



# **KURIAKOSE ELIAS COLLEGE MANNANAM**

Affiliated to Mahatma Gandhi University, Kottayam  
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## **Criterion - VI**

### **Governance, Leadership and Management**

#### **6.4: Financial Management and Resource Mobilization**

#### **6.4.1. Strategies for mobilization and optimal utilization of resources**

#### **Minutes of Meetings**



### GOVERNING BODY MINUTES

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It has been decided to celebrate the diamond jubilee of the college during 04-07-2023 to 03-07-2024. It is planned to initiate 60 activities in an around the college campus for the benefit of its stakeholders. The renovation of the main building is planned along with few augmentation activities. Decided to invite Sri. Arif Mohammed Khan, Hon. Governor of the State for inaugurating the diamond jubilee celebrations. The possibility of conducting a Global Alumni Meet of the college is planned during the diamond jubilee year. It has been decided to invite Dr. C.V. Anandabose, Hon. Governor of West Bengal for inaugurating the Global Alumni Meet.

15-06-2023  
Mannanam



*[Signature]*  
Manager

It has been decided to approve the appointments of Assistant professors in Commerce, English, Computer Applications and Psychology in the self financing scheme.

25-05-2023  
Mannanam



*[Signature]*  
Manager

In connection with the Diamond jubilee year, it has been decided to register a private business trust named as "Diamond KE Trust" for carrying out "Trading and Manufacturing of Food related items and Stationery items". The principal of the college Prof. Dr. Iam V. Vanchipuzhikal is entrusted to explore the possibility of such a trust and the positive impact it can have on the college and to the society.

30-05-2023  
Mannanam



*[Signature]*  
Manager



### PURCHASE COMMITTEE MINUTES

#### Notice

There will be a meeting of the Purchase Committee on 14-12-2020 at Principal's Office at 3 pm.

Agenda : Inviting quotation for purchasing College Handbook & Academic Calendar for the year 2020-21

: Discuss the number of copies of the College Handbook and Academic Calendar 2020-21

#### Members:

1. Dr. Brigit Paul 
2. Fr. Dr. Xavier Cheeramthara CMZ 
3. Fr. Joby Joseph Mukalal 
4. Dr. Jollyamma Mathew
5. Ms. Percy Frances 
6. Dr. Mathews J. Thelley 
7. Mr. Robins George 
8. Mr. N.S. Thankachan 
9. Dr. Penic Jose 
10. Dr. Pami Thomas 



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<p><u>Minutes of the Purchase Committee Meeting held on 14-12-2020</u></p>	<p><u>Notes</u></p>
<p>Time : 3pm Venue : Principal's Office</p> <p><u>Members Present:</u></p> <ol style="list-style-type: none"> <li>1. Dr. Bryant Paul</li> <li>2. Fr. Dr. Xavier Charamthara CMS</li> <li>3. Fr. Sady Joseph Mathai CMS</li> <li>4. Dr. Mathias T. Thilly</li> <li>5. Dr. Rina Sene</li> <li>6. Mr. Sany Francis</li> <li>7. Mr. Babu George</li> <li>8. Mr. N.S. Thankachan</li> <li>9. Dr. Jose Thomas</li> </ol> <p><u>Decisions Taken:</u></p> <ol style="list-style-type: none"> <li>1. It was unanimously decided to invite quotations for the purchase of College Handbook &amp; Academic Calendar 2020-21.</li> <li>2. It was also decided to print 1000 copies of College Handbook &amp; Academic Calendar 2020-21 by December 2020.</li> </ol>	<p>There will be a meeting of the Purchase Committee on 24-02-2021 at Principal's Office at 3 pm.</p> <p><u>Agenda:</u> Discuss about the purchase requirements of different departments during the Academic Year 2020-21 and to make allocation of fund from P.D Account to various departments.</p> <p><u>Members</u></p> <ol style="list-style-type: none"> <li>1. Dr. Bryant Paul</li> <li>2. Fr. Dr. Xavier Charamthara CMS</li> <li>3. Fr. Sady Joseph Mathai CMS</li> <li>4. Dr. Sady Joseph Mathai</li> <li>5. Dr. Mathias T. Thilly</li> <li>6. Mr. Sany Francis</li> <li>7. Mr. Babu George</li> <li>8. Dr. Rina Sene</li> <li>9. Mr. N.S. Thankachan</li> <li>10. Fr. Dr. Sady Joseph Mathai</li> <li>11. Dr. Jose Thomas</li> </ol>



