



KURIAKOSE ELIAS COLLEGE MANNANAM

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Criterion - VI

Governance, Leadership and Management

6.2: Strategy Development and Deployment

6.2.1.

Collège Council Minutes



COLLEGE COUNCIL MINUTES 2018-2023

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NOTE

There will be a meeting of the college Council on 25-07-2018 at 3.P.M in the Principal's office. All are requested to attend the meeting without fail

- 1. Election of the Council secretary.
- 2. NAAC Accreditation and MCC Peer team Visit.
- 3. Onam celebration.
- 4. Internal Examinations
- 5. Any other Matters.

24-07-2018

Principal

- 1. Dr. Antony Thomas ✓
- 2. Dr. Sujasani Mathew ✓
- 3. Dr. Joykutty Joseph ✓
- 4. Dr. Sunny Joseph ✓
- 5. Dr. Babu Joseph ✓
- 6. Dr. Smitha ✓
- 7. Dr. Sini Thomas ✓
- 8. Dr. Sollyamma Mathew ✓
- 9. Dr. Mathew & Gracey ✓
- 10. Sr. Jenny Joseph ✓
- 11. Dr. A. Jose ✓
- 12. Dr. Rosamma Mathew ✓
- 13. Ms. Jenny Francis ✓
- 14. Mr. Goshy Paul ✓
- 15. Sr. Johnson Joseph ✓
- 16. Mr. George Joseph ✓
- 17. Ms. Anamol Thomas ✓
- 18. Ms. Glancy Kutase V ✓
- 19. Ms. Dr. Sindhu L S ✓

Minutes of the College Council held at 25-07-2018

The first meeting of the Staff Council for the academic year 2018-19 was held at the Principal's Chamber on 25th July 2018, Wednesday at 3 pm. Dr. Smitha was elected as the Council Secretary. Fr. Joby Joseph Mukalel, Vice Principals and Mr. Vinu J. George, Secretary Staff association were appointed as permanent invitee to the Staff Council. The outgoing Council Sec. Ms. Theja Joseph presented the council report. The report was approved by the Council members.

Principal instructed to note down the attendance of first year students in book till the students get their roll numbers. Dr. Joykutty Joseph and Dr. Sujasani Mathew pointed out the difficulty in following this in language classes.

Dr. Babu Joseph complained that the appointment of unions director was not discussed in department and also mentioned that his and Hindi department academic activities were not included in AAR despite emailing the details. Principal replied that 2016-17 AAR was submitted after getting it approved in Council meeting held on 1-8-2017. Dr. Joykutty Joseph mentioned that no council meeting was held on that date and the total no. of associate professors are wrongly





given in AQAR.

Principal announced that there will be a staff closing programme on August 1, Saturday. He also informed that MCC-NAAC peer team visit will be held on 6th and 7th August. IQAC Co-ordinator Dr. Mathews T. Thelley was put in charge to form a committee for the smooth conduction of the visit.

Dr. Sunny Joseph told that it is difficult for him to sign any document as the senior most faculty. The Principal assured him that no staff will approach him for signing any documents in future.

Principal informed that the College Union Election will be held on 17th August. Onam Celebrations date will be decided depending on college closing date. If the Onam celebration is after election, then the programme will be conducted by the college union or else by NSS.

Dr. Joykutty Joseph mentioned that admission register and half yearly session register were incomplete when the Adalatam came to the college. Principal replied that he didn't get any prior information regarding the visit other than a telephonic call one day before their visit.

Principal told that the first internal examination should be

conducted department wise before 31st August and the marklist must be submitted to the Principal before 15th Sept. The association inauguration and welcome to the newcomers should be clubbed and it should be strictly according to the guidelines put forward by the Principal.

Dr. Joykutty Joseph pointed out that it was not fair to assign Principal's charge to a junior teacher when he was on leave during vacation. He also made an opinion that an enquiry has to be made regarding how KE college was listed last in NIRF ranking. Principal assured that the application which is submitted for NIRF ranking will be made available for verification.

Film fest should be reduced to 3 days and only classical movie are allowed in the fest. Principal announced that all departments should introduce certificate course in this academic year. As a part of declaring campus as environment friendly IQAC is planning to make and distribute paper pens.

Dr. Joykutty Joseph pointed out that lot of academic activities such as those regarding staff's promotion etc are pending due to lack of Principal's approval. Principal replied that if needed staff has to approach court in this matter.





The meeting came to an end by 5:15 pm with tea and snacks.

~~Smitha~~
Smitha S
Secretary

Notice

There will be a meeting of the College Council on 3.10.2018 at 3.30 pm in the Principal's office. All are requested to attend the meeting without fail.

Agenda

1. Submission of IIGA.
 2. Any other matter.
- 01-10-2018.

~~AJ~~
Principal.

1. Dr. Antony Thomas. ~~AJ~~
2. Rev. Fr. Joby Joseph. Mukalel. ~~JP~~
3. Dr. Sujasani Mathew ~~J~~
4. Dr. Joykutty Joseph ~~JP~~
5. Dr. Sunny Joseph. ~~JP~~
6. Dr. Babu Joseph ~~JP~~
7. Dr. Smitha S. ~~JP~~
8. Dr. Jini Thomas ~~JP~~
9. Dr. Jollyamma Mathew ~~JP~~
10. Dr. Mathews T. Thelji ~~JP~~
11. Sr. Jessy Joseph. ~~JP~~
12. Dr. A. Jose ~~JP~~
13. Dr. Rosamma Mathew ~~JP~~
14. Ms. Jency Francis ~~JP~~
15. Mr. Jashy Paul. ~~JP~~
16. Fr. Johnson Joseph. ~~JP~~
17. Dr. Sindhu E.S. ~~JP~~
18. Ms. Girey Lukose. V. ~~JP~~
19. Mr. Baby M. Thomas. ~~JP~~
20. Ms. Anind Thomas. ~~JP~~
21. Mr. Vinu J. George. ~~JP~~





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College Council 3-10-2018

Participants

Agenda -

1. Submission of IQA.
2. Any other matter.

Participants

1. Dr. Joseph Joseph
2. Dr. Smith S
3. Jerry Francis
4. Dr. Jollyamma Mathew
5. Baby Mathew
6. Sr. Jerry Joseph
7. Dr. Sunny Joseph
8. Fr. John Joseph
9. Dr. Smith E.S.
10. Long Lakose V.
11. Thomas T. Thel
12. Rony George
13. Vinu J. George
14. Fr. Joby Joseph
15. Dr. Lini Thomas

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Minutes of the College Council held on 3-10-18

The second meeting of the staff council for the academic year 2018-19 was held in the Principal's Chamber on 3-10-18 at 3:45 pm. Principal Dr. Anthony Thomas presided over the meeting. The meeting started with a silent prayer. The minutes of the previous meeting was read and was approved by the Council. The following topics came under discussion.

1. First internal of first year students.
2. Model examinations for first and second year students.
3. Uploading IQA.
4. Farewell and valedictory functions
5. Disciplinary Action.
6. Constitution of WWS and SSP committee

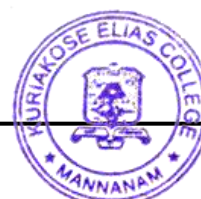
Decisions taken in the Council.

1. First internal examination of first year degree students will be conducted class wise before 15th October - 2018.
2. Model examination of first and third semesters will be conducted during October 22 to 27.
3. Start NAAC Accreditation 3rd cycle process by uploading IQA by 15th of October - 2018.
4. Farewell and Valedictory function of final year students should be conducted either in the afternoon, up to 4. pm, or





<p>weekdays or on Saturdays.</p> <p>5 Mr. Srejith Sabu, students from History Dept is suspended for a period of one month based on the enquiry and recommendations of the discipline Committee.</p> <p>6. Two committees were constituted regarding WSS and SSP. The members are Principal, Vice-Principal, ISAC - Co-ordinator, two staff members (Dr. Sandhya and Fr. Johnson Joseph) and two students representatives.</p> <p>The meeting came to an end by 4.50 pm with tea and snacks.</p> <p style="text-align: right;">Emilia S Secretary</p>	<p style="text-align: right;">30</p> <p><u>Notice</u></p> <p>There will be a meeting of the College Council on 1-11-18 at 3.30 pm in the Principal's office. All are requested to attend the meeting without fail.</p> <p><u>Agenda</u></p> <p>1. Submission of AQAR - 2017-18. 31-10-2018.</p> <p style="text-align: right;">By Principal.</p> <ol style="list-style-type: none"> 1. Dr. Anthony Thomas 2. Fr. Fr. Joby Joseph Mukhal. 3. Dr. Sufarama Mathew 4. Dr. Joykutty Joseph 5. Dr. Sunny Joseph 6. Dr. Babu Joseph 7. Dr. Emilia S. 8. Dr. Jim Thomas 9. Dr. Jolyamma Mathew 10. Dr. Mathew T. Thelley 11. Mr. Vinu T. George 12. Sr. Jessy Joseph 13. Dr. A. Jose 14. Dr. Rosamma Mathew 15. Ms. Jeney Frances 16. Mr. Jesby Paul 17. Fr. Johnson Joseph 18. Dr. Sindhu F.S. 19. Ms. Siny Lukose V. 20. Mr. Baby M. Thomas 21. Ms. Anmol Thomas
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<p><u>Minutes of the college Council held on 1/11/2018</u></p> <p>The 4th annual meeting of the Staff Council for the academic year 2018-19 was held in the Principal's Chamber on 1/11/2018 at 3:45 pm. Principal Dr. Antony Thomas presided over the function meeting. The meeting started with a silent prayer. The previous report was approved by the Council. The following topics came under discussion:</p> <ol style="list-style-type: none"> 1. Uploading of ASAR 2. Special timetable of I and II DC classes 3. Disciplinary action 4. Regarding Staff ID card. <p><u>Decisions taken in the Council</u></p> <ol style="list-style-type: none"> 1. Council approved the ASAR for 2017-18 and decided to upload by 7th Nov. 2018 2. First and third semester classes may be arranged according to special time-table from 13th Nov. 3. Mr. Joice Jacob, first year student from History department is suspended for manhandling another student, pending enquiry 4. For preparing Staff ID Card, Staff Secretary (teaching), Fr. Johnson Joseph and Office Superintendent have been made responsible. <p>The meeting came to an end by 4.45 pm with tea and snacks.</p> <p style="text-align: right;"><i>Dr. Smitha S.</i> Secretary</p>	<p><u>Notice</u></p> <p>There will be a meeting of the College Council on 15-02-2019 (Friday) at 3.00 pm in the Postprincipal's office. All are requested to attend the meeting with out fail.</p> <p><u>Agenda</u></p> <ol style="list-style-type: none"> 1. Annual get together. 2. Model Examination 3. Staff Tour 4. Other matters. <p>14-02-19 Principal.</p> <ol style="list-style-type: none"> 1. Dr. Antony Thomas 2. Rev. Fr. Joby Joseph Mukhal C.M.B. 3. Dr. Sujazani Mathew 4. Dr. Jeykuttiy Joseph 5. Dr. Sunny Joseph 6. Dr. Babu Joseph 7. Dr. Smitha S. 8. Dr. Jina Thomas 9. Dr. Jollyamma Mathew 10. Dr. Mathias. T. Thellis 11. Mr. Vinu. J. George 12. Sr. Jeessy Joseph 13. Dr. A. Jose 14. Dr. Rosamma Mathew 15. Ms. Jenny Francis 16. Mr. Jothly Paul 17. Fr. Johnson Joseph 18. Dr. Sindhu. E. S.





