

Staff Meeting Book 2019-2020

Date / / 20

17/06/2019

The first meeting for the academic year 2019-2020 was held on 17/06/2019 at 9.30 A.M in room no. 06. The meeting started with a prayer, initiated by our Principal Rev. Fr. Alwin Serran. The word of God was read by Mrs. Rishma. After the prayer, the Principal wished everyone Good Morning and welcomed the staff members.

Rishma Sir gave a brief explanation regarding the different responsibilities, like the different class co-ordinators, club co-ordinators, certificate courses in charges, other responsibilities, yearly activities, the year in charges etc.

Principal gave some information regarding certificate courses that the previous year. Tally & Aviation courses has gone on well, but some courses there was a problem which was students gave their names for the courses but later on with drew the names. The number of students enrolled for Banking classes were less.

So it was decided that the certificate courses will be made compulsory to all the final year students. It was also decided that the parents of final year students will be called and informed regarding this certificate courses. The fees should be paid in advance, atleast 50%. Because the students will not pay the fees later. There will be a separate meeting with the incharges of certificate courses. Roshan Sir gave a brief explanation regarding the choice based credit system, regarding different subjects & courses, unams groups, moac's etc. Next, Principal gave some instructions of Rm Ladies. They are:-

- > Results in the subject is very important, we should all strive to get 100% result.
- > 75% of attendance for the students is compulsory, and we should keep on reminding them. Also if a student is absent for a long duration, this should be brought to

- the notice of Principal.
- > Staff should mark the attendance properly.
- > No putting whitewash in the attendance Register.
- > Language of communication should be English.
- > Staff should be careful about the way they talk to students regarding religion, parents, politics should not be discussed.
- > Posco - we have be careful while sending messages to the students.
- > we are responsible for the discipline in our class.
- > Should occupy the class for 55 minutes.
- > Should maintain discipline in the staff room, should keep our table clean.
- > we should not divulge any secrets with the students.

- > No Jawaharism to the students.
- > we should use the class in time
- > we should see that all write notes
- > Should continue the good trend of Question Banks
- > If students are continuously fixation then talk to them personally and try to solve the issue.
- > Be on guard when sending message to students
- > The timing is 8:30 AM to 4:30 PM
- > we should qualify for SLET/NET with register to PhD
- > we should mark attendance twice
- > CI should be obtained personally

- > Biometric system may be introduced in the entire campus
- > we should take care of the college property and not own property eg. computer.
- > Fee will remain same 3000
- > The certificates will be changed 5000
- > we should have unity should think for the good of Institution.
- > Should deal politely with patients.
- > Don't send students to Principal's office
- > Intra class competitions will continue but there will be no class points.
- > Correspondent will talk to us on 22nd June 2019 at 12:15 PM
- > Next Principal informed us that we should start campaigning in October itself. we should also make a documentary on our college. The documentary should be of

8 the inmates should identify in our college as well as other colleges. Christopher Sir took up the responsibility of preparing this documentary. Principal & Vice Principal will go to different colleges and give career development talk.

Principal expressed his unhappiness regarding value education classes. He informed that the classes should go on well this year.

The content will remain the same.

Finally Principal thanked everyone of you for their co-operation and also thanked Rishma Sir, Rishma ma'am & Hali Sir for their job with B.A valuation work.

Principal
[Rev. Fr. Alwin Serrao]

- | | |
|--------------|----------------|
| Mr. Roshan | Ms. Akshatha |
| Ms. Pramila | Ms. Deenath |
| Mr. Ramesh | Ms. Prashanthi |
| Mr. Shridhar | Ms. Mitchell |
| Ms. Jesuیدا | Ms. Rahul |
| Ms. Zeena | Ms. Flavita |

- | | |
|-----------------|--------------|
| Ms. Thanuja | Ms. Alfyd |
| Ms. Christophur | Ms. Vineetha |
| Ms. Rishma | Ms. Lyetha |
| Ms. Hariprasad | Ms. Geena |

Staff Meeting

Date / / 20

12/07/2019.

