 clock they will be punished by giving them to write assignment about college day. It was decided that if any student found of any malpractice on college day, he/she will be suspended immediately without any enquiry.

The meeting ended at 4:35 p.m.

[Signature]
Principal
F. Alwin Seena

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|---------------|--------------------|-----------------|--------------------|
| Mr. Roshan | <i>[Signature]</i> | Ms. Flavia | <i>[Signature]</i> |
| Mr. Shridhar | <i>[Signature]</i> | Mr. Patel | <i>[Signature]</i> |
| Mr. Ramesh | <i>[Signature]</i> | Mr. Wilson | <i>[Signature]</i> |
| Mrs. Jesfrida | <i>[Signature]</i> | Ms. Seema | <i>[Signature]</i> |
| Mrs. Zeena | <i>[Signature]</i> | Mr. Deenath | <i>[Signature]</i> |
| Mr. Prashanth | <i>[Signature]</i> | Mr. Hariprasad | <i>[Signature]</i> |
| Ms. Mitchell | <i>[Signature]</i> | Mr. Christopher | <i>[Signature]</i> |
| | | Mrs. Thanuja | <i>[Signature]</i> |

08-02-2018 The staff meeting was held on 8th February 2018, in Principal's chamber. Meeting started with silent prayer. Agenda for the meeting is to discuss about college day.

Principal started the meeting by telling college day is the important day in the institute life and this year college day will be held in the new stage. He told all the class co-ordinators to take the attendance sharp at 3:0 clock and absentees name should be given to Mrs. V. Reddy to send the messages to their parents. Green room for women students will be full RBM Block and for Boys is Auditorium. He requested all the lecturers to see the discipline on college day and he informed that water facilities will be provided near the stage and refreshments will be given to the students in the auditorium corridor.

It was decided that only 2 wheels parking will be allowed inside the college

campus. Principal instructed on college day non teaching staff should report at 10:00 a.m. and teaching staff at 12.00 p.m. It was decided that staff will wear uniform with organiser ID on college day. Principal told class coordinators to collect the shortage sheet from the students.

Mr. Roshan told that morning no entry of the students after prayer is good and appreciated by many people. Hence it will be continued and after first hour entry of students will be left to the concerned subject lecturers and he told not to be too strict in following that rule.

Meeting concluded at 12.30 p.m.

[Signature]
Principal
[Fr. Alwin Serrao]

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|-----------------|----------------|
| Mr. Roshan | Mrs. Pramila |
| Mr. Shridhar | Mr. Rahul |
| Mr. Ramesh | Ms. Flavita |
| Mrs. Jesfrida | Ms. Sesma |
| Mrs. Zeena | Mr. Neenath |
| Mr. Prashanth | Mrs. Thanyja |
| Ms. Mitchell | Mr. Hariprasad |
| Mr. Christopher | Mr. Wilson |

09-03-18 The staff meeting was held on 9th March 2018 in Principal's chamber. Meeting started with silent prayer. The Agenda for the meeting was to discuss about Industrial tour.

Principal started the meeting by giving information that 65 students and 5 lecturers will be going for the industrial visit to Kochi on 9th March 2018 at 8:00 p.m. Hence there will not be classes for 3rd year students on Saturday. Messages will be sent to those final year students who are not going for the tour and he told all the lecturers to see the discipline on Saturday.

He informed that PTA meeting of BBA students were done without any confusions and he told to maintain the same procedure of meeting for the remaining classes. He also informed all the lecturers to be more strict about students attendance. He told to mark and check their attendance properly. The meeting ended at 12.25 p.m. All the staff members were present for the meeting.

[Signature]
Principal
[Fr. Alwin Serrao]

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| Mr. Roshan | Mr. Shridhar |
| Mrs. Pramila | Mr. Ramesh |

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|-----------------|----------------------|
| Mrs. Tesfrida | Ms. Flavita |
| Mrs. Zeena | Ms. Seema S. Purnima |
| Mr. Prashanth | Mr. Deenath |
| Ms. Mitchell | Mrs. Thanuja |
| Mr. Christopher | Mr. Hari prasad |
| Mr. Rahul | Mr. Wilson |

The staff meeting was held on 3rd April 2018, at the Principal Chamber with a silent prayer. Agenda for the meeting was to discuss about Job Fair.

Rashan Sir told that 53 companies are already registered for the job fair and he also said that registration will begin from 8.15 a.m in the morning and there will be short inauguration programme at 9.00 clock. Guests for the inauguration are Our Correspondent Fr. Anthony Shein, Fr. Wilferd Prokaski, Director, St. Joseph Engineering College and I.C.T. President Krishna Mahan. He also read out the responsibility of Job Fair of the faculty members.

Principal told everyone to spread out the message of job fair to many people. He told that B.B.M students has to submit their project with spiral bind on 5th April 2018 and all the guides should train the students for their viva. He also informed that those students who have below 75% attendance, hall

ticket will not be issued to them. Last working day of the even semester will be on 13th April 2018.

Meeting ended at 4.40 p.m. All the staff members were present for the meeting.

