

22/06/2018

The Staff meeting with our new correspondent, Rev. Fr. Vincent Montenegro was held on 22/06/2018 in Room

No. 5. The Meeting started with a prayer from our Principal Rev. Fr. Alwin Serrao, which consisted reading of the psalms from the Bible.

Our Principal introduced the new correspondent to the staff members after which all the teaching and non-teaching staff introduced

themselves to our new correspondent. He thanked all the lecturers for their efforts and achievement. He

informed us that teaching is a vocation, he explained different

mindset of students. He requested

the staff members to be a good teacher inside the classroom and

not to be like their brother and sisters outside the classroom. He

also told us to help the students deal with their identity

crisis. Father closed his message by wishing us good luck.

Principal gave a brief report of the events and activities and

also our achievements. The meeting came to an end with thank you

Principal
[Fr. Alwin Serrao]

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| Mr. Rosham | Mr. Phasbamth |
| Mrs. Phamila | Ms. Mitchell |
| Mr. Ramish | Mr. Rahul |
| Mr. Shridhar | Ms. Flavita |
| Mrs. Jesfida | Ms. Thomya |
| Mrs. Zeena | Mr. Haliprasad |
| Ms. Akshatha | Mr. Christophur |
| Mr. Deemath | Ms. Rishma |

22/06/2018

The (CoT) meeting with correspondant, was followed by a staff meeting at 11.00 A.M. our Principal Rev. Fr. Alvin Serrao welcomed all the staff members. All the staff members were given the responsibility for the year. The calendars were distributed to the staff members. Principal informed us that there will be a retreat on 30 and 31st of July for the students. The inauguration of student council is postponed from July 14th because CBCCS ^{Seminars} will be held in our college. Orientation program details were discussed, wherein the class Asst coordinators should distribute the calendars to the student, the program

will start with a prayer, introduction by Principal, orientation by Rosham & Sim, and rules by Principal, orientation of Ec/Co by the concerned coordinators.

Next the program details of induction program were discussed. The students were supposed to be present in their respective classrooms by 9.00 A.M. where their attendance will be called, and then they will be sent to the auditorium where the formal program will begin at 9.30 A.M. The request for this day would be J.C. Rajendra Bhat, a renowned trainer. Principal asked all the lecturers to maintain the student discipline. we were informed that TBA classes are shifted to the AU room and the placement will be the language room.

- Principal reminded about certain things they are:
- i) wholehearted cooperation and support from everyone
 - ii) 100% Result in all subjects
 - iii) class coordinators should inform the students about shortage of attendance.
 - iv) leave records should be signed.

- only by main class coordinators
 - > Should mark the attendance properly
 - > Communication should only be in English
 - > The discipline of class is the lecturer's responsibility
 - > Should maintain discipline in the staff room
 - > Lockers are given to the staff, should not keep tables in it
 - > Computers should be taken care of
 - > Should go to class on time
 - > Should write NET Exam and CI should be obtained quickly
- with this the meeting came to an end

Principal
[Ex Alvin Serna]

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|--------------|-----------------|
| Mr. Rohan | Mr. Rahul |
| Mrs. Pramila | Mr. Flavita |
| Mr. Ramish | Mrs. Thamyia |
| Mr. Shivchar | Mr. Haniprasad |
| Mrs. Jespida | Mr. Christopher |
| Mrs. Zeena | Ms. Rishma |
| Mr. Akshatha | |
| Mr. Deemath | |
| Mr. Phasanth | |
| Ms. Mitchell | |

19/07/2018

This staff meeting was held on 19th July 2018 at 3.30 P.M in Principal's chamber. The meeting started with a silent prayer, (and flu) after which Principal welcomed everyone for the meeting. The first topic discussed in this meeting was about Student Council & Club activities inauguration which was to be held on 20th July 2018. Resham Sir gave the details of this program whereby he informed that there will be first hour class & the inauguration will start at 10.00 A.M. The special guest for this program will be CA Copakrishna Bhat & Dr. Catherine Rao, and our correspondent will preside over the program. Responsibility of each person on this day was explained & also the program list was read by Resham Sir. The rehearsal for the cultural program will be held on 20th July 2018 at 11.00 A.M. The program was estimated to end by 12.15 P.M.

Principal inquired about the different activities which were planned by different club directors.

for their respective clubs. Drama club has planned for drama classes for the students, to celebrate drama festival where by their dramas will be enacted in our auditorium, in Kannada, Telugu and Konkani. It was also decided to distribute the drama certificate courses certificates to the students on this day. Students will be shown movie of the month.

NISS club has planned to take the NISS volunteers to Government Schools and claim the promises, and also to enact a skit on chauli in Government P.U. colleges.

Commerce & Music club has planned to go on a local industrial visit. Cultural club has planned for Brand Mangoli & Cooking without fire competition.

Sports club has planned various inter class matches, cross country race, independence day celebration, the sports club students will be taken to the university. Fitness club and practice is compulsory to all the students of various sports.

women's forum, has decided to divide the students into group and asked them to meet successful women around here and prepare a

PPT, a seminar on self defence was planned and also a visit to the ashram.