A staff meeting was held on 12th July 2019, at the Principal's Chamber. at 3.40 pm.

The meeting was lead by Mr Roshan Santhumayor. The purpose of the meeting was to allot duties with regards to the Student Council & Clubs inauguration to be held on 13th July 2019.

Mr Roshan, briefed the staff about the programme, discussing the various duties & responsibilities. ~~It~~ It was also told to monitor the discipline of the students during the inaugural programme.

It was decided that first hour classes will go on as usual, & after 9.30am students would be sent to the auditorium.

All the staff members were present for the meeting. The meeting ended at 4.00pm, by Mr Roshan Santhumayor thanking the staff members for being present for the meeting.

Alvin

Principal.

[Rev Fr Alvin Serrao]

Mr Roshan

Mrs Pranita

Mr Ranesh

Mr Shaidar

Mrs Josephina

Mrs Zeena

Mrs Akshatha

Mr Deenath

Mr Prashanth

Mr Mitchell

Mr Rahul

Ms Flavita

Mrs Thanya

Mr Christopher

Ms Richma

Ms Hanjirasad

Ms. Seema

Mr Alfred Duty
Mrs Vincenta 90/100
Mrs Gutta 100/100
Mrs Deena. 100/100

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24-07-2019

A Staff meeting was held on 24th July 2019 at 12.50pm at the Principals chamber.

The meeting ^{was} lead by the Vice Principal, Mr Roshan Santhumayor.

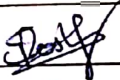




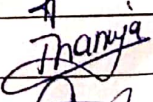
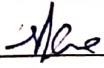
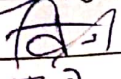





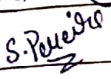



The meeting was held to discuss regarding the celebration of our Correspondent's birthday; which was to be held at 4.00 pm on 24th July in the college Auditorium.

It was also informed that, 1st Internals was to be held from 6th August 2019 till 9th August 2019, & question papers have to be submitted by Wednesday, i.e. 31st July 2019.

All the staff members were present for the meeting. The meeting ended at 1.10pm, with the Vice principal thanking the staff members for being present for the meeting.

Attest

Principal.
[REV Fr Alvin Secao]

Mr Roshan		Mr Rahul	
Mrs Pramila		Ms Flavita	
Mr Ramesh		Mrs Thanya	
Mr Shridhar		Mr Christopher	
Mrs Jofuda		Ms Reshma	
Mrs Leena		Mr Hariprasad	
Mrs Akshatha		Ms Seema	
Mr Deenath			
Mr Prashanth			
Ms Mitchell			

08/08/2019

A staff meeting was held on 08th of August 2019 at the Staff room.

The meeting was held to discuss the time table changes. It was informed, ^{that} internal exams were supposed to be held from Friday i.e 9th August. On 10th i.e Saturday, exam will be conducted for the full day. It was also decided that if 9th Friday, was again declared a holiday, then exams would be postponed to 17th August 2019.

It was informed that 14th August 2019, there will be cross country race, and 15th August 2019, would be Independence Day and 16th August 2019, would be blood donation camp.

Principal encouraged the staff to donate blood and also to encourage students to donate blood on the blood donation camp.

The next topic of discussion was the Clean & green India competition which is to be held on 14th of August.

The meeting was held at 9.15 am at the ~~Prin~~ Staff room, were all the staff members were present for the meeting.

A Senao

Principal

(Rev Fr Alain Senao)

Mr Reshan Sathumaya

SA

Mr Sheshhae

SA

Mr Ranush

SA

Mr Deenath

SA

Mr Rahul

SA

Mr Christopher

SA

Mr Prastanth

SA

Mr Hariprasad

SA

Mrs Pramila

SA

Mrs Jesfida

SA

Mrs Thanyja

Thanya

Mrs Akshatha

SA

Mrs Leena

SA

Ms Mitchell

SA

Ms Flavita

SA

Ms Seema

SA

Ms Reshma

SA

29/08/2019

A staff meeting was held on 29th August 2019 at the Principal's chamber. The meeting was held to discuss the Talents Day to be held on 30th August 2019.