- 19. Ms. Giney Lukose
- 20. Ms. Baby M. Thomas *By*
- 21. Ms. Anmol Thomas *Wm*

Minutes of the College Council held on 15/2/19

The fourth meeting of the Staff Council for the academic year 2018-19 was held in Principal's chamber on 15/2/19 at 3.00 pm. The Principal, Dr. Antony Thomas presided over the meeting. The meeting started with a silent prayer. The minutes of the previous meeting was approved by the council and the agenda of the meeting was presented. The following decisions were taken with regard to the agenda.

1. For the smooth conduction of the annual get together, which was tentatively fixed for March 28, a committee was formed. The members are Principal, Vice-Principal, Mr. Vinu J. George (Staff Secretary) (convenor), Dr. Brigit Paul, Ms. Sijimol C.G., Ms. Rinu Jose, Shri. Baby M. Thomas (Office Superintendent) and Sr. P.S. Joseph (non-teaching staff secretary).
2. Model examination will start on 25th February. Special classes may be arranged in the afternoons.
3. A committee comprising, Mr. Vinu J. George (convenor), Fr. Johnson Joseph and Ms. Jerry Francis were formed to plan a

1. Guidelines have been approved for the farewell and valedictory function of final year students. Public address system is not permitted for the farewell and valedictory function of the final year students.

5. Ratified the suspension of Sri. Sivasankaram, 3rd year B.Voc and approved the appointment of enquiry committee regarding the disciplinary action against Sivasankaram. The committee members are Dr. Jollyamma Mathew, Dr. Mercy Mathews and Ms. Deepa S.

6. Department fests will not be permitted on working days.

7. Orientation/Refresher courses should be applied for, only after intimating HOD.

8. A recreation room for the teachers was requested and the Council decided to convey the request to the Management.

9. To collect Rs 100/- as alumni membership fee from outgoing students.

10. Teachers should accompany the girls students going for competitions outside the campus, provided there is overnight stay.

Dr. Smitra S
Secretary





Notice

There will be a meeting of the college council on 20-03-19 (Wednesday) at 3.00 pm in the Principal's office. All are requested to attend the meeting without fail.

Agenda.

1. NAAC Visit.
2. Other matters.

19-03-19

[Signature]
Principal.

1. Dr. Anthony Thomas. *[Signature]*
2. Rev. Fr. Joby Joseph *Mukalel C.M.I. (Special Inviter)*
3. Mr. Vinu. J. George. *(Special Inviter)* *[Signature]*
4. Dr. Sujazari Mathew *[Signature]*
5. Dr. Joykutty Joseph
6. Dr. Sunny Joseph
7. Dr. Babu Joseph
8. Dr. Emitha S.
9. Dr. Jini Thomas *[Signature]*
10. Dr. Jollyamma Mathew *[Signature]*
11. Dr. Mathews. T. Thelley *[Signature]*
12. Sr. Jessy Joseph *Sr. Susy*
13. Dr. A. Jose *[Signature]*
14. Dr. Rasamma Mathew
15. Ms. Jeney Francis. *[Signature]*
16. Mr. Joshy Paul
17. Fr. Johnson Joseph *[Signature]*
18. Dr. Sindhu. E. S. *[Signature]*
19. Ms. Giney Lukose
20. Mr. Baby. M. Thomas *[Signature]*
21. Ms. Anamol Thomas. *[Signature]*





Minutes of the College Council held on 20-3-19

The fifth meeting of the Staff Council for the Academic year 2018-19 was held in the Principal's office on 20-3-19 at 3 pm. Dr. Jollyamma Mathew presided over the meeting. The meeting started with a silent prayer. The minutes of the previous meeting was read and approved by the Council members. Principal sought the co-operation of all members for the coming NAAC visit.

The following decisions were taken

1. Ratified the suspension of Mr. Vishnu Sivasubramanian from II semester B-Voc marketing program and approved the appointment of enquiry commission regarding the disciplinary action against Vishnu Sivasubramanian. The committee members are Dr. Jollyamma Mathew, Dr. Mary Mathews and Mr. Depaul.

2. To allow Mr. Sivasankaran, third year B-Voc student who has been suspended for one month to attend the university examination.

Principal asked those who are interested to take vigilance duty during vacation, to inform the same to Mr. Sijimol C.G. All the teachers who are assigned vigilance duty should be present in time, without fault. During vacation, if there is any inconvenience, alternate arrangements should be made by concerned teachers and inform accordingly.

The meeting came to an end by 4.15 pm with tea and snacks.

Dr. Sivasubramanian
Secretary

Notice

There will be a meeting of the College Council on 11-7-19 (Thursday) at 3.00 pm in the Principal's office. All are requested to attend the meeting without fail.

Agenda

1. Election of the Council Secretary.
2. Internal Examination.
3. Any other matters.

10-7-19.

PRINCIPAL

1. Dr. Antony Thomas
2. Dr. Sujarani Mathew
3. Dr. Joykully Joseph
4. Dr. Brigitt Paul
5. Mrs. Stony V. Sebastian
6. Dr. Smitha S.
7. Dr. Jini Thomas
8. Dr. Jollyamma Mathew
9. Dr. Mathews T. Thelby
10. Dr. Jessy Joseph
11. Ms. Rina Jose
12. Ms. Sijimol C.G.
13. Fr. Johnson Joseph
14. Ms. Jenny Francis
15. Fr. Juby Joseph Mubalal
16. Dr. Feby Jose
17. Mr. Roy George
18. Mr. Inaku Peter
19. Mr. Baby M. Thomas
20. Mr. Anival Thomas





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Minutes of the College Council
held on 11-7-19 (Thursday)

The first meeting of the College Council for the academic year 2019-20 was held in the Principal's office at 3pm on 11-7-19. Principal Dr. Antony Thomas presided over the meeting. The meeting started with a silent prayer. The minutes of the previous meeting was unanimously approved by the Council.

The first item in the agenda was the election of the Council Secretary. Mr. Rony George, Dept. of English, was elected as the Council Secretary. Principal thanked the outgoing Secretary, Dr. Smitha S. and complimented her for her promptness. He also welcomed the new Council members.

The following decisions were taken at the meeting.

1. Internal/Model exam for UG and IPG classes to be held from Sept. 16-21.
2. HODs have to ensure prompt valuation of answer scripts by teachers and submit mark lists to the Principal by September last.
3. PTA meetings are to be held every semester.
4. The welcome programs for freshers are to be organized only in afternoon sessions, with the use of mics confined to inaugural function.
5. Decided to revive the 3 defunct add-on courses.
Fr. Johnson agreed for meaningful organization of certificate courses. Dr. Sujasani Mathew opined that only with a language lab, the Dept. of English can organize its add-on course.
6. All departments have to initiate action before Sept 10, for the procurement of MOU's with outside agencies in the govt. sector.
7. Dr. Jollyamma Mathew was entrusted with the task of es.ordinating value education programs.
8. Disciplinary action against 2 students was ratified.
9. Enquiry committee constituted in a women harassment case - Dr. Jollyamma Mathew as the Convener, Prof. Stanley V. Sebastian and Ms Nisha Maria as being the other members.
10. IQAC committee consisting of 8 teachers has to be constituted and its meeting to be convened next week.





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11. Guideline relating to the functioning of the College Union were formulated.

a) ~~Only~~ An amount Rs.200/- only is to be collected from a student.

b) Strict action plan within 2 weeks is to be prepared

c) No film festivals

d) No procession in connection with Arts Festival

e) Remuneration for judges is to be strictly decided by the Union Director and Arts Club Director

f) Union budget should be strictly adhered to.

12. IIIrd year UG students are not allowed to go for nature camps.

13. It has been decided to make 90 cards of the same pattern for all teachers.

The meeting came to an end by 4.15pm

Rony George
Secretary

Notice

There will be a meeting of the College Council on 17-10-19 (Tuesday) at 3.00pm in the Principal's office. All are requested to attend the meeting without fail.

Agenda

1. NAAC.
2. Student Tour
3. Any other matter.

11-10-19 PRINCIPAL

1. Dr. Antony Thomas
2. Dr. Sujasani Mathew
3. Dr. Josephukky Joseph
4. Dr. Brigitt Paul
5. Ms. Stanley V. Sebastian
6. Dr. Smitha I.
7. Dr. Jini Thomas
8. Dr. Jollyamma Mathew
9. Dr. Mathews T. Thelley
10. Dr. Jessy Joseph
11. Ms. Rini Jose
12. Ms. Sijimol C.G.
13. Fr. Johnson Joseph
14. Ms. Jency Francis
15. Fr. Joby Joseph Mukalal
16. Dr. Feby Jose
17. Mr. Rony George
18. Ms. Indu Paker
19. Mr. Balay M. Thomas
20. Ms. Anamol Thomas





Minute of the College Council
held at 3.30 pm on 15-10-19


Principal Dr. Antony Thomas presided over the meeting. The following decisions were taken ^{at the meeting}

1. The Council unanimously agreed for NAAC re-assessment towards the end of 2021.
2. Dr. Sandhya C. will be the NAAC co-ordinator.
3. There will be 3 joint co-ordinators for IQAC - Dr. Jollyamma Mathew, Dr. Rini Jose and Mr. Shanu.
4. Mr. Tijo Mathews is the new IQAC Secretary.
5. All departments should submit AAR by Oct. 31, 2019.
6. Department meetings are to be convened to initiate AAR submission.
7. There will be a training program on mentoring on Oct. 17, AN.
8. Mr. Tijo Mathews will co-ordinate the MOC online training program for teachers.
9. IQAC is entrusted with the task of issuing clearcut guidelines and instructions to the various departments.
10. Principal intimated the meeting that a one month period sanction from D.D is compulsory

for the conduct of student tours outside Kerala.

11. More cultural programs and sports activities shall be provided to students.
12. Internal mentoring for WWS is to be provided by Chemistry, Commerce, English, History and Zoology departments.
13. K.E. Office whatsapp group is proposed to be turned into an official group, with admin only messages, subject to the approval of the staff meeting.
14. Special appreciation has been bestowed on the College office, in the light of the positive comments made by the D.D.

The meeting came to an end by 4.30pm.


Roy George
Council Secretary





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Notice
 There will be a meeting of the College Council at 3.30pm on 6/2/2020 (Thursday), in the Principals office. All the members are requested to attend the meeting without fail.

Agenda

1. Model exam
2. K.E. Fest
3. Annual get-together
4. PTA General body
5. Any other matter

5-2-2020
 Mannanam

Principal

1. Dr. Antony Thomas
2. Dr. Suparai Mathew
3. Dr. Joyshukty Joseph
4. Dr. Bright Paul
5. Ms. Stanley, V. Sebastian
6. Dr. Smitha, S.
7. Dr. Jini Thomas
8. Dr. Tollyamma Mathew
9. Dr. Mathews, T. Thelley
10. Sr. Dr. Jessy Joseph
11. Dr. Rina Jose
12. Ms. Sajimal, C. B.
13. Fr. Johnson Joseph
14. Ms. Jency Francis
15. Fr. Joy Joseph Michael

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- 16. Dr. Feby Jose
17. Mr. Louy George
18. Ms. Indu Peter
19. Mr. Baby, M. Thomas
- 20. Ms. Anisul Thomas

Minutes of the College Council held at 3.30pm on 6/2/2020

The following decisions were taken at the Council meeting, presided over by the Principal Dr. Antony Thomas

1. The model exams for UG classes are to be held in the third week of February.
2. The K.E. Fest is to be held on Feb. 9 & 10.
3. IQAC coordinator Dr. Mathew T. Thelley will be the chief organizer of K.E. Fest
4. Maximum participants should be ensured for the Fest.
5. The Annual Get-together of the college staff is to be held in the 3rd week of March.
6. Prof. Stanley, V. Sebastian was entrusted with the task of organising PTA general body.

