



SAINTGITS COLLEGE OF APPLIED SCIENCES

MINUTES OF STAFF COUNCIL MEETING HELD ON 16th July 2020

Venue: Principal's Office

Time: 2.00 pm

The meeting started with a silent prayer.

- Asst.Prof. Reshmi Susan Jacob, Academic Coordinator,
Corporate Economics presented the university result analysis for the second semester university examination. The overall pass percentage was 76%.
- Principal, Dr.K.K.John, presented the overall feedback of students regarding online classes. It was noted that the students prefer timing from 9.00 am-1.30 pm. The council decided to conduct an opinion survey among the SCASSA to finalize the same.
- Er. Punnoose George, Executive Chairman, Saintgits Group of Institutions, directed to contact those students who marked poor rating for online class and to enquire about the reasons for the same in order to resolve it. He also informed that both Microsoft teams and Canvas will be provided for the conduct of online classes as the problem papers are difficult to teach through Microsoft Teams.
- Er. Punnoose George, Executive Chairman, Saintgits Group of Institutions, announced that the Whiteboards can be installed in each department and the HOD should sent a request for the same for getting approval from the Executive Chairman for improving teaching effectiveness of problem papers.
- The council decided to nominate Asst.Prof.Sanju P Cherian as the coordinator of Youth Industrial Program(YIP)and Asst. Prof.Athira S Kumar and Asst. Prof. Sneha Jacob as coordinators of KDIC. The meeting authorized the Dr. K. K. John, Principal to contact the KDIC office, Thiruvananthapuram to register the college in the Kerala Development and Innovation Strategic Council. As far as possible, we have to undertake both the initiatives of the government to promote the entrepreneurial talents of the students and teachers.

- The council decided to assign Asst. Prof. Ambily Merlin Kuruvilla as the coordinator of Digi Locker, Govt. of India to make our college 100% Digi locked institution.
- Executive Chairman also directed that the Principal may address the parents and students about the progress of online classes through an online platform by the middle of August 2020.
- Asst.Prof.Anu Zachariah, IQAC coordinator and Asst.Prof Seethu John informed the council that the CO/PO mapping of 2017-2020 batch was completed and the final alignment work is assigned to Asstt. Prof. David Joseph. Department representatives Asst.Prof.ArunPadmanabhan (BCA), Asst.Prof. Shijin ScariaVattachal (BBA) and Asst.Prof. Manu Mohan (B. A. Corporate Economics) will assist the coordinator. Dr. Murugananthan P, Registrar has promised all possible help in this regard. The second review of the 7 criteria will be conducted on 21st July 2020.
- Er. Punnoose George, Executive Chairman, Saintgits Group of Institutions, instructed to conduct the action plan and budget presentation through PPT by HOD in the next staff council meeting on 23rd July 2020. He also directed to conduct weekly departmental meeting for effective communication and review of quality in teaching learning process. He instructed to adopt new innovative and experimental teaching methods for improving quality education.

The meeting ended at 3.20 pm.

Asst.Prof.Joshyja Jose
Staff Secretary





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SAINTGITS COLLEGE OF APPLIED SCIENCES

MINUTES OF THE STAFF COUNCIL MEETING HELD ON 19TH NOVEMBER 2020

Venue: Principal's Office

Time: 2.00 Pm

The meeting started with a silent prayer.

- Principal Dr.K.K.John, informed the council that a career orientation classes will be conducted by the YETS Club, Women's Club and Career Guidance club in Association with CII from 24th November 2020 to 27th November 2020.
- Asst.Prof.Sreeja K.S, Health and wellbeing club informed the council that a yoga session is organized for staff on 23rd November 2020 from 2pm-4pm.
- Asst.Prof. Reshmi Susan Jacob, Academic Coordinator, B.A. Corporate Economics, informed the council that a cake baking competition will be held on 26th November 2020. The department is also planning to conduct a poster competition on behalf of National Constitution Day. A civil service coaching is also scheduled on 20th November 2020.
- The SCAS Staff association has decided to conduct a Christmas Celebration on 19th December 2020 with Musical concert, Christmas Tree and Other programs.

The committee includes the following members

Asst.Prof.Joshya Jose (Secretary)

Asst.Prof.Anu Zacharia (IQAC)

Asst.Prof. Anish B Bhaskaran

Asst.Prof Ambily Merlin Kuruvila

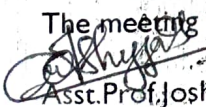
Asst. Prof.Arun Padmanabhan

Asst.Prof.Reshmi Susan Jacob

Asst.Prof Anu Anna Biju

- The council decided to conduct the fresher's day and Christmas program for the students by SCASSA through online mode.
- Asst.Prof. Anju Ann Abraham, informed the council that the Diwali Celebration of Staff and Students went well with the support of the management and principal on 13th November 2020- (for Staff) and 14th for students.
- Principal Dr.K.K.John, informed the council that ID card is compulsory for the students who are appearing for the university exam. If it is lost, then they have to get a consent from the HOD concerned to appear for the exam. He also instructed to submit the form A & B on 23rd November 2020 for student's verification.
- Asst.Prof.Anu Zacharia, IQAC convener suggested to have Covid test Certificate for the Students who are using hostel facilities and the council decided to get the consent from the hostel authorities for the same.

The meeting ended at 2.30 pm


Asst.Prof.Joshya Jose
Staff Secretary



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