Principal lead the meeting. It was informed that students will be sent to the auditorium at 8.45 am. and the inauguration function would commence at 9.00 am. The chief guest for the function would be Mr Arvind Bolar, Tulu film actor.

It was also informed that the remuneration to the judges of the competition will be given by the Principal at the chamber and the refreshments to the judges should be seen by the club coordinators.

Principal informed the staff that discipline in the auditorium & throughout the talents day should be maintained by the floor incharges and the score sheets to be kept confidential.

Students should wear uniform on the talents day. and only one mobile phone should be allowed to be used to take photography and videos.

It was also informed by the Principal that NAAE preparation should be started, as we will be going for NAAE this year, and staff should write NET and try to complete char. it.

The meeting was attended by all the staff members. Meeting was concluded at 4.45 pm.

Alvino

Principal
(Rev Fr Alvin Serrao)

Mr Reshan Sankhegoyar	ST	Mrs Pranita K1
Mr Shridhar	B.C.E	Mrs Jisfida S
Mr Ramesh	V	Mrs Akshatha
Mr Deenath	Q	Mrs Zeena K
Mr Rahul	P	Ms Mitchell W
Mr Prashanth PIP		Ms Reshna Res)
Mr Christopher. S. S.		Mrs Thaniya. Thaniya
Mr Haniprasad	R	Ms Suna S1
		Ms Flavita

anand

04/10/2019.

A Staff meeting was held on 4th Oct 2019 at the Principals Chamber.

The meeting began with the Principal, welcoming the staff gathered for the meeting.

The meeting began with the Principal informing the staff regarding the Dasara holidays which will be given from the 5th of October 2019. It was decided that 7th Internals will be held from 1st October 2019 and will end on 4th October 2019 & then students will go for a vacation & rejoin on 9th Oct 2019.

Principal informed that there will be a Drama Fest held, and every Saturdays, till the month of December there will be dramas held, and all should make a effort to come for the shows.


It was also informed that NAAE seminar will be held on 18th & 19th October 2019 at St Agnes College, Autonomous. All staff members were said to be present for the Seminars.

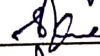
Meeting ended at 4pm and all staff members were present for the meeting


Alvin


Principal


(Rev Fr Alvin Sissao)


Mrs Roshan Sautheymayor. 


Mr Shridhas. 


Mr Ranesh 


Mr Deenath 


Mr Rahul 

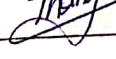
Mr Prashanth 

Mrs Pranula. 

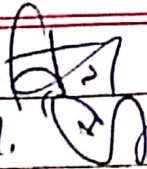
Mrs Jusfida. 

Mrs Akshatha 

Mrs Zeena 

Mrs Thanyja 

Ms Christopher.



Ms Hariprasad.

Ms. Flavita



Ms Mitchell

Ms Reshma

Ms Suma C.P.

MS

(MS)

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done

20/10/2019

A staff meeting was held on 17th October 2019, Monday, in the Principals chamber.

The meeting began with a prayer, followed by words of welcome by the Principal.

The first point discussed at the meeting was regarding the NMAC seminar/workshop attended by the staff at St Agnes College for 2 days on 18th & 19th October 2019.

The staff gave their insights on the various requirements the college needs to have, the reports and documents needed to be maintained by the staff as per the criteria of NMAC.

Principal informed that new certificate courses will be introduced to the final year students, ~~in the~~ on the like, Business or Professional ethics, Public speaking, soft skills etc. These courses will be taking the place of assignments which the final year students write.

A weekend added course named Everyday Physics was also planned to be introduced.

It was informed that, all the committee reports and the formal meeting reports should be written in the prescribed format.

Principal also informed that, budget course or remedial coaching record has to be maintained.

The second point of discussion was relating to the End Semester Exam which was to begin on October 23rd 2019. Principal informed all staff

members should do the duties as specified, if any changes to be done in the duties, prior information should be ~~inform~~ given to the Vice Principal.