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<p>Minutes of the Purchase Committee held on 14-01-2021</p> <p>Time: 5pm Venue: Principal Office</p> <p>Members Present</p> <ol style="list-style-type: none"> <li>1. Dr. Basil Paul</li> <li>2. Fr. Dr. James Chinnathara CMJ</li> <li>3. Fr. Soby Saphir Mikalil CMJ</li> <li>4. Dr. Mathew T. Kelly</li> <li>5. Dr. Subyamma Mathew</li> <li>6. Dr. John Jose</li> <li>7. Mr. Jerry Francis</li> <li>8. Mr. N.S. Thandachan</li> <li>9. Mr. Robert George</li> <li>10. Sr. Dr. Sanyal K. K. K.</li> <li>11. Dr. Sri Thomas</li> </ol> <p>Business Taken</p> <p>To provide the list of requirements of various departments during the Academic Year 2020-21 to the Principal on 15-01-2021</p>	<p>Notice</p> <p>There will be a meeting of the Purchase Committee on 04-02-2021 at 5pm in the Principal Office</p> <p>Agenda: Allocation of fund from P.D account to different departments</p> <p>Members:</p> <ol style="list-style-type: none"> <li>1. Dr. Basil Paul</li> <li>2. Fr. Dr. James Chinnathara CMJ</li> <li>3. Fr. Soby Saphir Mikalil CMJ</li> <li>4. Dr. Mathew T. Kelly</li> <li>5. Dr. Subyamma Mathew</li> <li>6. Sr. Dr. Sanyal K. K. K.</li> <li>7. Dr. John Jose</li> <li>8. Mr. Jerry Francis</li> <li>9. Mr. Robert George</li> <li>10. Mr. N.S. Thandachan</li> <li>11. Dr. Sri Thomas</li> <li>12. Mr. Samuel Thomas</li> </ol>



Minutes of the Meeting of the  
Faculty Committee held on 04.02.2021

Venue: Principal's Office  
Time: 3pm

Members Present

1. Dr. Bageel Paul
2. Fr. Dr. James Cherasomkara CMF
3. Fr. Jedy Joseph Makal
4. Fr. Mathew T. Thilly
5. Dr. Sulayman Mathew
6. Dr. Dr. Jedy Joseph Karamal
7. Dr. Pius John
8. Dr. Sri Thomas
9. Mr. Sany Francis
10. Mr. Pius Thomas
11. Mr. N.S. Thekkadan
12. Mr. Robin George

Decisions Taken

It was decided to distribute the following amount from P.D account among different science departments for purchasing chemicals for the Academic Year

Physics	Rs 15000
Biology	Rs 15000
Zoology	Rs 15000
Chemistry	Rs 15000
<u>Total</u>	<u>Rs 60000</u>

Notice

There will be a meeting of the Faculty Committee on 10/02/2021 at Principal's office at 3pm. Kindly make it convenient to attend it.

Agenda:

1. Money order for the purchase of chemicals.
2. Discussion on purchase of library books.

Members:

1. Dr. Bageel Paul
2. Fr. Dr. James Cherasomkara CMF
3. Fr. Jedy Joseph Makal CMF
4. Fr. Mathew T. Thilly
5. Dr. Sulayman Mathew
6. Dr. Jedy Joseph Karamal
7. Dr. Pius John
8. Dr. Sri Thomas
9. Mr. Sany Francis
10. Mr. Pius Thomas
11. Mr. N.S. Thekkadan
12. Mr. Robin George



## Minutes

Venue: Principals Office

Time: 3 pm

### Members Present

1. Dr. Brigit Paul ~~MS~~
2. Fr. Dr. Xavier Cheeramanthara CMF
3. Fr. Joby Joseph Mulcahil
4. Dr. Pollyamma Maltheu
5. Sr. Dr. Jessy Joseph Karamkall ~~Sp. Inv.~~
6. Jerry Francis ~~Sp. Inv.~~
7. Dr. Sini Thomas ~~Sp. Inv.~~
8. Mr. Anamol Thomas ~~Sp. Inv.~~
9. Mr. N.S. Thantachan ~~Sp. Inv.~~
10. Mr. Robins George ~~Sp. Inv.~~

### Decisions

1. It was decided to place order for the purchase of chemicals
2. It was also decided to make a decision as to the purchase of library books every year and an appropriate amount should be apportioned for it every year and for that the same should be placed before the College Council
3. Also the amount under sports was ~~decided~~ <sup>used</sup> to for the purchase of sports items and maintenance of ground.