The meeting came to an end by 4.30pm.

Louy George
 Council Secretary





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Notice

There will be a meeting of the College Council on 06-11-2020, at 2.30 PM through the online platform 'Google Meet'. All the council members are requested to attend the meeting without fail.

Google Meet Link:
<https://meet.google.com/nqu-kdhp-wae>

Agenda

1. Approval of AQAR 2018-2019.
2. Any other relevant matter.

3.11.2020
Mannanam

[Signature]
PRINCIPAL


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Minutes of the College Council held on 6-11-2020

The first council meeting of K.E. College for the academic year 2020-21 was held on 6-11-2020, Friday at 2.30 PM, via Google Meet, the online platform. The College Principal, Dr. Brigit Paul presided over the meeting. The meeting started with a silent prayer. 16 council members attended the meeting. The outgoing Council Secretary, Mr. Roni George presented the previous council report, and it was approved by the council. After that, he left the meeting. The next item was the election of the council secretary. Ms. Linta Maria Jose, Asst. Professor, Dept. of Chemistry was elected as the Secretary of the College Council.

The following decisions were taken at the council meeting:

1. The principal informed that the main agenda for the council meeting is to approve the AQAR for the year 2018-19, and in the ensuing discussion, college council approved the AQAR for 2018-19. IQAC co-ordinator Dr. Mathews T. Thelji announced that the AQAR uploading will start from 9-11-2020, Monday onwards.
2. As the second semester UG examination is likely to start in November, it has been decided to give enough time for the students to do revision of the second semester topics. Dr. Xavier C.S; Vice principal and other council members were actively





participated in the discussion that followed. It was decided to make necessary arrangements for revision during the regular class time itself, in the respective departments.

3. The IQAC co-ordinator Dr. Mathews T. Thelji informed that a feedback form for teacher evaluation has been prepared by the IQAC. This form is intended for second and third year undergraduate and second year post graduate students. It was also decided that the students who have passed out in this year should also fill up the form.

4. The council decided that the students seeking admission to foreign universities should bring all the necessary evidence required to obtain a reference letter from the Head of the Institution. It was decided that the entire Departments ^{Heads} should be aware of this and the principal should issue such reference letters only with the recommendation of the Heads of concerned departments.

5. It was decided to give an appropriate farewell to Rev. Dr. Joseph Chhakkayil C.M.I. who was being relieved from the post of administrator of K.E. College. The council formally thanked father, on behalf of the college, for his invaluable services. Fr. Joby Joseph Mulcalet is appointed as the College Bursar.

6. It was suggested at the meeting that the model examination of U.C.N.C.

fifth semester graduate students should be conducted as early as possible.

7. The principal informed that the details of the vacant posts in all the Departments have to be submitted to the DD office for the appointment of guest teachers.

8. The council noted that the number of students who have joined the existing Diploma course (B.E. KEEPING) sanctioned by UGC-NSEF is very less and suggested, all teachers should try to enroll more students in the above course.

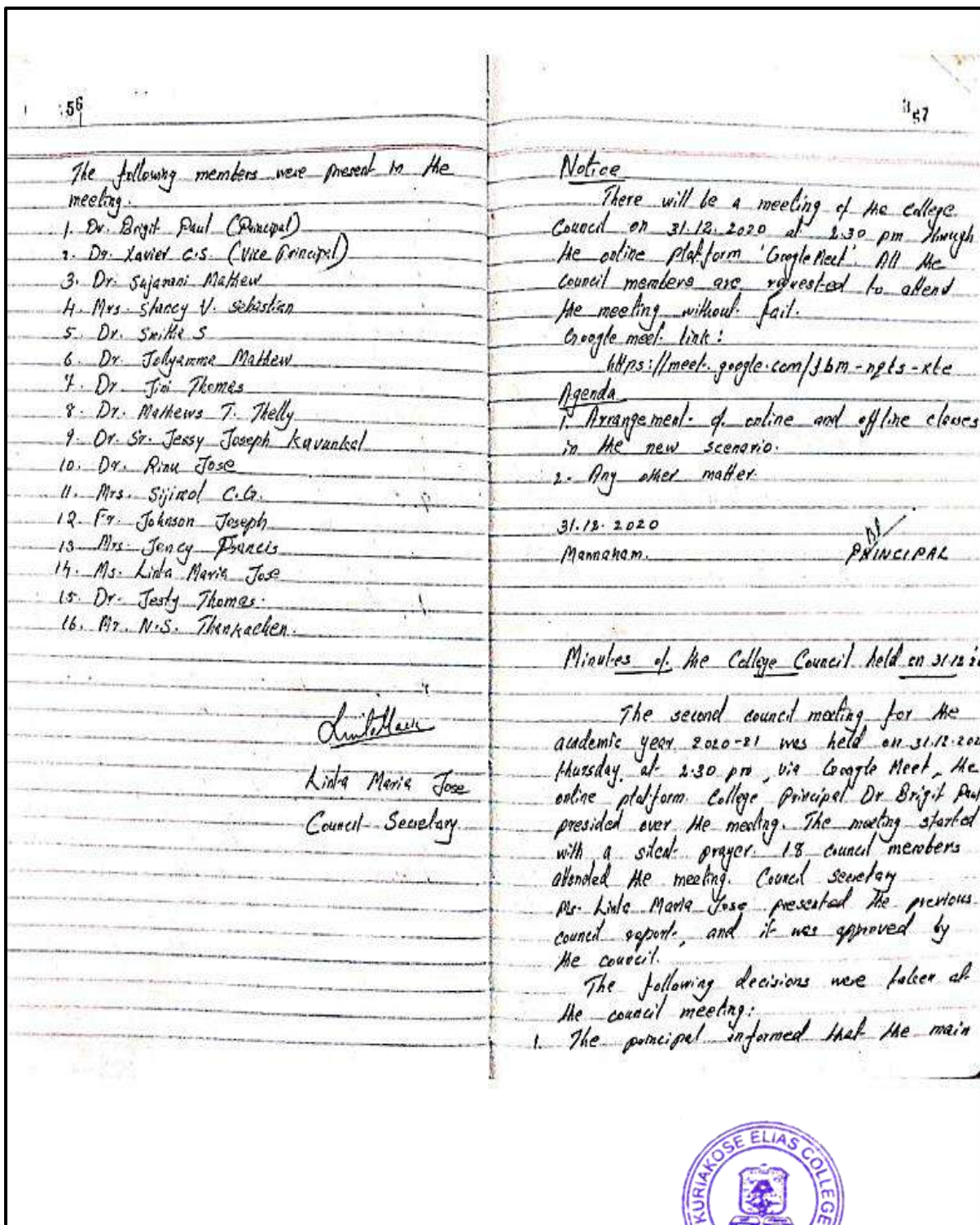
9. On behalf of the college, the Principal expressed gratitude to all the teachers, especially the IQAC co-ordinator Dr. Mathews T. Thelji, NAAC co-ordinator Dr. Sandhy C, for their co-operation and active involvement in successfully completing the AQAR for the academic year 2018-19.

10. Regarding the AQAR for the year 2019-20, the Council directed that necessary steps should be taken to complete the AQAR as soon as possible, by completing the minutes and reports of the various clubs and cells by November 16th, as well as criteria wise reports by December 16th.

11. The council approved the reconstituted IQAC cell of K.E. College.

The meeting came to an end by 3.30pm.





The following members were present in the meeting.

1. Dr. Brigit Paul (Principal)
2. Dr. Xavier C.S. (Vice Principal)
3. Dr. Sajamoni Mathew
4. Mrs. Stacey V. Sebastian
5. Dr. Smith S
6. Dr. Jolyamma Mathew
7. Dr. Jim Thomas
8. Dr. Matthews T. Kelly
9. Dr. Sr. Jessy Joseph Kavankal
10. Dr. Rina Jose
11. Mrs. Sijamol C.G.
12. Fr. Johnson Joseph
13. Mrs. Jency Francis
14. Ms. Linda Maria Jose
15. Dr. Jesty Thomas
16. Mr. N.S. Thankachen.

Linda Maria Jose

Linda Maria Jose
Council Secretary

Notice

There will be a meeting of the College Council on 31.12.2020 at 2.30 pm through the online platform 'Google Meet'. All the council members are requested to attend the meeting without fail.

Google meet link:

<https://meet.google.com/jbm-npts-xlc>

Agenda

1. Arrangement of online and offline classes in the new scenario.
2. Any other matter.

31.12.2020

Mannanam.

Brigit Paul
PRINCIPAL

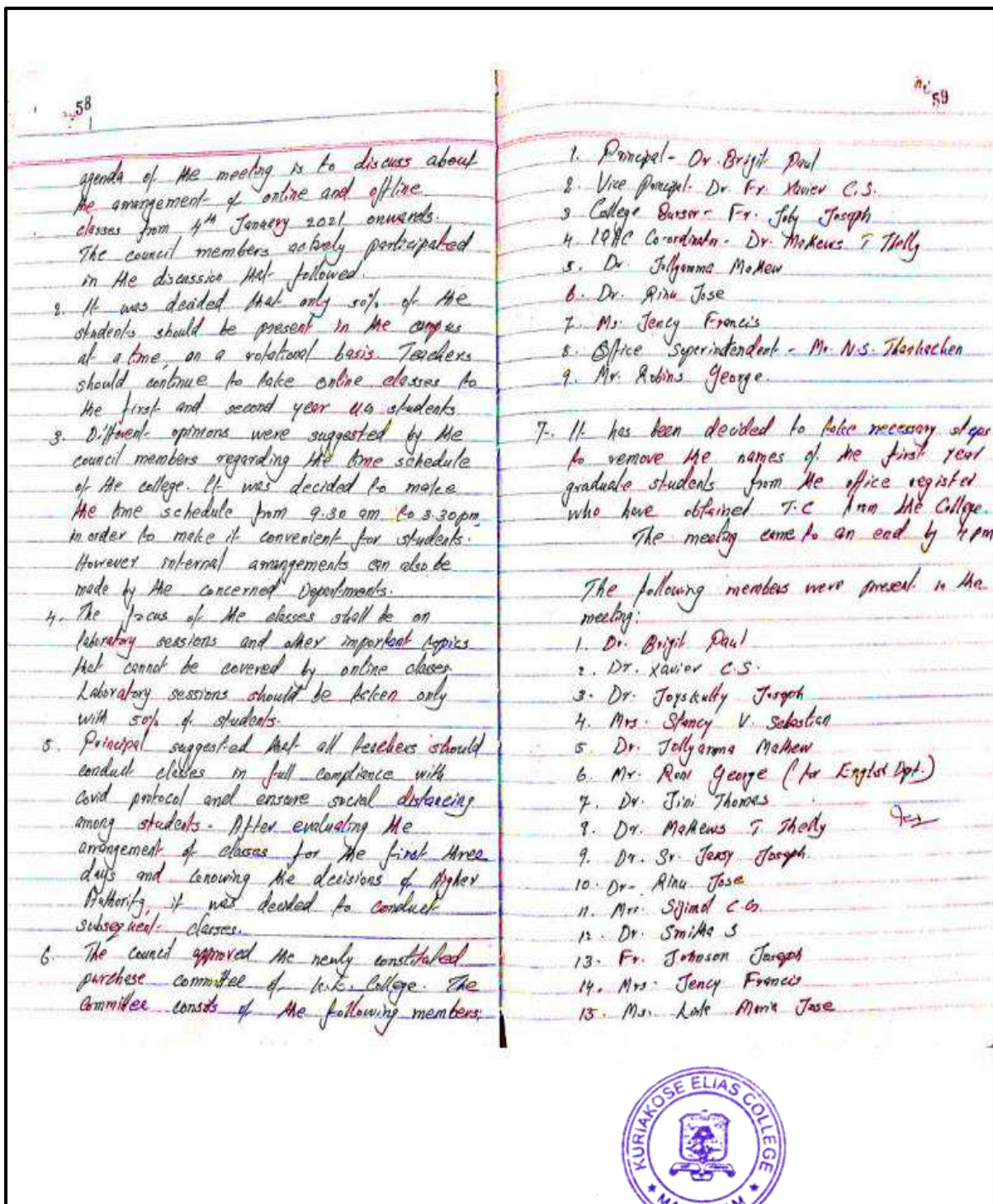
Minutes of the College Council held on 31/12/20

The second council meeting for the academic year 2020-21 was held on 31.12.2020 Thursday at 2.30 pm via Google Meet. The online platform College Principal Dr Brigit Paul presided over the meeting. The meeting started with a silent prayer. 13 council members attended the meeting. Council secretary Mrs. Linda Maria Jose presented the previous council reports, and it was approved by the council.