The meeting concluded at 12.00 pm where all

The staff members were present for the meeting.

Principal
(Rev Fr Alain Serrao)

Ms Roslan Sathurayogal ✓

Ms Pramila ✓

Ms Ranush ✓

Ms Shivala ✓

Ms Akshitha ✓

Ms Jeyrila ✓

Ms Thanya. Thomas ✓

Ms Hariprasad ✓

Ms Seema. S ✓

Ms Mitchell ✓

Ms Flanita ✓

Ms Reshma. ✓

Ms Deenath ✓

Ms Christopher ✓

Ms Prashanth. ✓

05/12/2019

A staff meeting was held on 5th Dec 2019, Thursday at the Principals Chamber.

The meeting began with a prayer led by the Principal followed by words of welcome.

The main agenda for the meeting was the Institution Day to be held on 6th & 7th of Dec 2019, on the occasion of 75th Jubilee of the High School.

On 6th Dec 2019, all Catholics were informed to attend the Eucharistic celebration at St. Sebastian Church, Bendore, After which the staff were requested to be present for their various duties assigned to them at the college for the programme to begin at 6.00pm. On 7th Dec 2019, the staff were requested to be present for the evening programme at 6.00pm and perform the duties assigned to them.

~~Further~~ Principal informed the staff that a voluntary contribution by the degree staff towards the Jubilee should be made.

The meeting was at 10.00 am in the morning and ended up at 11.00 am. Principal thanked the staff members for being present for the meeting.

Asens

Principal.
(Rev Fr Alvin Sereao)

Mr Roshan Senthumayor ✓
Mrs Pranita ✓
Mr Shudhan ✓
Mr Kamush ✓
Mrs Akshatha ✓

Mr Rahul ✓
Mr Prashanth ✓
Mr Hariprasad ✓
Ms Christopher ✓
Mr Ganath ✓

Mrs Teekeda ~~Te~~

Mrs Flavita ~~F~~

Mrs Thanya ~~Thanya~~

Ms Seema ~~S.S.~~

Ms Mitchell ~~M.~~

Ms Reshma ~~Reshma~~

anest

14/12/2019.

A staff meeting was held on 14th Dec 2019, Saturday at the Principals Chamber. The meeting was scheduled at 9.00 am.

Principal, Fr Alwin Serrao, welcomed the staff members.

The agenda for the meeting were the activities planned for the Even Semester.

The main event for the semester was the Annual Sports Meet 2019, to be held on 20th Dec 2019 at the Padua grounds. Principal informed that the sports day heats will be held from 18th Dec 2019 & most of the events will be finished up earlier and only few events like track events, tug off war and long jump - high jump finals will be held on the Sports Day.

Vice Principal, Mr Roshan, read out the responsibilities of the staff for the Sports Day.

The next programme planned was the Christmas celebration. Principal informed that the Christmas programme will be held for the staff of the institution.

The next programme or event planned for the semester was Padua Verve 2020. Mr Roshan briefed about the various events included in the Padua Verve. The new events added were PRO & group dance.

It was informed that NAAE preparation should be continued and the presentations of the Bitronics would begin from the month of February 2020.

It was also informed that on 21st Dec 2019, MCAETA would be organising a workshop regarding CBES subjects and the 1st year subject lecturers will have

to attend the seminar/workshop.

~~The~~ Vice Principal Mr Koshan informed that Principal Rev Fr Alwin Serrao, will be awarded that Anshu Ranga Prathistana award on the 15th Dec 2019 at the Padua college ground and it is a great honore for us, with this regard all staff has to be present for the programme.

On the same day, a book named Retail Management, written by Mr Koshan Santhumayor and Prasant D'Costa was ^{supposed to be} released. ~~by~~ @

Principal informed that on Dec 15th 2019 there will be a Health check up camp organised by JCI mangalore for which all were asked to participate and inform others ^{also} to join the health camp.

As a motivation to young artists, the college has given provisions for Auditions for two films in the campus. which will held in the month of January.