Literature club has planned a Essay competition, a seminar and typing classes for students.

Konkani club has decided to organise a Essay competition in Konkani.

Sci. club, has planned for three gardening of vegetables, a bottle gardening and one day students will be taken to the field and showed the sowing of seeds.

After the discussion on club activities, the topic moved to NAAC, the different problems involved in uploading data to the website were discussed, it was decided that a personnel from E-phatahala will come to our campus and give training on how to upload data to the system. Rohan sir informed us that we should keep the last hour free so that we can complete the NAAC work.

Principal again stressed on the importance of attendance of the students and asked the lecturers to report to the Principal if the attendance shortage

vacated 18 hours. It was decided that if a student is absent for value education class not marked them they will be marked absent for the first hour as well.

Principal informed us that our appointments are ready and everyone will be called and given the appointment letters, we have to sign them and also will be given Catholic Board Service Rule Book.

Principal was happy to announce that we have a new Bishop who is also the new President of the Catholic Board. He is highly intellectual & brilliant. We may have a revamp of Education system under his leadership.

The retreat will be held on 30 & 31st July in the Bendoox Hall for catholic students and non-catholic spiritual inputs will be given in our campus. Both PVC & PUG students will be together. The responsibilities of the teachers will be put up soon and one resource person was Dr. Rajendra Chat, suggestions were asked by

the Principal regarding other resource person.

Principal thanked all the staff for their effort & hard work. He informed us that the results were good and individual results will be tabulated soon.

Principal also reminded about the flex of the highest scores.

A list was given on the local committee meeting where they asked the lecturers to undergo online courses and gain certificate from the website called skrayam, where there are thousands of certificate courses, where registration has walk as exams are also online.

The meeting came to a end whereby Principal informed us that the entire syllabus will change many new subjects will be added and we should keep an eye on PVC account subjects.

Principal
Dr. Rajendra Chat
Dr. Ramish
Dr. Pramila
Dr. Shri bhari

- Mrs. Jespuda
- Mrs. Teema
- Mrs. Akshatha
- Mr. Dermath
- Mr. Phasanth
- Mrs. Mitchell
- Mr. Rahul
- Mrs. Flavita
- Mrs. Thaniya
- Mr. Hakeem
- Mr. Christophur
- Mrs. Rishma

03/08/2018

A Staff meeting was held on 3rd August 2018 at 3.00 P.M in the Staff Room. The agenda to be discussed for this meeting was program by MUCTA, First internal exams, Cross country Race, Cham India competition.

Rishma Sir explained about the training program which will be held on 10th August 2018. This program is conducted by MUCTA and our college is hosting it. 15 colleges are participating in this program and 13 colleges have already registered for this program. There will be six students from our college from each class & students will be participating. The important things which will be explained

like resume writing, group discussion, Interviewing skills and team building. The program will be there for the whole day. The responsibilities of each lecturer were explained duties were shared by seven lecturers as the other lecturers will be busy with the classes. Phani Ma'am was given the incharge of making arrangements.

The next topic discussed was about the 1st internal exams. Few lecturers will be given NAAC work hence the burden of internal exam or invigilation duties will be shared by the remaining lecturers. An appointment with E-phatashala has already been obtained, and training will be given in Skype.

Cross country Race will be held on (8th) 11th August. Last date to register for this race is 8th August, duties will be similar to the previous years duties. Pamphlets and handbills are already distributed.

Cham India competition will be held on 11th August. The concept is same but with a twist.

many items can be used. Both their flowers, thus there is 3rd Divestment

As there was a drama competition on 30 & 31 August, an appeal was made for the talents day. It is postponed. The new scheduled day for Talents day was September 6th.

The meeting came to an end with the words of gratitude by Principal to all the staff for successfully conducting Singing competition.

Principal
[Fr. Alwin Sekhag]

Mr. Postan	Mr. Thimija
Mrs. Pramila	Mr. Hanipalad
Mr. Ramesh	Mr. Christopher
Mr. Shridhar	Mr. Rishma
Mrs. Jeykida	
Mrs. Teena	
Mrs. Akshatha	
Mr. Demath	
Mr. Prashant	
Mr. Mitchell	
Mr. Rahul	
Ms. Flavita	

09/02/2018

A short staff meeting was conducted on 9th August 2018 at 3:30 PM in the staff room. The meeting started with a silent prayer and Principal welcomed everyone to the meeting. The agenda for the meeting was to discuss about school country race, Clean India Competition, Teacher's day competition, Jay Shree Independence day celebration and NABC.

Hazi Phasad Sir gave the information regarding school country race which will be held on 11th August 2018. Students were asked to report at 6:30 A.M and the staff members should collect the tickets by 6:20 or 6:25. The Marathon will begin sharp at 6:45 A.M. Sir explained about the various duties & responsibilities of all the staff members. Refreshments for the staff & volunteers will be in the BSM Block & refreshments for the participants will be arranged near the lake park area. Chest numbers for the participants is already given.