The following decisions were taken at the council meeting:

1. The principal informed that the main







- 16. Mrs. Aniaol Thomas
- 17. Dr. Jesty Thomas
- 18. Mr. N.S. Tharakan

idm

Luisa Maria Jose
 Council Secretary

Notice

There will be a meeting of the College Council on 09/03/2021 (Tuesday) at 2.30 pm at New Seminar Hall. All are requested to attend the meeting without fail.

Agenda

- 1. K.E. College Annual Get Together & Rebranding funds
- 2. Commencement of II SEM per Examination and IV SEM A.C. Model examination.
- 3. Any other relevant matter.

09.03.2021.

[Signature]
 PRINCIPAL

- 1. Dr. Brigit Paul *[Signature]*
- 2. Dr. Xavier C.S. *[Signature]*
- 3. Dr. Jagskulby Joseph *[Signature]*
- 4. Dr. Jollyamma Mathew *[Signature]*
- 5. Mrs. Stacey V. Sebastian *[Signature]*
- 6. Dr. Sujanoni Mathew *[Signature]*
- 7. Dr. Jini Thomas *[Signature]*
- 8. Dr. Mathews T. Thelley *[Signature]*
- 9. Dr. Smithe S. *[Signature]*
- 10. Mrs. Sifiraol C.G. *[Signature]*
- 11. Dr. Rink Jose *[Signature]*
- 12. Dr. Sr. Jesty Joseph *[Signature]*
- 13. Fr. Johnson Joseph *[Signature]*
- 14. Mrs. Jesty Francis *[Signature]*
- 15. Dr. Jesty Thomas *[Signature]*
- 16. Dr. Luisa Maria Jose *[Signature]*
- 17. Mrs. Aniaol Thomas *[Signature]*
- 18. Mr. N.S. Tharakan *[Signature]*





Minutes of the College Council held on 09.03.2021

The third council meeting for the academic year 2019-21 was held on 09.03.2021, Tuesday at 2.30 pm, in the New Seminar Hall, College. Principal Dr. Brigit Paul presided over the meeting. The meeting started with a silent prayer. The minutes of the previous meeting was approved by the council and the agenda of the meeting was presented.

The following decisions were taken with regard to the agenda.

1. An offline PTA meeting should be arranged for the first and second year UG students before 31st March by the concerned Departments.
2. It was decided to conduct model examination for the 6th SEM UG students before 29th March.
3. Regarding the online examination registers of regular and supplementary students, it was decided that after thorough verification and duly certification by the Department Heads, the administrative staff who is in-charge of the Examination section should upload the details in the University Portal.
4. Each UG and PG Departments should contribute atleast 2 and 1 articles respectively for the college journal.
5. It was suggested to arrange alternative methods for providing smooth WIFI facility for the college. Principal will inform this matter to the College Bursar in order to take necessary action.
6. Based on the Department wise AAA Report and recommendations made by the AAA committee, all Departments should submit a copy of the corrected power point presentation to the IQAC before 16th March.
7. Principal informed that the salary revision and fixation procedures will be completed as early as possible after updating the details in the SPARK.
8. The college council approved the AQAR for 2019-2020 academic year and it will be uploaded before 31st March.
9. All faculty members should upload and complete the LMS details as early as possible.
10. It was decided to circulate an online feedback form among the third year UG students.
11. It was suggested to provide a common fund for the preparation of PPT by the Departments for the NAAC evaluation process and it should be done by the IQAC.
12. Necessary data, except examination results for the preparation of AQAR 2020-21 should be collected and updated in each Department before 15th June 2021.
13. College Council approved the decision of the Purchase Committee to provide fund from the PD Account for the following Departments:
 1. Physics - Rs. 40000/-
 2. Chemistry - Rs. 30000/-
 3. Botany - Rs. 30000/-
 4. Zoology - Rs. 20000/-
 Vice Principal Dr. Fr. Xavier C.S. suggested to provide necessary funds from the PD Account to other Departments too.





<p>61</p> <ol style="list-style-type: none"> 14. Regarding the UGC-NSRF courses, the literature and training for the 1st semester should be completed during April and May 2021. 15. Department-wise programs are not allowed to conduct on those days when important activities and programmes of the college are taking place. 16. All departments should prepare Academic plan for 2021-22 academic year. 17. It was decided to conduct the Retirement Junction and farewell meeting for the Teaching and non-teaching staff members on 30th March 2021. The teaching and non-teaching staff members, who had been retired in the previous academic year will also be honored. 18. It was decided not to have annual get together in this academic year due to COVID-19 pandemic situation. However, it was suggested to invite the former faculty members from the Department of Hindi, Commerce and Mathematics for the Retirement Junction and farewell meeting. 19. For the smooth conduction of the Retirement Junction, a committee was constituted, which consisting of the following members: <ol style="list-style-type: none"> 1. Vice Principal - Dr. Fr. Xavier C.S. 2. College Bursar - Fr. Joby Joseph 3. Dr. Josph Kuttly Joseph 4. Dr. Jilgamma Mathew 5. Dr. Mathews T. Nelly 6. Mrs. Stacey V Sebastian 7. Ms. Jency Frances 8. Fr. Johnson Joseph 9. Mr. Joby Kurian 	<p>65</p> <ol style="list-style-type: none"> 10. Ms. Shilpa (Hindi Department) 11. Ms. Juby (Hindi Department) <p>20. It was decided to conduct a meeting of the Retirement Committee on 10.03.2021 at 3.30 PM.</p> <p>The meeting came to an end by 11.30.</p> <p style="text-align: right;"><i>Dr. Lile Morris Jose</i> Council Secretary</p>
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Academic Year 2021-2022

Notice

There will be a meeting of the College Council on 23/09/2021 (Thursday) at 9.30 am at the New Seminar Hall. All are requested to attend the meeting without fail.

Agenda

1. Commencement of 7th year UG classes on 27/9/2021.
2. Commencement of offline classes for 5th SEM UG and 3rd SEM PG classes on 4/10/2021.
3. Commencement of the entire activities and classes of the college from 16th October 2021 onwards.
4. Other important matters.

23.09.2021.

[Signature]
Dr. Fr. Xavier C.S.
Principal.

1. Dr. Fr. Xavier C.S. *[Signature]*
2. Dr. Jini Thomas *[Signature]*
3. Dr. Jollyamma Mathew *[Signature]*
4. Sijimol. C-G *[Signature]*
5. Geny Francis *[Signature]*
6. Stacy Sebastian *[Signature]*
7. Smitha S. *[Signature]*
8. Rini Jose *[Signature]*
9. Dr. Sandhya C. *[Signature]*
10. Dr. Bb. Gussy Joseph *[Signature]*
11. Feby Jose *[Signature]*
12. Anamol Thomas *[Signature]*
13. Dr. Sujarane Mathew *[Signature]*
14. Dr. Mathews P. Pally *[Signature]*
15. Fr. John Joseph *[Signature]*





<p>168</p> <p>16 Mr. M. George 17 Mr. M. George 18 Mr. M. George</p> <p><i>M. George</i></p>	<p>169</p> <p>Minutes of the College Council Held on 23/09/2021 THURSDAY.</p> <p>The first council meeting of the Academic Year 2021-22 held on Thursday 23rd September 2021 at 9.30 am in the New Seminar Hall. Principal Dr. Fr. Xavier CS presided over the meeting. 16 Council members were present in the meeting.</p> <p>The meeting started with a silent prayer. Dr. Linta Maria Jose, the outgoing Council Secretary presented the report of the last council meeting and it has approved by the council. Mr. M. George is elected as the new Council Secretary for the academic year 2021-22. The council congratulated and thanked Dr. Linta Maria Jose, the former Council Secretary for her services to the council. The following decisions were taken at the Council meeting:</p> <ol style="list-style-type: none"> 1. Online classes for First year degree students will be started on 28/09/21 Tuesday onwards. 2. An inaugural function may be conducted, if possible, with regard to the entrance of First year degree students through Zoom platform on the opening day. 3. After the opening day general programmes, all the departments under the leadership of the HOD and class teachers should arrange an induction programme for First year degree students to brief the academic and other concerns of the college and the department.
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<p>4. There will be no classes for second and third year degree students for the smooth conduction of general and department level induction ceremonies on the opening day of first year degree programmes on 28.09.21 - Tuesday.</p> <p>5. The Council decided to implement uniform to First Year Degree students on all Mondays and Thursdays which was already decided and approved by College PTA Committee, Management and Staff.</p> <p>6. It was decided by the Council that at least one of the NSRF course must be offered and coordinated by these departments which have no Add on courses at present.</p> <p>7. The responsibility for the functioning of "Yoga and Wellness" course - one of the NSRF course is entrusted to Psychology Department (Aided) by the Council.</p> <p>8. From 2nd October 2021 Monday onwards one class timings for the offline classes of final year UG as well as PG students and online classes of other students will be from 9:45 am to 3:35 pm as per the instructions and classes in the order of government as well as the higher education department.</p> <p>9. Matters related to the smooth functioning of daily classes shall be discussed in each department and can take decisions in a way that is not disturbing the general classed timings.</p> <p>10. Classrooms are already allotted to different departments for conducting final year classes based on Covid 19 protocol & Covid protocol</p>	<p>Committee also constituted as per the instructions and classes in the order of government as well as the higher education department.</p> <p>11. Final year U.G and P.G students are expected to come to the college for the offline classes. Otherwise attendance will not be given to them.</p> <p>12. Final year U.G and P.G class teachers should collect the vaccination details from the students under the guidance and leadership of the HODs on the day of arrival.</p> <p>13. As per the decisions taken by the Council Certificate / Add on / NSRF courses should be arranged on every fourth day and Value Education class on every third day in its Fourth hour. In these days all six hours will be scheduled hours with 50 minutes duration. Lunch break time will be 45 minutes during these days.</p> <p>The timetable of Wednesday & Thursday.</p> <table border="1" data-bbox="925 1164 1404 1433"> <tr> <td>09:45 - 10:35</td> <td>[First hour]</td> </tr> <tr> <td>10:35 - 11:25</td> <td>[Second hour]</td> </tr> <tr> <td>11:30 - 12:20</td> <td>[Third hour]</td> </tr> <tr> <td>12:20 - 01:10</td> <td>[Fourth hour]</td> </tr> <tr> <td>01:10 - 01:55</td> <td>[Fifth hour] [Lunch break]</td> </tr> <tr> <td>01:55 - 02:45</td> <td>[Sixth hour]</td> </tr> <tr> <td>02:45 - 03:35</td> <td>[Seventh hour]</td> </tr> </table> <p>14. The internal exams must be conducted by all the departments on or before October 31st 2021.</p>	09:45 - 10:35	[First hour]	10:35 - 11:25	[Second hour]	11:30 - 12:20	[Third hour]	12:20 - 01:10	[Fourth hour]	01:10 - 01:55	[Fifth hour] [Lunch break]	01:55 - 02:45	[Sixth hour]	02:45 - 03:35	[Seventh hour]
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11:30 - 12:20	[Third hour]														
12:20 - 01:10	[Fourth hour]														
01:10 - 01:55	[Fifth hour] [Lunch break]														
01:55 - 02:45	[Sixth hour]														
02:45 - 03:35	[Seventh hour]														