Principal
(Rev Fr Alwin Serrao)

Mr Koshan Santhumayor

Mrs Pramila

Mr Sheikhar

Mr Ramesh

Mrs Akshatha

Mrs Josphida

Mrs Tharaja

Mrs Flawita

Ms Seema

Ms Mitchell

Ms Reshma

Mr Rahul

Mr Prashanth

Mr Hariprasad

Mr Christopher

Mr Deenath

03-01-2020

A staff meeting was held on 3rd January 2020, at the Principals Chamber. The meeting began with a prayer followed by words of welcome by the Principal.

The meeting was regarding the Annual Sports Day which will be held on 10th January 2020. The physical director Mr Hariprasad, briefed about the incharges & responsibilities about the sports day.

It was informed that certificate courses would begin in the semester and the various incharges were - Public Speaking - Seena & Nimitha.

Nude - Pramila

Managerial skills - Deenath & Ft Alvin

Daily Physics - Alfred.

Banking course will continue as usual.

It was informed that attendance registers should be maintained for each certificate course.

Alvin
Principal

(Rev Ft Alvin Seena)

Mr Kostasanthan Mayor

Mrs Pramila

Ms Reshma

Mr Sheikhar

Mr Rahul

Mr Ranesh

Mr Prashanth

Mrs Akshatha

Ms Hariprasad

Mrs Jesfuda

Mr Christopher

Mrs Thaniya

Mr Deenath

Mrs Flanita

Ms Seema S.P

Ms Mitchell

13/01/2020

A staff meeting was held on 13th January 2020, Monday, in the Principal's chamber at 3:45 pm. The agenda for the meeting was regarding Padua Verne 2020, to be held on 14th January 2020.

Mr Roshan Santhumayor, Vice Principal & co-ordinator for Padua Verne 2020, briefed about the duties and the staff incharges for the event to be taking place. It was informed that around 23 colleges would be taking part in the inter-collegiate fest. Principal informed that only the students who are interested can be present on the day of the event.

It was informed during the meeting that the guest for the event would be Mr Rupesh Shetty, Tulu film actor and an anchor by profession. The guest for the valedictory would be Mr Dixon, an alumnus of Padua college, a choreographer by profession.

The meeting concluded at 4:30 pm, where all the staff members were present for the meeting.

Alwin

Principal.

(Rev Fr Alwin Suresh)

Mr Roshan Santhumayor

Mrs Pramila

Mr Shridhar

Mr Ramesh

Mrs Akshatha

Mrs Jeyfuda

Mrs Thanyja

Mr Rahul

Mr Prakash

Mr Hanipraxed

Mr Christopher

Mr Deenath

Mrs Flawita ✓

Ms Seena S.P ✓

Ms Mitchell ✓

Ms Reshma. Prima

Prima

05/02/2020.

A staff meeting was held on 5th February 2020, Wednesday at the Principals Chamber.

The meeting began with a silent prayer, followed by ^{words of} welcome by the Principal. The agenda for the meeting was regarding the College Annual Day Celebration which was scheduled on 7th February 2020. Principal, Fr Alvin, briefed about the College day duties and incharges. On the day of the Annual function the program will begin at 3.30pm, with the Prize distribution ceremony, for which the Secretary of Parish Pastoral Council, Mr Stephen Quadras.

Mr Shroddhar, the co-ordinator for the Annual day function, informed that the Chief guest for the formal function would be Mr John D'Silva, H.O.D, Commerce Dept, St Aloysius College, Mangalore.

It was also informed that ① the green rooms for the participants of the college day will be, for boys the auditorium and for girls the BBA block.

② usage of mobile phones will be restricted, only one phone to be used by each class for the purpose of videos or photography.

③ Rehearsals for the cultural programme will be on 6th Feb 2020 at 10.am.

④ Stage committee to be incharge for the stage and should continue the same till the end of the programme.

⑤ Refreshments would be provided to the volunteers & participants of the college day function at the college canteen, which will be provided on coupon basis.

The meeting began at 3.45pm and ended at 4.30pm.