The Guest for the cross country race will be our correspondent. Everything is ready regarding the cross country race there is a meeting of sports club members scheduled on 10th August 2018.

This time even primary students will be participating in the race.

Next topic discussed was about the chess India competition which was scheduled on 11th August 2018. Rashmi Sir gave the details, the competition will begin at 8.15 and go upto 9.15.

Everything will be finished by 10.00 A.M. Students will have to attend second and third hour. After the competition, students will be sent to

to their class.

Next Christopher Sir explained about a competition for teachers which will be organised by

Rotary club on the eve of teachers day. This is a variety competition which consist of one solo item, group dance, skit, song, mc, mimicry etc. The maximum participants were 12 and the

minimum participants were 6.

The competition will be held on 25th August, It was decided that Rashmi Sir will be the mc, Christopher Sir will participate in Monocast, Rahul Sir will participate in dance competition, and all will participate in group singing. Christopher was given in charge of this competition.

Next topic was regarding N.A.A.C, some work is already done and the remaining work has to be done. The staff was instructed to upload their individual profile by 13th August 2018. The N.A.A.C website has different fields for awareness programs, workshop, seminar, conference.

It was also necessary that certificates should be given to the staff members for the orientation program conducted for them. It was also decided

that there will be changes in the timetable, so that N.A.A.C work can be completed on Saturdays, which is once in a week.

On Independence day catholic staff members & students will have to attend mass at

8:15 A.M. in the Padua auditorium. The flag hoisting in the Padua High School ground if it does not rain and if it rains then the flag hoisting will be held in college quadrangle, as the ground becomes slushy during rains. Principal announced the program list and the duties of everyone. Flag hoisting is scheduled at 9:30 A.M. Our correspondent will be present. Students have 6 attendance for this day.

There was a suggestion made regarding conducting of re-exam for the absent students. The suggestion was students who are absent for the internal exams will not be given re-exam, immediately, instead a 3rd exam will be conducted of 100 marks of these marks will be converted to sixty. This suggestion required a little thought and careful plan, and we could not implement this suggestion this year semester but will be agreed to follow from the next semester exams. The meeting came to an end.

with this decision and Principal thanked everyone.

- Principal
[Fr. Alwin Souza]
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|--------------|-----------------|
| Mr. Roshan | Mr. Prashanth |
| Mrs. Pramila | Ms. Mitchell |
| Mr. Ramesh | Mr. Rahul |
| Mr. Shridhar | Ms. Flavita |
| Mrs. Jesuida | Mrs. Thamyia |
| Mrs. Zeena | Mr. Hariprasad |
| Ms. Akshatha | Mr. Christopher |
| Mr. Demath | Mrs. Rubma |

27/02/2018

A staff meeting was held on 27/02/2018 at 3:30 PM in the Principal's chamber. The meeting began with a silent prayer which was initiated by our Principal, which was followed by a welcome by Fr. Alwin. The first topic which was discussed was the upcoming PTA (meet) meeting. Instructions were given to the staff members to keep the marks card ready along with the

attendance shortage list, All the teachers who take classes for that particular class should be present during their respective PTA Meeting. Second year & final year students semester marks cards also should be distributed during their meeting. Principal informed that when the parents ask about their children, then the teachers should talk only about studies, attendance & behaviour.

Next the cultural co-ordinator briefed about the two competitions Bhand Rangoli & Solo dance competition which will be held on 30/08/2018 at 8:30 AM & 2:15 PM respectively in the auditorium. The cultural club

co-ordinator requested all the lecturers to give attendance to the participants of Bhand Rangoli competition for the first hour.

There will be an anti drug rally on 28/08/2018 from Bunk Hostel to TMA Pai Hall. There will be talk by various people like Sri Venkendra Hegde, our Bishop etc. our college 36 NSS volunteers will be participating in this rally.

On the Eve of Krishna Janamashtami, holiday will be declared on Masaru thudiki.

Principal reminded everyone that there are only few days to complete the syllabus, so to finish the syllabus on time and also give Justice to the students.

on the Eve of navratri of Mary, there will be confessions to all catholic students on 24th September.

We have admitted one student to the Tecom class, who had been studying in Aloysius college and discontinued there for some reason.

Suman from E-Phatashala has approached us and informed that the subscription for the website was monthly now and per month is Rs 10,000 subscription fee. Suman even inquired if demonstration is required for the filling of data. If we take the cash stance then again we have pay extra Rs 10,000. It was decided to fill as much data as possible, and we will not take the demonstration option.

by this we will be saving a lot of money.

The Results valuation has been done and Principal will call each department and discuss their subject result.

The campus teachers day will be held on 4th morning. There will be an assembly and short program. The students will be celebrating the teachers day on 5th September. Catholic Board will be celebrating Teachers day on 1st September, Principal will be attending this during.

Principal informed us that a separate meeting will be held to discuss students day.