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<p>15. Dr. Taty Jose, staff Secretary has explained the details of staff association fund expenditure and it was decided by the council to raise the amount of the fund from Rs. 50 to Rs. 100. It was also decided to keep separate movement registers for office staff, mentioning the purpose of journey related to teaching staff, non-teaching staff and retired staff. Staff Secretary should also verify and make sure the purpose of the movement of office staff in this regard.</p> <p>16. All departments should submit their purchase requirements to the Principal's office on or before 31st October 2021.</p> <p>17. All the Council decisions should be discussed in the department under the leadership of HOD by conducting a staff meeting. The meeting has ended at 10:45 AM.</p> <p style="text-align: right;">Methilda George Council Secretary</p>	<p style="text-align: center;">Notice</p> <p>There will be a meeting of the College Council on 21.12.2021 Tuesday at 3:45 pm in the new Seminar Hall. All are requested to attend the meeting without fail.</p> <p style="text-align: center;">Agenda.</p> <ol style="list-style-type: none"> 1. Approval of AGAR 2020-21. 2. Christmas Celebration 2021-22. 3. Regarding invitation of quotations for procurement under P.O. Fund. <p style="text-align: right;">PRINCIPAL</p> <p style="text-align: center;">20-12-2021</p> <ol style="list-style-type: none"> 1. Dr. Fr. Xavier S.S. 2. Dr. Josephthy Joseph 3. Dr. Jollyamma Mathew 4. Ms. Sijamol C. G. 5. Ms. Stanley V. Sebastian 6. Ms. Jenny Francis 7. Dr. Smitha S. 8. Dr. Rina Jose 9. Dr. Sandhya C. 10. Dr. Sr. Jassy Joseph 11. Ms. Anmol Thomas 12. Dr. Sujayani Mathew 13. Dr. Mathews T. Thelley 14. Fr. Johnson Joseph 15. Ms. Methilda George 16. Dr. Jini Thomas 17. Ms. Jashy Kurian





<p style="text-align: right;">74</p> <p style="text-align: right;">Dr. Fabby Jose</p> <p style="text-align: center;">Minutes of the College Council Held on 21/12/2021 Tuesday</p> <p>The second Council meeting of the academic year 2021-22 held on Tuesday 21st December 2021 at 3:45 pm in the New Seminar Hall. Principal Dr. Fa Xavier c.s provided over the meeting. 17 council members were present in the meeting. The meeting started with a silent prayer. Ms. Mathilda George presented the report of the last council meeting and it has approved by the Council. The following decisions were taken at the council meeting.</p> <ol style="list-style-type: none"> 1. Due to Covid-19 pandemic 2020-21 academic year period for NAAC related activities extended to December 2021. 2020-21 NAAC is approved by the council members. 2. AISHE and NIRF data also should be uploaded during these periods. Concerned teachers should verify these data. Data provided in AISHE, NIRF and NAAC should be one and the same. 3. The College Council decided to celebrate Christmas in each department itself in between 1:30 pm to 3:30 pm. HOD and teachers should contact the department with celebration. At 3:30 pm students should leave from the college campus. Teachers 	<p style="text-align: right;">75</p> <p>and non-teaching staffs Christmas celebration will be at college auditorium at 1:00 pm.</p> <ol style="list-style-type: none"> 4. The college council entrusted the purchase committee for providing quotations under PO purchase. 5. Dr. Mathew T. Tally raised a request to reconstitute 1916 coordinationship. 6. College manager, Rev. Fr. Mathew Chackalackal invited 15 staff members from our college to participate in the valedictory ceremony of St. Charles 150th death anniversary Indian Vice President M. Venkatesh Iyengar will be the chief guest of the ceremony. 7. Staff secretary Dr. Fabby Jose informed the council members to inform the teachers regarding the increase of their gross salary and GIS to 1.5 percentage of their gross salary. <p style="text-align: right;">The meeting has ended at 04:15 pm</p> <p style="text-align: right;">Mathilda George Council Secretary</p> 
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Notice

There will be a meeting of the staff Council at 3.30 pm today (17-01-2022) in the New Seminar Hall. All Council members should attend the meeting without fail.

Agenda:

1. University examination related matters
2. Online / offline class - decision.
3. Farewell meeting.

Mannanam
17.01.2022

[Signature]
Principal


1. Dr. Fr. Xavier C.S.
2. Dr. Joyshkutty Joseph
3. Dr. Snyoosana Mathew
4. Dr. Jilgyamma Mathew
5. Prof. Joney Francis
6. Dr. Rina Jose
7. Fr. Johnson Joseph
8. Dr. Smitha S.
9. Dr. Jini Thomas
10. Dr. Sr. Jany Joseph Karamkhal
11. Prof. Sijmel C. K.
12. Dr. Mathias T. Tulby
13. Prof. Stanley V. Subhonian
14. Dr. Fabry Jose
15. Prof. Mathilda George

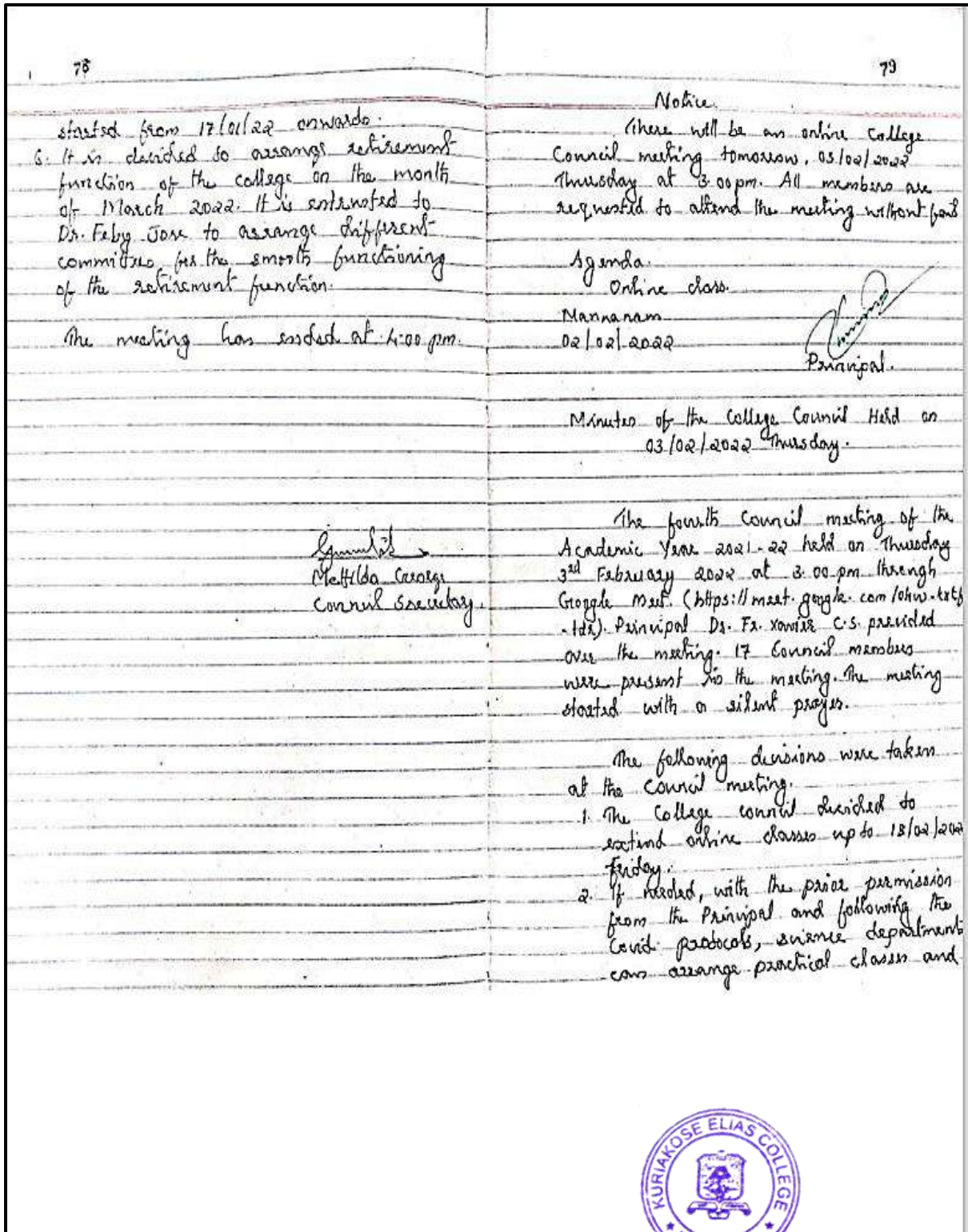
Minutes of the College Council
Held on 17/01/2022 Monday

The third council meeting of the Academic year 2021-22 held on Monday 17th January 2022 at 3.30 pm in the New Seminar Hall Principal Dr. Fr. Xavier C.S. presided over the meeting. 17 council members were present in the meeting. The meeting started with a silent prayer. Ms. Mathilda George presented the report of the last Council meeting and it was approved by the Council.

The following decisions were taken at the Council meeting

1. The College Council decided to change class mode to online class from 19/01/22 to 04/02/2022.
2. Class timing will be from 8.30 am to 2.30 pm
3. Teachers should come in the college on all alternative days and make sure that they have signed in the attendance register.
4. AAR uploading should be completed on or before 22/02/22.





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started from 17/01/22 onwards.
6. It is decided to arrange retirement functions of the college on the month of March 2022. It is entrusted to Dr. Feby Jose to arrange different committees for the smooth functioning of the retirement function.

The meeting has ended at 4:00 pm.

Signature
Mafilda George
Council Secretary

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Notice.

There will be an online College Council meeting tomorrow, 03/02/2022 Thursday at 3:00 pm. All members are requested to attend the meeting without fail.

Agenda.

Online class.

Mannanam
02/02/2022

Signature
Principal.

Minutes of the College Council Held on 03/02/2022 Thursday.

The fourth Council meeting of the Academic Year 2021-22 held on Thursday 3rd February 2022 at 3:00 pm through Google Meet (<https://meet.google.com/ohw-xtzf-tde>). Principal Dr. Fe. Xavier C.S. presided over the meeting. 17 Council members were present in the meeting. The meeting started with a silent prayer.

The following decisions were taken at the Council meeting.

1. The College Council decided to extend online classes up to 18/02/2022 Friday.
2. If needed, with the prior permission from the Principal and following the Covid protocols, science department can arrange practical classes and





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exams to UG and PG students

3 In order to decide PD funds allocation it is decided to arrange a PD purchase committee meeting on 10/02/22 Thursday at 2.30 pm in the new seminar Hall

4 Principal, Dr. Fa. Xavier C.S. informed the Council regarding the new Principal's retirement which will be held on 05/02/2022.