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Notice:

A meeting of the purchase committee is scheduled at 2.30 pm on 10.02.2012. All members are requested to attend it.

Venue: New Seminar Hall.

Agenda: Purchase under P.D. account

Members:

Rev. Dr. Xavier C.S.  
 Rev. Fr. Biju  
 Dr. Gollykannan Mathias  
 Sr. Dr. Sany George  
 Dr. Mathias P. Melly  
 Dr. Sani Thomas  
 Dr. Rino Jose  
 Mr. Seenu Francis  
 Mr. Sorley Keenan  
 Mr. Anselm Joseph  
 Mr. Anand Thomas

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Members Present:

1. Mr. Anand Thomas
2. Fr. Biju Thomas C.M.I.
3. Sr. Dr. Sany George
4. Dr. Sani Thomas
5. Dr. Mathias P. Melly
6. Sorley Keenan
7. Anselm Joseph
8. Dr. Sany George
9. Dr. Rino Jose
10. Mr. Seenu Francis

Chairman:

Committee has discussed about the available fund under P.D. Lab, mat, library, sports. Evaluation of amounts under various heads was done in the meeting. Purchase of chemicals and lab equipments under Lab fund was discussed. Committee has decided to proceed with the applications of grants and the amount of Rs. 2,38,735 was reported under P.D. Lab. It was also mentioned that there may occur slight over accumulation of fund in the next month.

Meeting came to an end at 3.15 pm.





Notice

A meeting of the purchase committee will be held at 2.30 pm on 23.01.2018. All are requested to attend the same:

Agenda:  
Purchase under P.F. fund.

Members:

Mr/Dr Jeev V Vanchiprasad (Chairman)

Principal:

- |                  |          |
|------------------|----------|
| Dr. Dr. Sany San | Dr. Sany |
| Dr. Sany Pious   | Dr. Sany |
| Dr. Sany Pious   | Dr. Sany |
| Dr. Sany Sany    | Dr. Sany |
| Dr. Sany Sany    | Dr. Sany |
| Dr. Sany Sany    | Dr. Sany |
| Dr. Sany Sany    | Dr. Sany |
| Dr. Sany Sany    | Dr. Sany |
| Dr. Sany Sany    | Dr. Sany |
| Dr. Sany Sany    | Dr. Sany |

Decisions:

Committee has discussed about the requirements from various departments and to combine purchase needs of the college, to be procured with the available fund under P.F. It was decided to make a consolidated priority list of requirements under cost

and take necessary steps for effecting purchase. Meeting came to an end by 5 pm



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Notes

A meeting of the college purchase committee is scheduled at 11.30 am on 22.09.2023 in the conference hall. All are requested to attend the same.

Agenda:

Noting notes under P.O purchase.

Members: Principal

Prof. Dr. Suresh V. Vanchiprakash (Principal)

Dr. George Sora  
Dr. Suresh Thomas  
Dr. George Thomas  
Dr. Anand Sora  
Dr. Mathew S. Wally  
Mr. George Francis  
Mr. George George  
Mr. Anand Joseph  
Mr. Anand Thomas

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Decisions:

Based on the list of requirements and available funds, the amount under laboratory fund was distributed to various school departments as below.

Dept	Amount (Rs)
Chemistry	33,000/-
Physics	22,000/-
Psychology	14,000/-
Biology	18,000/-
Zoology	14,000/-
<u>Total</u>	<u>97,000/-</u>

The library fund will be utilized for the purchase of periodicals and books.

Purchase of sports goods and maintenance of ground can be done with the available sports fund.

It has been decided to invite suitable quotes for the required items' purchase immediately.

Meeting concluded at 12.15 pm.

   
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MANNANAM, KERALA 686 021



Notice:

A meeting of College Purchase Committee is scheduled at 11:30 am on 18-04-2023 in the conference hall. All are requested to participate in it.

Agenda:

Comparison of quotes & placing purchase order

Members:

Principal

Prof (Dr). Isora V Vanchiparakal (Principal)

- Dr. Jerry Fox
- Dr. Dini Thomas
- Dr. Gesty Thomas
- Dr. Rida Isa
- Dr. Mathew G. Melly
- Ms. Jenny Francis
- Ms. Goshy Kurian
- Mr. Anish Joseph
- Ms. Anind Thomas

Decisions:

Committee has gone through the quotations received as stipulated time and compared them. It was decided to place the purchase order to concerned agencies within a week.



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