



## SAINTGITS COLLEGE OF APPLIED SCIENCES

### MINUTES OF ONLINE STAFF COUNCIL MEETING HELD ON 10<sup>th</sup> JUNE 2021

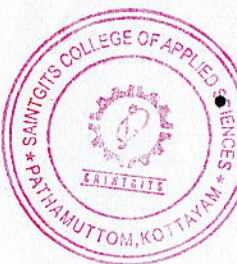
**Venue: Google meet**

**Time: 2.00Pm**

The meeting started with a silent prayer.

- Principal Dr. K K John informed that 6<sup>th</sup> semester university exams are postponed by M G University and the exam date will be announce later.
- Principal Dr. K K John informed that the college has already prepared the vaccination list .Since the Honourable Prime Minister had agreed to provide free vaccination to all the people above the age of 18 from 15<sup>th</sup> June onwards, we need not depend on the private hospitals for paid vaccination.
- Principal Dr. K. K. John appreciated Asst. Prof. Aby Alex William for his class on "Business Innovations" as part of FDP.
- Principal Dr. K K John congratulated the department of Commerce and Department of BA Corporate Economics for organising Environment awareness Videos as part of world Environment day celebration.
- Asst. Professor Reshmi Susan Jacob, Academic coordinator BA, informed that the BA Department had conducted an online national level quiz competition as part of World Environment Day on 5<sup>th</sup> June, which was coordinated by our second year BA students and 215 students from 50 colleges representing 6 states participated in it. E- certificates were given to 156 students who got 70% cut off marks and special appreciation certificates was awarded for the students who got 90% above marks. An awareness video is shared among the group for the tribute of Sundarlal Bahuguna. Principal congratulated the entire members of the faculty of BA Corporate Economics department and the second year students.
- Principal Dr. K K John congratulated the department of BCA for securing 94% marks in the 2<sup>nd</sup> semester University examination.
- Condolences on sad demise of the father of Mr. Ananda Padmanabhan (student of BA Corporate Economics) was expressed by the Principal. Asst.Prof. Anju Ann Abraham was authorised to prepare a condolence message to Mr. Ananda Padmanabhan.
- All the HOD's informed that the 2<sup>nd</sup> semester and 4<sup>th</sup> semester classes are completed .Council decided to begin 3rd semester and 5<sup>th</sup> semester from 16<sup>th</sup> June onwards.
- Er. Punnose George , Executive chairman, suggested to conduct all programmes like Arts fest, FDP's, department activities on online mode. He appreciated all the efforts taken by the departments.
- Mr. Baiju K Samuel, Assistant Manager and Executive Secretary to principal informed that Linways coordinators asked a new platform for administering the admission process and office staff is working for that, test software will be provided by them on 11<sup>th</sup> June. The link will be shared by the office for testing the same.

Principal Dr. K K John informed that college inspection has completed. They inspected all classrooms and expressed their satisfaction. The University is quite satisfied with our internal valuation and results.



- Principal Dr. K K John informed that the detailed discussion of 2<sup>nd</sup> semester university result analysis will be conducted after the reopening of the college.
- As part of Social service activity, the council decided to collect voluntary donations from the teaching and administrative staff. Principal already donated an amount to this committee. Further services will be offered after reopening the college. Department of English and Mathematics contributed an amount to Mr. Aravind Ajay, former student of BA Corporate Economics.
- Asst. Professor Ambily Merlin Kuruvila HOD, BCA informed that CSI Student membership is still pending.
- Principal Dr. K K John informed that the institutional/student membership will be finalised after receiving consent from Executive Chairman.
- Mr. Baiju K Samuel, Assistant Manager and Executive Secretary to principal informed that a Google sheet will be shared for collecting staff details .Whole hearted participation is expected from all staff for completing it.
- Asst. Prof. Anu Zacharia, IQAC coordinator informed that all the departments have collected odd semester CO Feedback from the respective students.
- Asst. Professor Ambily Merlin Kuruvila and Asst. Prof. Anish B Bhaskaran enquired about Value added courses given for the next academic year.
- Principal Dr. K K John informed that Asst. Prof.Pallavi Abraham had prepared a brochure for B.Sc Psychology, and it is put forwarded to the placement department for approval. Principal suggested to prepare a provisional brochure for M.Sc Artificial Intelligence to Asst. Prof. Ambily Merlin Kuruvilla.