The Meeting has ended at 3.30 pm. The following members were present in the meeting.

1. Dr. Fa. Xavier C.S.
2. Dr. Joykuthy Joseph
3. Dr. Snyazam Mathew
4. Dr. Jollyamma Mathew
5. Prof. Jency Francis
6. Dr. Rima Jose
7. Fr. Johnson Joseph
8. Dr. Smitha S.
9. Dr. Jini Thomas
10. Dr. Sr. Jency Joseph, Karamkhal
11. Prof. Sijamol C. Ge
12. Dr. Mathews T. Kelly
13. Prof. Stanley V. Sebastian
14. Dr. Feby Jose
15. Prof. Metilda George
16. Mr. Aramel Thomas
17. Mr. Jishy Kurian

Metilda George
Secretary.

Notice

There will be a meeting of the College Council on 24-03-2022 (Thursday) at 11.00 AM in the New Seminar Hall. All are requested to attend the meeting without fail.

Agenda:

1. Appointment related activities.
2. BAC related activities.
3. Any other matters.

Principal

22.03.2022.

1. Dr. Isa V. Vanchipuzhakal
2. Dr. Joykuthy Joseph
3. Dr. Jollyamma Mathew
4. Dr. Snyazam Mathew
5. Dr. Rima Jose
6. Prof. Jency Francis
7. Fr. Johnson Joseph
8. Dr. Smitha S.
9. Dr. Jini Thomas
10. Dr. Sr. Jency Joseph, Karamkhal
11. Prof. Sijamol C. Ge
12. Dr. Mathews T. Kelly
13. Prof. Stanley V. Sebastian
14. Dr. Feby Jose
15. Prof. Metilda George
16. Dr. Sandhya C.





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17. Ms. Anmol Thomas
18. Mr. Joshy Kurian

Joshy

Minutes of the College Council
Held on 24/03/22 Thursday


The fifth Council meeting of the Academic year 2021-22 was held on Thursday 24th March 2022 at 11:00 am in the New Seminar Hall. Principal Dr. Leo V. Vanchipurackal presided over the meeting. 15 council members were present in the meeting. The meeting started with a silent prayer. Ms. Metilde George presented the decisions of the previous Council meeting and it was approved by the Council.

The following decisions were taken at the Council meeting:

1. The college council decided to include the Vice-Principal as a special invitee to the council.
2. The departments have to submit the workload at the time of admission for 2021-22 to the office on or before 31-03-22.
3. Complete the submission of data and the supporting documents for AER 2020-21 on or before 31-03-2022.
4. Model examinations are to be conducted for UG (I sem and VI sem) & P.G (I sem)

is offline mode with an online option for out-station students.

5. Class teachers are to be more vigilant and active for maintain discipline in the campus.
6. Teachers have to strengthen the mentoring process as far as possible.
7. Class teachers have to encourage and support the students to improve their results through personal meetings, mentoring, advice, etc.
8. Requests from classes to the Principal is to be verified by the class teacher or HODs before submission.
9. Council members raised an opinion to start boy's hostel in the college campus.
10. Decided to establish a library using in the memory of Prof. V. J. Sebastian. Council expressed sincere gratitude to the family members of Prof. V. J. Sebastian for offering the books.
11. During examinations generator back up should be made available in the examination Hall.
12. Hall booking requests are to be submitted to the Principal which will be forwarded to the Bursar for further action.
13. Computer facility is to be arranged in all departments.
14. There will be a meeting of the staff members and alumni representatives, chaired by the respected Manager, on 31-03-2022 at 2. PM to discuss the infrastructure upgradation of the college.





15. The annual get-together and send off meeting will be held on 31-03-2022, which will be started with a Holy Mass in the College Chapel at 10.00 am. The meeting ended at 01.00 P.M.

Metilda George
Metilda George
Council Secretary

Academic Year 2022-23

Notice

There will be a meeting of the College Council on 4th August 2022 at 12.00 PM in the New Seminar Hall. All are requested to attend the meeting without fail.

Agenda

1. Student's fee regarding
2. Election of Council Secretary
3. Open house for students
4. Any other matter admitted by the chair

03/08/2022

Principal
Principal

1. Dr. Leon V. Vanchipurackal ✓
2. Dr. Fr. Xavier C.S
3. Dr. Jeyshankar Joseph
4. Dr. Jellayamma Mathew ✓
5. Dr. Sugrami Mathew ✓
6. Prof. Jimmy Francis
7. Fr. Johnson Joseph ✓
8. Dr. Smitha S.
9. Dr. Rina Jose ✓
10. Dr. Jimi Thomas ✓
11. Dr. Sr. Jessy Joseph ✓
12. Prof. Sijimal C. G. ✓
13. Dr. Mathews T. Kelly ✓
14. Dr. Samadhyia C. ✓
15. Dr. Tinton K. J. ✓





16. Prof. Nisha Maria E.G.
 17. Ms. Anmol Thomas
 18. Ms. Joshy Kurian.

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Minutes of the College Council
 held on 04/08/2022, Thursday.

The first meeting of the College Council for the academic year 2022-23 was held online on 04th August 2022, Thursday at 12:00 PM. Meeting started with a silent prayer and thereafter Principal Dr. Issa V. Vanchipurachal briefed the agenda of the meeting.

Principal invited nominations for the election of Council Secretary. Dr. Rime Gose proposed the name of Ms. Nisha Maria E.G. and Dr. Sejavani Madhav seconded and the Council unanimously elected Ms. Nisha Maria E.G. as the Council Secretary for the academic year 2022-23.

Ms. Melitla George, the former Council Secretary presented the minutes of the Council meeting held on 24th March 2022, and the minutes was passed by the Council. On behalf of the College Council, Principal expressed appreciation and gratitude to Ms. Melitla George for her dedication and commitment throughout her tenure, and invited the newly elected Council Secretary to address the gathering. Ms. Nisha Maria E.G. extended her gratitude to the Council members for entrusting her with this new responsibility and assured that she shall fulfill her duties sincerely.

Principal brought to the notice of the Council, the need to appoint an officer at the newly started Centre for Human Resource Development to deal with placements/training/consultancy/scrutination etc. and welcomed suggestions/opinions on the proposal to meet the salary expenses of the said officer through a nominal fee collection from all fee students at the time of admission. Dr. Saphathy Joseph pointed out that inclusion of salary expenses directly in the admission fee may not be feasible and suggested the possibility of meeting the said expense directly from PTA fund or by inclusion under establishment fee. Principal replied that details of the PTA fund utilization should be verified from concerned authorities and welcomed the suggestion to introduce establishment fee. Dr. Gudu K.S. observed that implementing additional fee on students who may not be competent to attend placement drives may cause an additional burden for weak students, and Principal replied that the Centre for Human Resource Development aims to give individual training to all students on language and skill development, according to their caliber.

Principal informed that an amount of Rs 3200 from girls and Rs 2200 from boys is to be collected at the time of admission, as the cost of 2 sets of uniforms. Dr. Saphathy Joseph remarked that there should not be any gender disparity in the uniform pattern and pricing. He added that transgender also should be considered before finalising the pattern. Dr. Gudu K.S. supported his view, of having uniformity in the pattern for all genders, irrespective of whether an overcoat is included or not.





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16. Prof. Nisha Maria E.G.
 17. Ms. Anmol Thomas
 18. Ms. Joshy Kurian.

Handwritten signature

Minutes of the College Council
 held on 04/08/2022, Thursday.

The first meeting of the College Council for the academic year 2022-23 was held online on 04th August 2022, Thursday at 12:00 PM. Meeting started with a silent prayer and thereafter Principal Dr. Isan V. Vanchipurackal briefed the agenda of the meeting.

Principal invited nominations for the election of Council Secretary. Dr. Pinu Jose proposed the name of Ms. Nisha Maria E.G. and Dr. Sujan Mathew seconded and the Council unanimously elected Ms. Nisha Maria E.G. as the Council Secretary for the academic year 2022-23.

Ms. Melkila George, the former Council Secretary presented the minutes of the Council meeting held on 24th March 2022, and the minutes was passed by the Council. On behalf of the College Council, Principal expressed appreciation and gratitude to Ms. Melkila George for her dedication and commitment throughout her tenure, and invited the newly elected Council Secretary to address the gathering. Ms. Nisha Maria E.G. extended her gratitude to the Council members for entrusting her with this new responsibility and assured that she shall fulfill her duties sincerely.

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Principal brought to the notice of the Council, the need to appoint an officer at the newly started Centre for Human Resource Development to deal with placements/training/consultancy facilitation etc. and welcomed suggestions/opinions on the proposal to meet the salary expenses of the said officer through a nominal fee collection from UG & PG students at the time of admission. Dr. Sreepathy Joseph pointed out that inclusion of salary expenses solely in the admission fee may not be feasible and suggested the possibility of meeting the said expense directly from PTA fund or by inclusion under establishment fee. Principal replied that details of the PTA fund utilization should be verified from concerned authorities and welcomed the suggestion to introduce establishment fee. Dr. Suresh K's observed that implementing additional fees on students who may not be competent to attend placement drives may cause an additional burden for weak students, and Principal replied that the Centre for Human Resource Development aims to give individual training to all students on language and skill development, according to their caliber.

Principal informed that an amount of Rs 3200 from girls and Rs 2200 from boys is to be collected at the time of admission, as the cost of 2 sets of uniforms. Dr. Sreepathy Joseph remarked that there should not be any gender disparity in the uniform pattern and pricing. He added that transgender also should be considered before finalizing the pattern. Dr. Suresh K's supported his view of having uniformity in the pattern for all genders, irrespective of whether an crest is included or not.





of the uniform or not. Dr. Santhya C. also backed his suggestion. Ms. Nisha Maria L.G. mentioned that gender differences do exist in body forms and hence uniform pattern shall be finalized only after gathering opinions from all stake holders. Fr. Schran Joseph observed that overcoat may not be suitable for Kerala's climate, nevertheless many colleges including professional colleges in Kerala, have overcoats as part of their uniform especially for girls. Dr. Sujan Mathew suggested that let overcoat be part of girls uniform for this academic year and if any inconvenience is noticed further discussions can be done. Dr. Mathew & Thilly pointed out that the suggestions regarding implementation of uniforms came from the uniforms committee and PSD. Principal concluded that a final decision on the college uniform pattern/implementation shall be made after discussions with the PSD executive committee.

Principal requested the council members to make maximum use of the reprographic centre and to urge the students to use the same. He also informed that a facility for spiral binding will be introduced in the centre soon.

Principal pointed out the regular absence of many students from their classes and their connection with many illegitimate activities, can be tackled by active mentoring by class teachers. Dr. Sini Thomas suggested that it would be better if students from each department is mentored in the same department itself. Mr. Seney Francis communicated that as Commerce department has higher student-teacher ratio, faculty from English department also mentor

their students. Principal instructed that mentoring of ^{each class} should be done in the respective departments itself and the mentoring status of each department should be reported to the Principal at least by mid-August.

Principal proposed to introduce an open house for each department separately, which shall include all students of and teachers concerned, along with Principal, Vice Principal, Bursar and IDAC coordinator in order to create a platform for addressing issues faced by students. Council members wholeheartedly welcomed this suggestion and Principal authorized the IDAC Co-ordinator to prepare a schedule for the same. Principal also appreciated the Faculty of Economics department for tactfully handling the issues of a troubled student.