Rathan from IT B.A. has been to USA for a few days and he is coming back on 5th September, this was informed by the Principal to all the staff members.

Next topic discussed was about the celebration of teachers birthday by the students. It was decided that there should be restrictions or limitations, in this celebration,

should not use party money. Only cutting of cake & singing the birthday chorus is allowed. Clicking of photos is also not allowed. It was decided to inform the same to the student council members during the next meeting. Principal again cautioned the S.C.M. members not to have personal relationship with the students.

There were 01 students who have not written the 1st exam. Suggestions were asked regarding the solution of this problem, whereby our vice principal suggested that 1st exam will be conducted at them on Sundays & Saturday afternoon. They have to compulsorily finish writing exams by the 1st and 2nd interval. There was also a suggestion given by Principal to call the parents of such students & make them write exams in the morning.

With this discussion the meeting came to an end.

Principal

[Rev. Fr. Alwin Suresh]

Mr. Robham	Mr. Phasbanth
Mrs. Phamila	Ms. Mitchell
Mr. Ramish	Ms. Rahul
Mr. Shridhar	Ms. Flavita
Mrs. Jesudha	Mrs. Thamiya
Mrs. Zeena	Mr. Christopher
Ms. Akshathas	Mr. Hariprasad
Mr. Demath	Ms. Rishma

11/09/2018

A staff meeting was held on 11th September 2018 in the Staff Room at 11.30 A.M. The meeting started with a silent prayer which was initiated by our Principal, after which he welcomed everyone to the meeting. The main agenda of the meeting was to discuss about the Talents Day which will be celebrated on 12th Sept 2018. The co-ordinator of Talents Day Mr. Shridhar briefed everyone about the various responsibilities of the program schedule. The formal program will begin at 9.00 A.M. the guest is Mr. Prakash Anchan - a well known Kannada film actor. This year

Library will not be used for any competitions. Every event will be held right there in various classrooms. The Judges list is ready only the Best Manager-Judges are remaining to be finalised. The participants list of every competition is ready and will be distributed to every club incharge after the meeting. The class rooms which will be used for various competitions, should be set properly by the concerned incharges. The jobs should be taken prior the competition. The topics of various events should be decided today itself.

Principal read the list of events and enquired with every incharge whether they have made the required preparation or not. Responsibilities of the event were announced and explained to everyone.

Some instructions were given in regards to Talents day which were:-
 1. No change of clothes will be entertained, even if students August, we have to be strict

with them.

- * Everyone should keep an eye on the discipline.
- * Judges should be brought to the Principal's chamber for tea and refreshments.
- * About the mobile phone usage by students, one mobile & one camera can be used by one class. Vice Principal will give a note of authentication for usage of phone, if a student is found using phone & if they do not possess a note then their phones should be seized.
- * If any indiscipline is found among the students, they will be sent home.

There will be a club meeting at 12.00 P.M. There will be classes till 4th hour today, after that students are let free to practice or go home. The participants of Mad ads & group dance competition are allowed to practice from the fourth hour till 1.30.

After the discussion of Talents day Principal about a student named Swidun from

T. B. B. who was suspended for misbehaviour. There is a disciplinary committee (with) which consist of Principal, Vice Principal, Mr. Francis Cunha & the Main class co-ordinators. Swidun has done a part of 3 indisciplinary acts, but these students were not caught in drug dealing & a FIR was also filed. So Principal decided that he will take a written letter from Swidun that he will continue to study here this year but next year he will be given transfer/admission to other college, meanwhile if he commits any indisciplinary acts, he will be immediately removed from our college with this announcement this meeting comes to an end.

Principal
 Rev. Fr. Alvin Souza

Mr. Risham	Mr. Zeena
Ms. Phamila	Ms. Akshatha
Mr. Ramesh	Mr. Prashanth
Mr. Shridhar	Mr. Rahul
Ms. Tejvika	Ms. Flavita

Mr. Demath ✓ Mr. Christoph ✓
Mrs. Thomyia ✓ Mrs. Reshma ✓
Mr. Haniprabad ✓
Ms. Mitchell ✓

10/10/2018

A staff meeting was held on 10th October 2018, at 3.45 PM in Room No. 04. The Meeting as usual started with a silent prayer after which Principal welcomed everyone to the Meeting. The agenda of the meeting was to discuss about last day of work, internal marks, preparation for examination invigilation duty, NAAC work, NSS camp, and some instructions.

Principal informed us that according to Mangalore university 25th October is the last working day in our college the last working day will be 17th October and there will be regular classes till 25th, for all those students who have failed in First & second internals.

The internal marks should be submitted by 13th October, BBA

Class co-ordinators should submit it as early as possible other lecturers should help to dictate the marks to the class co-ordinators. Mistakes should not be committed while entering the internal marks. Whitener should not be used & no corrections should be made.

About Examination cell work, the duties have not yet assigned, as the timetable has not come, once the timetable comes, the duties will be assigned. Principal warned us to be very vigilant during the invigilation work.

Invigilators should not change their examination duties for any reasons. No internal changes of duties will be entertained.