Principal

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|----------------------|-----------------|
| Mr. Rashan | Mr. Rahul |
| Mrs. Pramila | Ms. Thanuja |
| Mrs. Tesfrida | Mr. Christopher |
| Mrs. Zeena | Mr. Deenath |
| Mr. Prashanth | Mr. Hari prasad |
| Ms. Mitchell | Mr. Wilson |
| Ms. Flavita | Mr. Shridhar |
| Ms. Seema S. Purnima | Mr. Ramesh |

The staff meeting was held on 9th April 2018, at the Principal chamber with a silent prayer. Agenda for the meeting was to discuss about Farewell Function.

Ms. Mitchell told that send off will be on 13th April 2018 and she read out the programme list and responsibilities of all the teaching faculty.

It was decided to start the farewell programme at 10.15 a.m and usual mass will be held on Wednesday and for 3rd year students there will be separate mass on Thursday.

Principal informed that on April 16th and 17th there will be ICT seminar on the topic "Teaching Skills" in A.V. Room. Father told all the staff members to register through online by giving their name, email, phone number and designation. He also told that from 6th May 2018 our college auditorium will be occupied by the police department for election purpose.

Principal told all the lecturers not to over write on the internal marks on the marks sheet and to solve the mobile issues by themselves. He thanked all the staff members for the success of the job fair. He requested the staff members to give their service during admission.

It was informed that college premise will be used for election purpose from 10th 2018 to 16th May 2018. Father informed that the affiliation committee gave a good report about the college.

Meeting ended at 4:45 p.m. All the staff members were present for the meeting.

Principal
[Fr. Alwin Serrao]

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|---------------|-----------------|
| Mr. Roshan | Ms. Mitchell |
| Mrs. Pramila | Mr. Christopher |
| Mr. Shridhar | Mr. Rahul |
| Mr. Ramesh | Ms. Flavita |
| Mrs. Zeena | Mr. Deenath |
| Mrs. Jesfrida | Mrs. Thanuja |
| Mr. Prashanth | Mr. Hariprasad |
| Ms. Seema | Mr. Wilson |

23-04-2018 The staff meeting was held on 23rd April 2018 at 11:10 a.m. in the staff room. The agenda for the meeting was to discuss about semester examination.

Mr. Roshan told that semester exam duties are put up on notice board and those duties should be done, if it is interchanged, the person whose name is written on the notice board list is held responsible, and he told all the staff members to report for the duties at 3:30 p.m. All invigilators should check students register number and question paper code properly. He told invigilators to avoid the malpractices during the exam duty and NAAC work should be submitted by all the staff members.

Principal told all the staff members to check students internal marks once again so that there will not be any error and he also informed that while taking CL accidentally without prior permission, next day all should submit CL form and he also requested all the staff members not to take CL when there are special programmes in the college. He told that some matters should be kept confidential and all staff should maintain distance with students.

It was decided that no students

should be allowed to write the exam without college ID and they have to sit for atleast 2 hours for the exam.

Meeting ended at 12.00 p.m.

[Signature]
Principal

[Fr. Alwin Serrao]

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|---------------|-----------------|
| Mr. Roshan | Ms. Seema |
| Mrs. Pramila | Mr. Christopher |
| Mr. Ramesh | Mr. Rahul |
| Mr. Shridhar | Ms. Flavio |
| Mrs. Zeena | Mrs. Tharuja |
| Mrs. Jesfrida | Mr. Deenath |
| Mr. Prashanth | Mr. Hariprasad |
| Mr. Mitchell | Mr. Wilson |

17-05-2018

The first staff meeting for the academic year 2017-18 was held on 17th May 2018 at 1.00 p.m.

Meeting started by reading a parable from the Bible. Agenda for the meeting was to discuss about academic calendar, staff responsibilities, suggestion and evaluation about the previous academic year.

Mr. Roshan informed about the next academic incharges and responsibilities of all the staff members. He also told about the next academic plans and activities of the college. It was decided to have club week in the month of march. It was also informed that next academic year instead of conducting

job fair we planned to start placement interview for our students and neighbourhood college students of final year. The decision about student council election or selection was kept for incubation. It was also decided to think a plan of reducing the expenses of flower India competition.

Roshan sir also allotted the work load with their subjects to all the teaching faculties. Principal thanked all the staff members for their dedication and commitment towards the college activities in the last academic year and gave some instructions.

The instructions are as follows:

- Class coordinators should keep a vigil on attendance of their concerned class students.
- Every path displaying attendance of students is beneficial so that those who have shortage can cover up their attendance.
- Staff members should mark the students attendance properly.
- Not to reveal the secret of staff meeting to students and to maintain the discipline in the staff room.
- All lecturers should prepare in advance for the class.
- Staff members to be cautious while sending messages to the students.
- Lecturers should qualify for NET and

enroll for Ph.D.

All the staff members should mark their attendance twice a day i.e. in the morning and evening.

CL should be obtained prior.

Re-admission duties should be performed by all the staff members.

Any exchange in the class should be informed to the Vice Principal.

All should use English as a official language in the college premises.

[Signature]
Principal

[Fr. Alwin Serrao]

Mr. Roshan

Mr. Rahul

Mrs. Pramila

Ms. Flavita

Mr. Ramesh

Mr. Hariprasad

Mr. Shridhar

Ms. Seema

Mrs. Testrida

Mrs. Thankya

Mrs. Zeena

Mr. Deenath

Mr. Prashanth

Mr. Christopher

Ms. Mitchell

Ms. Reshma Rishel