Alvin

Principal
(Rev Fr Alvin Perera)

Mr Koshan Sauthemayol. ~~S~~

Mrs Pramila ~~J.w~~

Mr Shudhan ~~S~~

Mr Kanush ~~S~~

Mrs Akshatha ~~S~~

Mrs Jesfuda -

Mrs Thaniya ~~Thaniya~~

Mrs Flauita ~~A~~

Ms Seema ~~S.P~~

Ms Mitchell ~~v.~~

Ms Reshma. Reshma

Mr Rahul ~~S~~

Mr Prashanth. ~~P~~

Mr Hariprasad ~~S~~

Mr Christopher ~~S~~

Mr Deenath. ~~S~~

20/02/2020

A staff programme meeting was held on 20th February 2020, Thursday at 3.00 pm in the staff room.

The agenda for the meeting was regarding NAAC preparation and presentations of the criterions. The presentations would begin from 24th Feb 2020, at 3-4.5 pm. and all have to be compulsorily present for the presentation till the end.

It was informed by the Principal. that. On 24th Feb. there will be photo sessions for the students & the staff. and all have to wear uniform compulsorily.

Staff were informed to prepare their personal profile, were, all were supposed to maintain their pass/fail percentage in the subjects they teach. Club week which was supposed to be held in the March 1st week, will be postponed to a future date.


It was informed to keep a check on the usage of mobile phones in the campus, the floor incharges should do their duties diligently.

Students who were absent for the 1st internals were increasing in number and so a solution for the same was suggested from the staff.

The meeting ended at 6.30 pm, where all the staff members were present for the meeting.

Asinara

Principal
(Rev Fr Alwin Serrao)

Mr. Lohan Sankumayor. 

Mrs. Pranika.

Mr. Rahul 

Mr Shudhan

Mr Ramesh

Mrs Akshatha

Mrs Jyotika

Mrs Thaniya

Mrs Ekanika

Ms Seema S.D

Ms Mitchell

Ms Reshma

Mr Prashanth

Mr Hariprasad

Mr Christopher

Mr Seenath

21 21/03/2020

A staff meeting was held on 21-03-2020 at the Principals chamber, at 10.30 am.

The meeting was presided by Principal Fr Alvin Serrao, the meeting began with prayer and words of welcome.

The agenda for the meeting was regarding the best working day for students, if the college reopens after two weeks. It was decided to take classes for a week.

The discussion was also done with regarding the NAAE presentation with the St Agnes staff under the Paramarsh scheme. Last week of March, there would be presentations. It was informed that, all criterion presentations should be ready and all staff should be present.

Principal informed that mentor-mentee record has to be maintained by all staff.

The meeting ended at 11.30 am where all the staff members were present for the meeting.

Asinara

Principal

Rev Fr Alvin Serrao

- | | |
|--------------------------|------------------|
| Mr Koshan Santhunayar. ✓ | Mr Rahul ✓ |
| Mrs Pramila ✓ | Mr Prashanthi ✓ |
| Mr Shridhar ✓ | Mr Hariprasad ✓ |
| Mr Ranush ✓ | Mr Christopher ✓ |
| Mrs Akshatha ✓ | Mr Deenath ✓ |
| Mrs Jyoti - | |

Ms Thanya ~~Thanya~~

Ms Flaura

Ms Selma S.S

Ms Mitchell

Ms Roshma Roshma

aneta

05/05/2020

A staff meeting was held on 5th May 2020 at the staff room (department).

Meeting began with prayer & words of welcome by Principal Fr Alwin Serrao.

~~The meeting began with~~
~~the discussion~~

Principal informed the staff members to do classes through online (through whatsapp). Sending of notes to students should be continued and the syllabus should be completed ~~on time~~ by the end of May for the final year students as their exams would be held in the month of June.

It was also informed that NAAE work should be completed and May 16th onwards, presentations with St Agnes staff would begin.

Mr. Roshan, Vice Principal, informed that Fresh batch for the coming year 2020-2021 would begin from September 2020. Every staff should try to get students for the college.