The invigilators should be very careful while distributing the question papers to the deputes, the code should be properly verified before handing the question paper to the student.

University has given us affiliation for the next academic year & has also granted permission to conduct aviation & hospitality classes, but within next year we should apply for

NAAC. NAAC work has to be done by the teaching staff. E-Photashala reduced work but everyone's co-operation is required. Every document & report should be kept ready to upload. If we apply for NAAC we will get a grace period of 45 days, if we apply after 15th October we will get only 30 days as grace period. The Peer team might visit anytime. The various things to be done by the staff, as individual people should be ready by 17th October. Various club Meeting books & reports should be ready. Special importance is given to Anti-Harassment cell, Anti ragging cell and grievance redressal cell. We have to write reports for grievance redressal cell, because those reports are not present. Reshma ma'am, Pashanth Sir & Pramila ma'am were given this incharge. Our internal NAAC committee has requested for a scanner and higher internet speed, which will be provided. Students have to undertake the

mea, questions exams, e-Photashala will send us the links for different UGC sponsored courses. It was decided BBA students general studies exam will be given online. The next topic was to discuss about the Annual NSS camp, as per the draft timetable the last exam will be on 22nd Nov, thus the camp will begin on the same date, will end on 28th Nov. Reshma Sir requested the cooperation of everyone. Everyone should atleast stay for 2 days. Next Christopher Sir gave the information about the various dramas which will be played. Tuesdays with Marie, the first show is on Nov 11th 2018 for religious people and special invites. The second show will be on Nov 18th. Both shows will be at 6.00 P.M in Padua campus. Many magazine drama will be performed on October 21st in Don Bosco church hall. We will be celebrating theatre festival in December where different dramas will be performed on 3 different days.

After all these (instructions) discussions, Principal gave some instructions which are:

- He told us that in an academic year just sum is very hectic and in reality we have got only 6 months of serious work, thus we have to do justice to the students. All the staff should work hard & try to get 100% result in their subjects.
- Principal congratulated all the staff for the extra work & efforts they have put in and also expressed his gratitude for the same.
- We should not discontinue the good work we are doing, we should submit our attendance regularly, a work diary on time.
- The issues regarding drug intake by the students, all the staff members should inform Principal if they get any information regarding this so that corrective actions can be immediately taken.
- Principal again warned the staff members not to have undue familiarity with the

students, specially the girls should be extra careful. No staff member should have the attitude that Principal will not do anything.

- There are only few days remaining for the semester to end, I want all the staff members should boost the morale of students. Principal will be taking a session on how to tap out of students energy.
- Details of various certificate courses were enquired by Principal.
- Our Appointment letters are ready and we should go on 1st & 2nd to the Catholic Board to receive the same.

With these instructions the meeting came to an end.

Principal
[Rev. Fr. Alwin Sukhas]

Mr. Reshan	Ms. Akshatha
Mrs. Rhamita	Mr. Prashant
Mr. Ramish	Mr. Rahul
Mr. Shridhar	Ms. Flavita
Mrs. Jyotika	Mr. Deemath
Mrs. Teena	Mrs. Thanuja
Mr. Christopher	Ms. Mitchell

22/10/2018

A Special Staff Meeting was held on 22/10/18 at 3.30 PM in Room No. 6. The Special Guests for this Meeting were: Rev. Fr. Antony Shira (the Secretary of Catholic Board), and Rev. Fr. Vincent Menthoro - our correspondent. Our Principal Rev. Fr. Alwin Serrao started the meeting with a silent prayer, after which everyone was welcomed to the Meeting.

The first part of this Meeting was a brief evaluation of this odd Sem. by our Principal. The things highlighted in this evaluation were:-

→ The shortage of attendance problem has drastically decreased as the backlog of such students were not issued in the last semester.

→ Principal thanked everyone for their co-operation, and for (meticulous) meticulously completing all activities & work.

→ we have begun our work for NIAAC. Everyone is doing their work properly, we are

uploading data into the system and J.E. Phatakshala will generate the report. There are different committees in our college who are responsible for different work. Mangalike university has put a new clause that we have to go for NIAAC next year. Principal hoped at least we would get a initial B+ accreditation.

→ This time semester timetable was been changed three times due to the "flood problem" in Kodagu, Madikeri. As per the final time table, the exams will begin on 2nd November.

→ Principal announced that the NSS camp is scheduled from 22nd to 28th November.

→ Principal also informed that there will be three Konkani plays from 11th & 12th November. And a new play "Salgi" will be played in the month of Feb.

After this brief report by Principal, Fr. Antony Shira addressed the staff. He said that Padua college has a history of 8 years, and within a short period our college

Examined

has a very good name, Rev. Fr. Anthony - Shila, congratulated the Principal & Staff members. He also told us that quality wise we are a step ahead of the reputed colleges in Mangalore. Finally he informed us that we have to rise in our qualification and should be examples to our students. He wished us luck & urged us to continue with good work.