Dr. Joyshukty Joseph mentioned that the collection of books which was supposed to be contributed to K.E. College library by the family of late Prof. V.J. Sebastian has already been diverted to another college. He also proposed that single faculty department shall be given representation in the College Council. He also put forth suggestions to set up a Badminton court and to secure a fund for NSS by selling old papers to scrap dealers. Principal assured that an indoor Badminton court will be set up soon and inclusion of single faculty department shall be considered after proper reference. Fr. Schran Joseph remarked that according to University statutes, at least two faculty members shall be there to form a department.

Principal inquired the possibility of opening a skill development centre within the campus and Dr. Mathew & Thilly reported that a room near the





<p>90</p> <p>Women's Hall was already proposed for this facility around 2 years back.</p> <p>Dr. Sathy Thomas stressed the need of a professional counsellor in the college for providing assistance to distressed students.</p> <p>Mr. Sijamol C.G. enquired whether the fee collected from UG students at the time of admission for NSRF courses, can be utilized for meeting the expenses of other certificate courses run by departments. Dr. Smith S. informed that they need financial assistance to pay the external faculty for their certificate course. Dr. Mathew S. Thelji suggested that certificate course fee collected at the time of admission shall be distributed to respective departments. Dr. Sini Thomas, Ms. Geny Francis and Fr. Johnson Joseph also took part in the discussions.</p> <p>Council also decided to make staff Association secretary and Junior Assistant Superintendent of examinations as special invitees for council meetings when required. Principal suggested that Bursar also shall be included as special invitee and Dr. Mathew S. Thelji doubted the possibility of including Bursar, as he is not a permanent staff member. Mr. Sijamol C.G. also supported saying that Bursar was excluded from a previous council, citing the same reason. Principal pointed out that for discussions on financial matters it is better to include Bursar and Dr. Sini Thomas suggested that special invitees may be invited as and when required and a prior notice with agenda can be issued for the same. The suggestion was accepted by the council and the meeting was concluded with a vote of thanks by Council Secretary by 2.00 pm.</p> <p><i>[Signature]</i> 10/11/2022</p>	<p>91</p> <p><u>Notice</u></p> <p>There will be a meeting of the college Council on 11th November 2022 at 3.00 PM at Principal's Office. All are requested to attend the meeting without fail.</p> <p><u>Agenda</u></p> <ol style="list-style-type: none"> 1. College Union Election 2022-23 2. Commencement of 6th semester UG Classes 3. Conduct of Model Examination for 5th semester UG. 4. Any other matter, admitted by the Chair. <p>10/11/2022 Principal</p> <ol style="list-style-type: none"> 1. Dr. Ison V. Vanchiprasath 2. Dr. Fr. Xavier CS 3. Dr. Geyskatty Joseph 4. Dr. Jollyamma Mathew 5. Dr. Sr. Geny Joseph 6. Dr. Sujarani Mathew 7. Dr. Rima Gose 8. Dr. Sini Thomas 9. Prof. Sijamol C.G. 10. Fr. Johnson Joseph 11. Dr. Mathew S. Thelji 12. Dr. Smitha S. 13. Prof. Geny Francis 14. Dr. Sanchhya C. 15. Dr. Gintu K.S. 16. Prof. Nisha Maria E.G. 17. Ms. Arinzel Thomas 18. Ms. Gashy Karian
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H. G. G.
Nisha Maria E.G.

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Notice

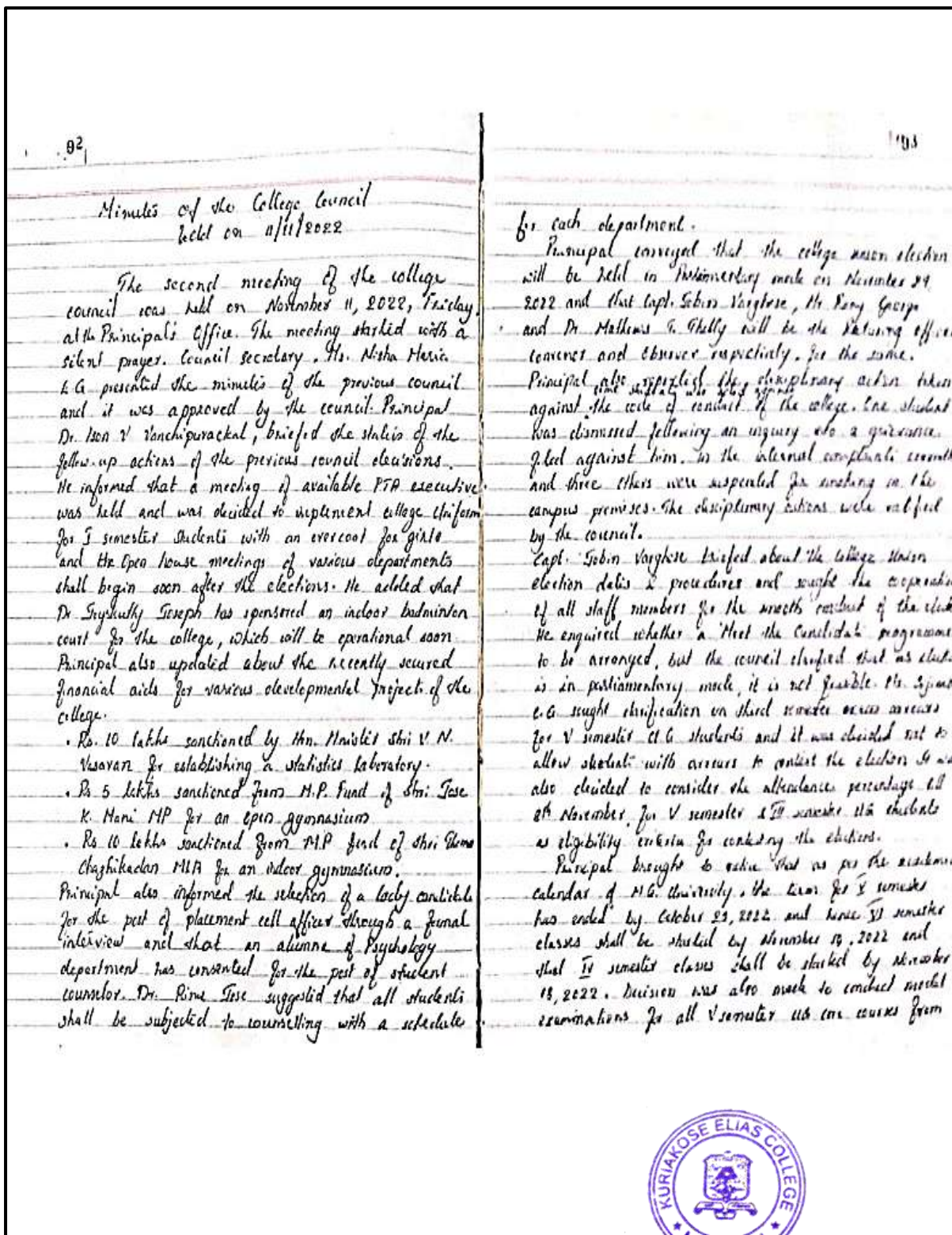
There will be a meeting of the college council on 11th November 2022 at 9:00 PM at Principal's Office. All are requested to attend the meeting without fail.

- Agenda -

1. College Union Election 2022-23
2. Commencement of 6th Semester U.G. Classes
3. Conduct of Model Examination for 5th semester U.G.
4. Any other matter, admitted by the Council

10/11/2022 Principal

1. Dr. Ison V. Vanchiprathul
2. Dr. Fr. Xavier CS
3. Dr. Geyshully Joseph
4. Dr. Jollyamma Mathew
5. Dr. Sr. Sessy Joseph
6. Dr. Sujarani Mathew
7. Dr. Rina Rose
8. Dr. Simi Thomas
9. Prof. Sijamol C.G.
10. Fr. Johnson Joseph
11. Dr. Mathews S. Shelly
12. Dr. Smitha S.
13. Prof. Geny Francis
14. Dr. Santhya C.
15. Dr. Ginku K.S.
16. Prof. Nisha Maria E.G.
17. Ms. Anmol Thomas
18. Mr. Gashy Kurian



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Minutes of the College Council
held on 11/11/2022

The second meeting of the college council was held on November 11, 2022, Friday, at the Principal's Office. The meeting started with a silent prayer. Council secretary, Ms. Nisha Maria E.C. presented the minutes of the previous council and it was approved by the council. Principal Dr. Isaac V. Vanchipurackal, briefed the status of the follow-up actions of the previous council decisions. He informed that a meeting of available PTA executive was held and was decided to implement college uniform for 3 semester students with an overcoat for girls and the Open house meetings of various departments shall begin soon after the elections. He added that Dr. Sreyshkuthy Joseph has sponsored an indoor badminton court for the college, which will be operational soon. Principal also updated about the recently secured financial aids for various developmental projects of the college.

- Rs. 10 lakhs sanctioned by Hon. Minister Shri V. N. Vasavan for establishing a statistics laboratory.
- Rs. 5 lakhs sanctioned from M.P. Fund of Shri. Jose K. Mani MP for an open gymnasium.
- Rs. 10 lakhs sanctioned from M.P. Fund of Shri. P. G. Chaghiyadan MHA for an indoor gymnasium.

Principal also informed the selection of a lady candidate for the post of placement cell officer through a formal interview and that an alumna of Psychology department has consented for the post of student counselor. Dr. Rima Jose suggested that all students shall be subjected to counselling with a schedule

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for each department.

Principal conveyed that the college union election will be held in Wednesday week on November 24, 2022 and that Capt. Sabir Varghese, the Army Group and Dr. Matthews G. Kelly will be the returning officer, convenor and observer respectively, for the same.

Principal also apprised the disciplinary action taken against the acts of conduct of the college. One student was dismissed following an inquiry also a guarantee filed against him in the internal complaints committee and three others were suspended for smoking in the campus premises. The disciplinary actions were ratified by the council.

Capt. Sabir Varghese briefed about the college union election dates & procedures and sought the cooperation of all staff members for the smooth conduct of the election. He enquired whether a meet the candidates programme to be arranged, but the council clarified that as election is in parliamentary mode, it is not feasible. Mr. S. James, E.C. sought clarification on third semester course arrears for 3 semester U.G. students and it was decided not to allow students with arrears to contest the election. It was also decided to consider the attendance percentage till 28 November for 3 semester & 4 semester U.G. students as eligibility criteria for conducting the elections.

Principal brought to notice that as per the academic calendar of M.G. University, the term for 3 semester has ended by October 23, 2022 and hence 3 semester classes shall be started by November 10, 2022 and that 4 semester classes shall be started by November 18, 2022. Decision was also made to conduct model examinations for all 3 semester U.G. courses from





November 21 to 24 followed by open course examination on November 25, during forenoon session and to arrange special classes in the afternoon session, as required.

Principal instructed that all first year & 2nd students shall be directed to wear the uniform from November 15 onwards, on the stipulated days. He also informed that the Blessing Ceremony of conference hall shall be convened on November 22, afternoon and a P.T.A. General Body meeting, on November 25, afternoon.

He also requested the Heads of Departments to prepare a list of Alumni entrepreneurs for training our students.

Principal appreciated the efforts of Admission Committee Nodal officer Mr. Gijo Mathews and his team for completing the admission process efficiently. He also expressed gratitude to M.G. University staff Mr. Anish for his relentless support in the admission procedure.