It was brought to our notice that June 1st to June 15 classes would be held for the final year students and June 15th onwards exams will be held.

Classes will be held keeping in mind the policy of social distancing and wearing of masks.

A suggestion was given to record videos of the classes done, in order to make it convenient to the students. The videos were asked to be uploaded on the college website.

Principal informed that BBA project should be completed by students by May 30th, for which

Wika week would be on May 30th or 31st.

Agenas

Principal
(Rev Fr Alwyn Seneco)

Mr Kostas Sauthemayor ~~SP~~
Mrs Pramita J.V. Ms Rahul ♀
Mrs Shudha S.H. Mr Prashanth P.P.
Mr Kanush W. Mr Haniprasad S.
Mrs Akshatha A. Mr Christophere S.
Mrs Jesfuda. S. Mr Deenath. D.
Mrs Shanija. Shanija
Mrs Flauita H.
Ms Seema S.P.
Ms Mitchell W.
Ms Reshma Reshma

26/05/2020

A meeting for the staff was held on Tuesday, 26/05/2020 at 11:30 am in the Department.

The meeting was held to discuss the various plans to be undertaken in the coming days.

- Principal informed the staff should keep ready the NAAC related documents, and the final presentation will be done in another 15 days.

It was also informed that detailed documentation of each & every question in the criteria should be kept separately in the file.

Descriptive answers should be completed & given for corrections. St Agnes staff will help in the corrections further.

- Second information was regarding the final year classes which might commence soon in the month of June or July.

- It was also informed that Mentor-Mentee record should be maintained for the c.y.

- Online classes for the students through google meet should be taken for the final year students from 13th June 2020.

The meeting ended at 12:30 pm, where all the staff members were present. Principal thanked the staff for being present for the meeting and for going on with the NAAC presentations in an efficient manner.

A Senoo

Principal
(Renu A Senoo)

Mr Roslan Sauthanayagor ~~SR~~
Mr Shridhar ~~SR~~
Ms Pranila ~~SR~~
Mr Kanush ~~SR~~
Mrs Akshatha. ~~SR~~
Mrs Jeyfida. ~~SR~~
Mrs Thanya ~~SR~~
Mrs Flanita. ~~SR~~
Ms Seena S.S.
Ms Mitchell. ~~SR~~
Ms Reshma. ~~SR~~

Mr Rahul ~~SR~~
Mr Prashanth ~~SR~~
Mr Hariprasad ~~SR~~
Mr Christophu ~~SR~~
Mr Deenath. ~~SR~~

05/06/2020

The staff meeting was held on 05/06/2020 Friday, at 11.00am in the Department.

The meeting was presided by Mr Roshan Sankaranarayanan, the Principal incharge, as the Principal Rev Fr Alvin Sereas is on leave to complete his Phd work, presiding Mr Roshan informed that NAAC presentations should be ready with documents.

- It was also informed that Cr-Soft would be applied by the college to make it easier to do online classes.

- It was also informed that permission to provide for 2 extra classes and a well facilitated / equipped A.V room is put forward to the correspondent.

- Staff members were informed to keep ready the NAAC requirement list.

- The workshop on Online teaching classes went on well at St Agnes College, Autonomous, which was held on June 1st & 2nd.

- It was informed that notes need not be sent to students of 1st & 2nd year, as their exams ~~were~~ may not be held.

- Final year internal marks should be maintained & kept ready and assignments marks should be kept given full.

- In order to promote admissions, 2nd P.V students of Padua P.V college will be given a quiz to contest for.

Also, with regard to Environment day, a online video contest (to plant a sapling) will be held to all students of the degree college.

- It was informed that 2 webinars will be conducted

for the students as well as for all the staff.

The staff were informed to keep ready remedial books, answer scheme, internal marks books, club books and mentor-mentee records.

The meeting ended at 12-30 pm, where all the staff members were present for the meeting. The meeting was also attended by the non-teaching staff too.