19/12 this our appointment letter & rules book was distributed.

19/12 which correspondent addressed the gathering, he congratulated all the staff members for their good work, told us if we stop studying we stop growing thus we have to keep ourselves updated and wished us all the best.

Mr. Risham Santhumayor proposed a vote of thanks which the meeting came to an end.

Principal
[Rev. Fr. Alwin Serrao]

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| Mr. Risham | Mr. Rahul |
| Mrs. Pramila | Ms. Flavia |
| Mr. Ramish V. | Mr. Deemath |
| Mr. Shaidhat | Mrs. Tharunya |
| Mrs. Jeskida | Ms. Mitchell |
| Mrs. Zeina | Ms. Rishma |
| Ms. Lakshatha | Mr. Hanupasad |
| Mr. Prashanth | Mr. Christoph |

29/11/2018

The first meeting of Even Sem was held on 29/11/2018 in Room No. 07 at 11:45 AM. The meeting started with a silent prayer which was followed by the words of welcome from Principal. The main agenda of the meeting was to discuss about NAAC, next Sem, NSS camp & valuation. As of now the opening date will be 17th December but last minute changes were expected. Risham Sir announced the different major programs which will be held in this semester.

Sports day was postponed to 10th January 2018. There will be club week starting from 28th every day our club has to arrange programs which will be fruitful.

to the students. No clubbing of clubs will be allowed. All the clubs should individually exchange the programs. Next the different subjects were distributed to the lecturers. Principal informed that preparation to the class should be made in the holidays itself. Mcom lecturers should take up at least one practical paper. Teachers should give justice to the students.

The Annual NSS camp will begin on 14th December and end on 20th December 2018. There are 96 students who have registered for the camp. At least some lecturers should be available for the camp. At least 2 Male & 2 lady lecturers are required during the day. Resham Sir will assign the dates and lecturers are required to take leave for that day for valuation & present in the camp. People who have committed should come directly to the camp. All should compulsorily go to the valuation.

Principal appreciated the work of everyone who have done NAAC work and he also requested everyone to complete the NAAC work with the same enthusiasm & energy. Principal told to ask doubts regarding NAAC with him within one month. The work has to be finished and supporting documents should also be kept ready. Personal profile should also be created.

Principal gave us some tips as to teaching methods like we can take the photocopy of the best answer scripts and show it to the students. We can ask students to do Model Banks, past office and to prepare reports on how it works.

The certificate courses in charges should follow it properly & see to it that they don't suffer.

Finally Principal gave instructions → Third year students will become naughty. Do not give them fee, should dictate notes. If students are sleeping then should

not give them attendance. The concerned lecturer is responsible for the discipline of their class we should not remind students regarding the programs for example an additional day means we have time constraint we might be unable to conduct those programs whatever is discussed in the meeting should not go out as there was a small problem regarding memes in internet under the name of our college we were warned to inform the superiors if we note something like that we should not follow or comment or reply for such things. Principal congratulated the team of 'Salgi' drama for its success. Principal wished us happy holidays and asked us to injuramata ourselves & come back.

Principal
[Rev. Fr. Alvaro Serrao]

Mr. Roshan ✓ Mr. Ramish ✓

- Mr. Shridhar ✓
- Mrs. Jespido ✓
- Mrs. Zena P ✓
- Ms. Akshatha ✓
- Mr. Phasbambh ✓
- Mr. Hariprasad ✓
- Mr. Rahul ✓
- Ms. Flavica ✓
- Mr. Deenath ✓
- Ms. Mitchell ✓
- Ms. Rishma ✓
- Mr. Christopher ✓

07/01/2019

A Short Staff Meeting was held on 7th January 2019 at 12:25 P.M. in the Bcom Dept. The main agenda to be discussed was about the Sports Day. Hariprasad Sir gave a brief on the activities of the sports day after Rishma Sir read the different duties of lecturers the MC would be done by Flavica ma'am welcome by our Principal & vote of thanks by Hariprasad Sir. A question was raised on whether to keep mixed relay (Boys & girls) and everyone agreed to this. There will be March Past practice on 9th Jan at 2:00 P.M. The marks for Marchpast will be on the basis of discipline, synchronization, beats etc and not on the

at times only wear uniform who is holding the placard can depict a theme & wear any (other) coloured clothes but just if them should wear uniform. The Attendance on Sports day is compulsory. Students should go directly to the ground. Resham Sir told us not to confiscate the students phone on the sports day but if we see any student whom we should just warn them. There will be a separate BBA prize for the March past.

Next Principal informed us to submit Midam with NAAC work after sports day Today (7th Jan 2019) there will be a seminar on Human Right at 4.00 for the staff. It is a 45 mins talk followed by half an hour of interaction.

This year students results seem to be good, individual result analysis is being made & Principal will call us once this is finished. The last part of the

Meeting was Catholic Board has prescribed certain mandatory documents which should be maintained by the College Attendance Register the staff should sign both in the mornings & evenings. The morning timings are 8.30 AM if it is 5 mins more & that them that is excusable, but more than 15 mins it will be treated as CL. There is Movement Register & we should enter our Movements in this book with the time & sign. The Movement should not exceed half an hour. Sports articles issue Register. These documents should be maintained mandatorily in the college with this the topic meeting came to an end.