The meeting ended at 3.10pm

Asst.Prof.Vidya R Nair  
Staff Secretary



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## SAINTGITS COLLEGE OF APPLIED SCIENCES

### MINUTES OF STAFF COUNCIL MEETING HELD ON 8<sup>th</sup> JULY 2021

**Venue: Principal's Office**

**Time: 2pm**

The meeting started with a silent prayer.

- Principal Dr. K K John informed the following matters:
  1. The valuation for 6<sup>th</sup> semester of Commerce will commence on 22<sup>nd</sup> July and for the other subjects will be on 23<sup>rd</sup> July. There will be only one day for Camp valuation. The papers of Commerce department will be valued at home by the respective teachers and will be returned on or before 26<sup>th</sup> July. The revaluation of the same will be conducted on 27<sup>th</sup> July. The valued papers of other departments will be returned on 27<sup>th</sup> July and will be revalued on the next day. The results will be announced on 10<sup>th</sup> August.
  2. During the valuation day, open course teachers can take their first hour through online and after that they can attend the valuation camp.
  3. The fifth semester supplementary Exams will start on 15<sup>th</sup> July and the last date of application is 9<sup>th</sup> July.
  4. Any faculties who received Scheme Valuation should submit the scheme before July 15<sup>th</sup>. And a plan for the Bridge Course is to be submitted at the earliest.
  5. An interaction session will be conducted on 10<sup>th</sup> July at 11 am by the regional coordinator as part of 'Unnath Bharath Abhiyan' for giving instruction to the coordinators of that club.
  6. Submit the activity reports of Academic Year 2020-21 today itself and forward it to the Management.
- As per the direction of University, Practical viva will be conducted on 12<sup>th</sup> July onwards, through off line mode. Inconvenient students if any, can attend through online mode. In such cases, teachers should keep a photograph with date. Finally, the hard copy of the same should be send to the chairman who in turn will forward to the University.

**University Project viva date:**

BA department-14<sup>th</sup> July

BCA department-14<sup>th</sup> and 15<sup>th</sup>

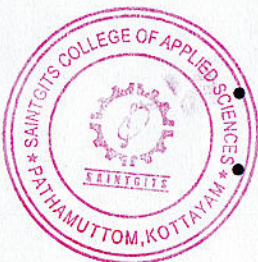
BBA department-15<sup>th</sup> and 16<sup>th</sup>

Commerce department-12<sup>th</sup> onwards

- The request on 'SELF' programme by Commerce Department is kept on pending status by the management.
- As part of the social service activity, committee contributed an amount to 'Immanuel hope center', which is a website created for Immanuel hope centre Orphanage, by BCA department.

Asst. Prof. Seethu John informed that approval is sanctioned for the commencement of student chapter in Young India Cochin chapter of CII.

The respective HOD's presented the result analysis of second semester and fifth semester University examinations of our college. The overall results are as follows:



**2<sup>nd</sup> semester**

Commerce A batch- 55%  
Commerce B batch- 58.5%  
Commerce C batch- 65%  
OVERALL- 59.6%  
Taxation- 63%

For BBA, overall pass percentage is 70%  
For BCA, overall pass percentage is 94%

**5<sup>th</sup> semester**

Commerce A batch- 75%  
Commerce B batch- 78%

OVERALL- 76.5%  
Taxation- 91.2%

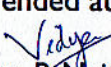
For BBA, overall pass percentage is 100%

For BCA, overall pass percentage is 91 %

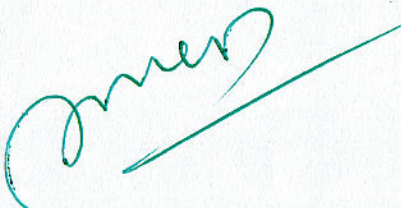
Principal congratulated all the HODs and faculties for the meritorious achievement and also informed that the teachers handling subject which scored less than 75% should meet him personally.

- Principal Dr. K K John suggested to create a board of studies for Value Education and to prepare a Syllabus for the same which should be implemented among the upcoming first years.
- Asst. Prof. Anu Zachariah, IQAC Coordinator informed that Even Semester CO feedback is completed by all the departments and also informed that the documentation of the previous year should be completed by all the staff.
- Prof. M.C Joseph, Associate Director of SCAS informed that Department Budget is still pending.