Fr. Johnson Joseph suggested that a seminar hall shall be facilitated on the third floor above Zoology Department by merging the existing classrooms. College Bursar Fr. Biju Gekkekutt was invited to the council to discuss the proposal. Ms. Nisha Maria E.G. remarked her disagreement to the proposal and pointed out that one of the said classrooms was allotted to zoology department by the Principal, Rev. Dr. Xavier L.S., in the previous year due to shortage of classrooms for the department which is handling two complementary classes and 3 core classes. She also stressed that conducting programmes on the said block, may cause disturbance, during class hours. Fr. Dr. Gerry Joseph supported her view and said that only a single permanent classroom is allotted to zoology department which itself is away from the Department (from No. 80).

The other two classrooms in the same block i.e; Room No. 302 and 303 is engaged for I & II year Zoology core, Biochemistry complementary, Physics complementary & English classes and such overlapping causes much confusion during class hours. Principal said that a meeting of all who are concerned may help in identifying the overlaps and to find a suitable solution and that the proposed hall will be used for academic purposes only.

Office Superintendent Mr. Joshy Kurian put forth a suggestion to shift the College Administrative Office to a more spacious and convenient location. Bursar, Fr. Biju Gekkekutt proposed that the existing computer lab may be converted to college office and the Principal's office can be shifted to the present office space, and a reception stall be set up in the ground floor near the entrance lobby. He added that an amount of Rs. 10 lakhs was spent for the construction of the conference hall and that it will be named after the former Principal late Rev. Fr. Pabi Pulvelil C.M. Dr. Ben V. Vanchipurathal mentioned that floor tiling of 3rd year B.Sc. classroom of Physics department and installation of new tables and chairs for students are underway, with the aid of alumni members. Fr. Johnson Joseph mentioned that the functioning of college canteen should be made better and orderly. He also remarked that the announcement to self-financing block is not clear. Principal assured that he will look into matters. Ms. Nisha Maria E.G. enquired about the status of appointments to fill the vacant teaching positions and Principal replied that it is still in process at the DC office despite the submission of all required documents.

JRC coordinator, Dr. Sandhya C suggested that each department shall try to install a smart board with





the aid of well-wishers or alumni. She also directed that each department shall conduct at least one seminar on Intellectual property rights, Research Methodology or Entrepreneurship. She informed that the centre and state governments have issued stamps for distribution which shall be given to students for sale. Pinar, Fr. Biju Thakkattil, sought the co-operation of all staff members for the proposed constitution of a house for a needy student under the auspices of college N.S.S. team.

Meeting concluded at 5:30 pm with a note of gratitude by council secretary.

Nisha Maria K.G.
Council Secretary

Notice

There will be a meeting of the college council on 20th February 2023 at 11:30 am in the Conference Hall. All are requested to attend the meeting without fail.

Agenda:

1. Annual altogether
2. Disciplinary Matters
3. NCAR 2021-22 approval
4. Any other matters admitted by the chair.

Principal

16/02/2023

1. Dr. Ison V. Vandapurackal
2. Fr. Dr. Xavier C.S. CM
3. Dr. Sreyshathy Joseph
4. Dr. Sillyamma Mathew
5. Dr. Sujarani Mathew
6. Fr. Johnson Joseph
7. Ms. Sijamol C.G.
8. Dr. Rina Jose
9. Dr. Lini Thomas
10. Sr. Dr. Jessy Joseph
11. Dr. Smitha S.
12. Dr. Mathew V. Shelly
13. Dr. Sandhya C.
14. Dr. Ginko K.S.
15. Ms. Nisha Maria K.G.
16. Ms. Geney Francis





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<p>18. Dr. Feby Jose 19. Mr. Arimal Thomas 20. Mr. Sashy Kurian</p> <p style="text-align: right;"><i>Arimal</i></p>	<p>4. Dr. Harry Mathews 5. Mr. Sashy Kurian</p>
<p style="text-align: center;">Minutes of the College Council held on 21/02/2023</p> <p>The third meeting of the College Council was held on 21st February, 2023, Monday at 11.30 am at the Peter Pulivelil Conference Hall. The meeting started with a silent prayer. Council secretary presented the minutes of the previous council and it was approved by the council. The following decisions were taken at the council meeting.</p>	<p>4. Heads of Department were entrusted to invite the retired teachers from concerned departments and the office superintendent was entrusted to invite the retired hands from non-teaching staff.</p>
<p>1. Decision was made to restrict the parking of students' vehicles on either side of the college road and to facilitate parking for students' two wheelers in the parking shed in the ground with immediate effect and to appoint additional security staff if needed.</p>	<p>5. To divide the staff association expenses equally among all staff members with like pay scale and a proportional amount from non-teaching staff and an advance payment of Rs 2000 towards the said expenses shall be collected, during the first week of March. Final decision regarding the same shall be taken after discussion in the general staff meeting.</p>
<p>2. It was decided that uniforms for students shall be tailor-made and the quality of uniforms cloth shall be improved from the next academic year.</p>	<p>6. Dr. Feby Jose informed that the pay fixation and arrears have been processed successfully except for two teachers which is pending due to delay from the DD side.</p>
<p>3. To organize the college Annual fest together on March 30, 2023 and a committee was constituted for the same as follows</p> <p>1. Rev. Dr. Xavier (S. J. 2011) 2. Dr. Feby Jose (convenor) 3. Dr. Sashy Thomas</p>	<p>7. Council appreciated the efforts of staff association secretary and non-teaching staff handling the salary matters in processing the pay fixation and arrears intake.</p>
	<p>8. An energy audit to be conducted in the college campus and the pending open house meetings and academic and administrative audit shall be completed without delay.</p>
	<p>9. Council approved the NAAR for the year 2021-22.</p>
	<p>10. Council members suggested that CV camp days</p>





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meal not be considered, as a working day for students attendance as the university itself has mentioned not to conduct classes during the same, in its order. It was decided that course attendance from LMS platform shall be considered for preparing course wise internal A form and the timely attendance shall be considered for exams registration.

11. Council members sought for better technical assistance from IADe office staff, for NABC related matters and Principal assured that this will be treated with priority.

12. To give permission to students union to conduct sports day and college day and to stage the performances of students who participated in M.A University Yach Festival, in the afternoon during college day celebrations.

13. Council entrusted the Purchase Committee under the conensorship of Dr. Pini Thomas to proceed with the purchase under the PD fund.

The meeting concluded at 2.00 pm.

[Signature]
Nisha Maria E.G.
Council Secretary

Notice.

There will be an online meeting of the college council on March 19 2023 at 9:00 pm. All are requested to attend without fail.

Agenda.

1. Discussion on student competitions
2. Conduct of college day.

Meeting Link: <https://meet.google.com/ndv-erdy-gww>.
17/03/2023

[Signature]
Principal.

1. Dr. Ivan V. Venchipurackal. *[Signature]*

2. Fr. Dr. Xavier E.S. CSI.

3. Dr. Geykuttu Joseph.

4. Dr. Sollyamma Mathew

5. Sr. Dr. Jessy Joseph Kavunkal. *[Signature]*

6. Dr. Sejarani Mathew

7. Fr. Johnson Joseph. *[Signature]*

8. Ms. Sijamol E.G. *[Signature]*

9. Dr. Rima Gose. *[Signature]*

10. Dr. Pini Thomas. *[Signature]*

11. Dr. Smitha S. *[Signature]*

12. Ms. Genay Francis. *[Signature]*

13. Dr. Mathews G. Shelly. *[Signature]*

14. Dr. Sandhya C. *[Signature]*

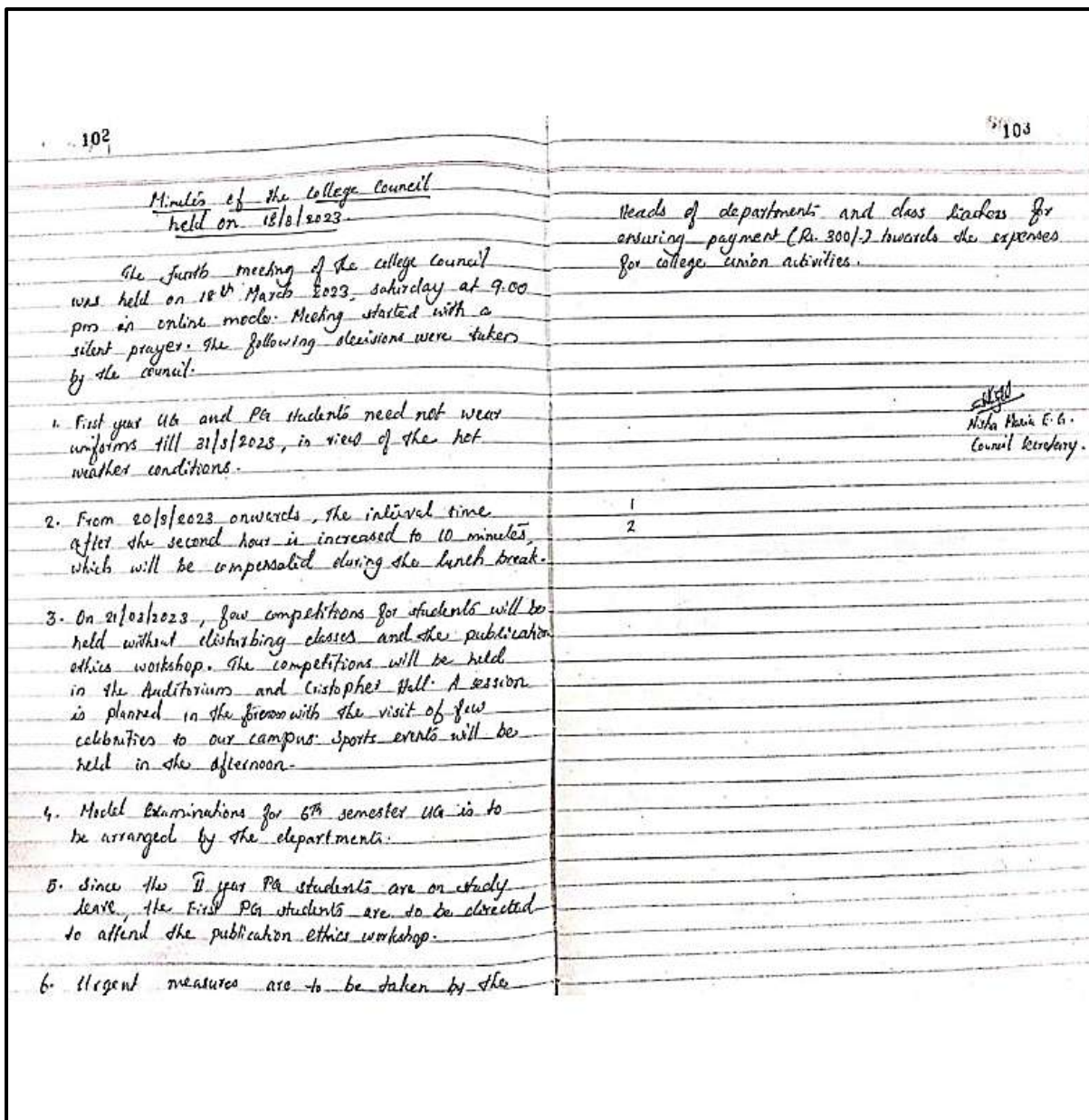
15. Dr. Gintu K.S.

16. Mr. Nisha Maria E.G. *[Signature]*

17. Ms. Anamol Thomas. *[Signature]*

18. Mr. Joshy Kurian. *[Signature]*





Dr. Ison V. Vanchipurackal

**PRINCIPAL
KURIAKOSE ELIAS COLLEGE
MANNANAM, KERALA-686 561**