Principal
[Rev. Fr. Alwin Serrao]

Mr. Resham	Mrs. Zeena
Mr. Ramesh	Mr. Prashanth
Mr. Shridhar	Mrs. Hariprasad
Mrs. Pramila	Mr. Rahul
Mrs. Jespida	Mrs. Flavita

Mr. Deemath ~~✓~~ Ms. Rishma ~~✓~~
Ms. Mitchell ~~✓~~ Ms. Christopher ~~✓~~
Mrs. Thanyia ~~✓~~

14/01/2019

A Short Staff Meeting was held on 14th January 2019.

The main agenda for the meeting was to discuss about the college day. The meeting was held in Exam dept at 3.40 P.M. The meeting started with a silent prayer &

Everyone was welcomed by our Principal. Principal informed that the guest for college day are getting finalized. The

incharge for cultural prog are Mrs Zuma & Ms. Christopher. Zuma ma'am informed that there are total of 15 progs,

- 9 dances, 3 skills - one Kannada & 2 tulu & one mad ad, one Achista of 8 mins. Every dance has at least 12 members each.

It was decided that the skit will be cancelled & two dances can be clubbed

so that the time can be reduced and college day will not be prolonged. It was decided to keep a meeting for all the leaders of the dance team to talk regarding this matter.

It was also decided to honour students for their achievements. The prize distribution will begin at 3.45 P.M.

✓ Affiliation committee might come any time to visit our college.

✓ We will be visiting NAAC work after the college day. Principal informed us that there is a scheme where colleges which have already got the A grade, should guide other colleges who have not got grade. Hence,loysius college has decided to guide us. There will be 30 lakh corpus granted for this purpose.

There will be a seminar on intellectual property rights (this) & there will also be a state level seminar on March 21st on the employability of students.

Anna
Principal
Fr. Alwin Serrano

- Mr. Robham
- Mr. Ramish
- Mrs. Pramila
- Mr. Shridhar
- Mrs. Jaspida
- Mrs. Zeena
- Mrs. Akshatha
- Mr. Phasanthi
- Mr. Rahul
- Mrs. Flavita
- Mrs. Mitchell
- Mr. Deenath
- Mrs. Thanuja
- Mr. Haniprasad
- Mr. Christoph
- Mrs. Rishma

23/01/2019

A short staff meeting of both teaching & non teaching staff was held on 23rd January 2019 at 4.00 PM in Principal's chamber. The meeting started with a silent prayer after which Principal welcomed everyone to the meeting. The main agenda of the meeting was to discuss college day celebrations. It was announced that there will be final rehearsals on 24th Jan 2019 from 10.00 A.M. The prize distribution rehearsals will

start from 9.00 A.M. The classes will go on as usual for the remaining students. NSS volunteers will clean the entire campus on the eve of college day. It was also decided that if the programs are not up to the mark then they will have rehearsals again at 1.00 P.M. classes will be held at 1.50 as it is thursday.

on the college day the attendance will be called at 3.00 PM in their respective classes after which they should be sent down for the program by the Asst. class co-ordinators. activities were supposed to report at 9.00 A.M to the college.

Principal said that the program this time is not up to the mark. The music should be collected from the performers one day early & the same music has to be played on the college day or else they will simply extend their performance & delay the whole program.

It was decided that till 3.00 PM the students can park their vehicles inside the campus

after which the gates will be closed and they will have to park their vehicles outside. The staff has to wear uniform on college day. Principal thanked everyone & asked us to be alert & in case of any difficulty the Principal was to be informed.

Principal
[Fr. Alwin Sekhar]

- Mr. Roshan
- Mr. Ramu
- Mrs. Phamila
- Mr. Shashidhar
- Mrs. Jesfida
- Mrs. Zeena
- Ms. Akshatha
- Mr. Prashanth
- Mr. Rahul
- Ms. Flavita
- Ms. Mitchell
- Mr. Deemath
- Mr. Thamiya
- Mr. Christopher
- Mrs. Rishma
- Mrs. Alford
- Mr. Mulchidas
- Mrs. Vaniha
- Mrs. Lavema
- Mrs. Viniha
- Mrs. Greta

07/02/2019

A staff meeting was held on 07/02/2019 at 2:30 PM in the Principal's chamber. The meeting started with a silent prayer followed by words of welcome from the Principal. The agenda of the meeting was to discuss about campus drive, Padua Venue Blood donation camp, drama fest, intericals & affiliation committee visit.