Agenda

Principal
(Rev Fr Alain Lercas)

Mr Roshan Santhunayor	
Mrs Pramila	Mr Rahul
Mr Shridhar	Mr Prashanth
Mr Ramesh	Mr Hariprasad
Mrs Akshatha	Mr Christopher
Mrs Jesfuda	Mr Deenath
Mrs Thanya	
Mrs Flavita	
Ms Seema	
Ms Mitchell	
Ms Reshma	

11/06/2020/

A staff meeting was held on 11th June 2020 at 11.30 am at the department. Ms Roshan Sankarayanan took over the meeting.

The main agenda for the meeting was

- 1) Patron St Anthony's feast to be celebrated on 13th June. Mass will be celebrated at 9.30 am at the Chapel & at 10.30 am there would be a staff gathering, where the Correspondent would address the staff of the institution.
- 2) It was brought to the notice of the staff that the college auditorium responsibility is given to the diocese, and the in-charges for the same are Mr Haniprasad and Mr Alfred.
- 3) It was also informed that Online classes were going on good and were getting a positive reply/response from the students.
- 4) NAAC presentation will be done with the St Agnes staff in the first week of July and all have to be ready for the same.
- 5) It was also informed that by Nov/Dec we should make preparation for the peer team visit and certain other duties were distributed among the staff.
 - 1) Principals presentation → Mr. Prashanth & Mr Rahul
 - 2) Executive summary → Ms Seema, Ms Reshma, Ms Mitchell & Mrs Beena
 - 3) Profile of the institution → Mrs Jesudha and Mrs Akshatha
 - 4) Departmental presentation → Mr Deenath, Mrs Thanuja., Mr Christopher & Mrs Flavia
- 6) Staff attendance record should be signed by the staff whenever they attend the or arrive at the college from the month of June.

- 4) Next discussion was regarding the admissions. It was informed that, staff should make efforts to get students for first year. Reservation of seats was now open for the first years who want to join the college.
- 5) The staff members suggested for the requirement of printers for the NAAC work going on.
- 6) NAAC file should be maintained with good care & even the various original documents have to be dealt with responsibility.

The meeting at 1.00 pm were all the teaching and non-teaching staff were present for the meeting.

A Serrao

Principal

(Rev Fr Almir Serrao)

Mr Roshan Santhumayor	RS	
Mrs Pranita	RS	Ms Rahul
Mr Shridhar	RS	Mr Prashanth
Mr Kanesh	RS	Ms Holimasad
Mrs Akshatha	RS	Ms Christopher
Mrs Jeyida	RS	Mr Deenath
Mrs Thanya	Thanya	
Mrs Flanita	RS	
Ms Seema	RS	
Ms Mitchell	RS	
Ms Restma	Restma	

13/06/2020

A meeting was held on 13th June 2020 at the Principal's Chamber at 11.00 am.

The main agenda for the meeting was regarding the following.

1) First discussion was regarding the holiday to the staff from 15th June to 30th June.

It was informed that staff members can take off whenever they want provided they inform and also keep their work assigned work ready.

2) Secondly online classes to be continued for another one week for the students in order to complete the syllabus.

3) Thirdly, internal marks of all the students to be kept ready and to be submitted to the office by 20th June 2020, as the University portal is open until 30th June.

Information regarding the allotting of internal marks was also discussed during the meeting.

All the staff members were present for the meeting, the meeting ended at 11.45 am.

A. Srinivas

Principal
(Rev Fr Alwin Srinivas)

Mr Koshan Santhumayor. *[Signature]*

Mrs Pramila *[Signature]*

Mr Ramesh *[Signature]*

Mr Shvetkar *[Signature]*

Mrs Akshatha *[Signature]*

Mrs Jesfida *[Signature]*

Mrs Thanuja *[Signature]*

Mr Rahul *[Signature]*

Mr Prashanth *[Signature]*

Mr Hariprasad *[Signature]*

Mr Christopher *[Signature]*

Mr Durath *[Signature]*

Ms Flauita ✓

Ms Seema S.P

Ms Mitchell ✓

Ms Kshma Fesma

anisha