Mr. Prashanth Sir, in charge of campus drive, briefed us all on the event. The campus drive will be on February 22nd & 7 companies will be participating & more than 29 colleges have issued letters of participation. There will be no formal program, direct registration followed by recruitment process. The drive will be held in our Auditorium which is 3000 students from other colleges & 100 from our college will be participating. 15 volunteers will be given in charge of all the work. The next topic discussed was Padua Venue 2019. The event

co-ordinators Mr. Shridhan & Mrs. Flavita went through the program list & all the assigned responsibilities, this was done in order to check if everyone has completed their work or not. It was decided to give participation certificate to all who took part in the event. Principal strictly informed that no spending of unnecessary time for decoration. It was decided to install the registration shamiyana in the front of the quadrangle & good to be served behind the school building. In the parking area, there will be a blood donation camp on 14th Feb 2019. Rohan Sir informed that all the notices will be circulated through social media. There will be an inauguration program for the drama festival on 14th Feb with 4 different dramas to be played on 10 different days. The annual prize will be given to the

supposed to spread the news of this drama festival. The main theme of this drama festival is peace, anti-war, humanism, and to spread this message everywhere. The 1st internal exams will be starting on 18th Feb and go up to 21st Feb. As soon as the exams are done, a PTA meeting will be held in this cluster where requested to quickly finish their collection & Rup. The marks card ready. The question papers should be submitted on 14th Feb. The affiliation team might visit our campus. Thus the staff was requested to keep all the books complete & up to date. On Feb 10th there will be a Alumni Meet & we were asked to spread the news of this meeting & asked to be present if possible. There will be a more session of CU writing seminar on 8th Feb, where all the final year students have supposed to be present wearing formal clothes.

some of the many students did not
 give names for the individual
 clubs, it might be cancelled
 and instead the final year students
 will be asked to visit and
 nearby workshop & conduct a
 survey. In the 1st week of
 Feb 25th (begin) marks the
 beginning of club week. One of
 the things that has to be arranged
 before every club should involve
 a budget and also should be
 beneficial to the society.
 There will be a skit
 competition organized by each
 college in this competition will
 be held by the Disha Hatha
 different colleges will participate
 in this event. The
 participants will have to make
 a skit and the skits will
 be displayed & the best one
 will be given prizes. At
 Principal's instruction
 that best practice has 300 marks
 & year should obtain 100% &
 recommend with ideas for best
 practices in our college with
 this meeting came to
 an end.

- Principal
[Rev. Fr. Alwin Senan]
- | | |
|--------------|---------------|
| Mr. Roshan | Mr. Prashanth |
| Ms. Pramila | Mr. Rabal |
| Mr. Ramish | Ms. Flavia |
| Mr. Shridhar | Ms. Mitchell |
| Ms. Jeyida | Ms. Manuja |
| Ms. Zeena | Mr. Deemath |
| Ms. Akshatha | Ms. Rishma |

21/03/2019

A staff meeting was held
 on 21/03/19 at 3.05 PM in Principal's
 chamber. The meeting started with
 a silent prayer followed by
 welcome words by Principal.
 The first topic discussed was
 about the colour dress day
 which will be held on 23rd March
 2019. It will not be treated
 as a traditional day but the
 students were asked to wear
 clean clothes. Regular classes will
 be held on that day.
 The PTA meeting will start
 at 25th March 2019 and go up
 to 30th March, Monday, Tuesday,

Wednesday there will be PTA meeting of one class each & Thursday, Friday, Saturday there will be PTA meeting of various classes on every day. The lecturers were informed to adjust classes so they can attend the PTA meeting. Semester Marks card should be distributed in the PTA meeting and the Internal Exams will begin from 1st April & end on 3rd April. Question papers should be submitted by March 27th March.

The final internal marks should be submitted by April 9th 2019.

The attendance of the students should be calculated till 23rd March, so it can be informed to the parents during PTA meeting.

From 22nd April various NAAC work & unamulated work will begin.

The Staff picnic is scheduled on 6th May 7th 2019.

There will be a inspection from the Catholic board inspector. So call the documents, books,

Students registers should be kept updated & ready for the inspection.

Our college has signed an MoU with Vilaguru College & St. Ann's college. There will be faculty exchange & student exchange programs. There will be a class on Phonetics to the staff on April 5th by Prof. Lourdsilami.

A school play will be staged in our campus on 25th March 2019 at Evening 6.30 PM, the play is of 1 hour 15 minutes. This play is enacted by our students. All were cordially invited for the show.

The meeting came to an end by vote of thanks from the Principal.

Principal
(Rev. Fr. Alwin Suresh)

- | | |
|--------------|----------------|
| Mr. Roshani | Mrs. Akshatha |
| Mrs. Pramila | Mr. Rahul |
| Mr. Ramesh | Mrs. Prashanth |
| Mr. Shridhar | Ms. Mitchell |
| Mrs. Jusfida | Ms. Flavita |
| Mrs. Zeena | Mrs. Manuja |

Mrs. Bhabha
Mrs. Malhotra
Mrs. Rishma
Mrs. ...
Mrs. ...

Mrs. ...
Mrs. ...
Mrs. ...
Mrs. ...

Mrs. ...
Mrs. ...
Mrs. ...
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Principal
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Mrs. ...
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