The meeting ended at 3 pm

  
Asst.Prof.Vidya R Nair  
Staff Secretary







## SAINTGITS COLLEGE OF APPLIED SCIENCES

### MINUTES OF STAFF COUNCIL MEETING HELD ON 2<sup>ND</sup> SEPTEMBER 2021

**Venue: Principal's Office**

**Time: 2pm**

The meeting started with a silent prayer.

Principal Dr. K. K. John informed the following

- Third semester University Examinations are over by 2<sup>nd</sup> September. 5<sup>th</sup> semester classes for BCA starts on 2<sup>nd</sup> September, 5<sup>th</sup> semester Commerce classes will start on 3<sup>rd</sup> September and all the other classes will commence on 8<sup>th</sup> September. First semester examinations can be expected to start by last week of September.
- University decided to forward our '2F' to UGC for the need of approval.
- Principal congratulated Asst. Prof. Sanal Jacob for his efforts to coordinate a National Workshop on 'Sign Language', which is to be conducted on 24<sup>th</sup> September. It is named as "MUKHAM" and is meant for uplifting the deaf and dumb community and to equalise them with the rest of the communities. The programme is supported by department of Special Education, AAC unit and all India Institute of Speech & Hearing.
- The film club is planning to conduct a competition on the basis of "MUKHAM", which will be finalised later.
- Management informed the Principal to update the leave policy in HR, also suggested that Casual Leave and Medical Leave can be approved by the Principal. Since the approval for Privilege Leave is a special type of leave prior application is required before availing such leaves. The leaves taken without prior application will be considered as LOP.
- Principal appreciated the coordinators of Onam celebration for its successful conduction.
- Orientation Programme for the new faculties is decided to conduct on 8<sup>th</sup> September. Asst. Prof. Anu Zacharia is nominated as the coordinator.
- The coordinators for merit day will be Asst. Prof. Anju Ann Abraham and Asst. Prof. Athira S Kumar. The date will be decided later.



- The Manorama Week Magazine published all the details of National Webinar Series conducted by BA Corporate Economics department. Principal congratulated Asst. Prof. Manu Anthrayose for his hilarious effort for the same.
- Asst. Prof. Manu Mohan is given the charge of the department as Asst. Prof. Reshmi Susan Jacob, Academic coordinator of BA, is on Maternity Leave.
- The admissions on management quota is going on and 101 students have joined till date.
- The 6<sup>th</sup> semester University examination result is published and the overall result are as follows
  - For BCA, overall pass percentage is 97
  - For BBA, overall pass percentage is 100
  - Taxation-88%
  - Commerce A batch-92%
  - Commerce B batch-89%
  - Combined pass percentage is 90.5%

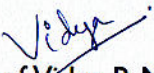
Principal congratulated all the HODs and faculties for the meritorious achievement.

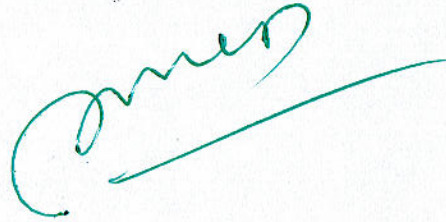
- Council congratulated Asst. Prof. Vineetha P George of Commerce for making 100% results in the paper 'Advertisement and Sales Management'. The Council decided to give special appreciation for her, during the Orientation programme of the newly appointed teachers. College Council also decided to appreciate BBA Department for getting 100% in all the subjects.
- The Alumni Executive committee meeting was conducted by BBA department on last Saturday at 3pm through google meet.
- The MOU issued by INFOSYS in association with BCA Department was handed over to IQAC coordinator by the Principal.
- Asst. Prof. Anish B Bhaskaran, HOD, Commerce informed that CII fund is not sanctioned by the management. Principal replied that the amount will be released soon.
- Asst. Prof. Athira S Kumar and Asst. Prof. Sheba (Law faculty) are assigned as the mentors of Commerce department.
- Asst. Prof. Anu Zacharia, IQAC coordinator informed that '19-20 AQAR' is already uploaded and that of 20-21 is to be uploaded on December and its work is going on.



- Council decided to conduct 'Bridge Courses' for the fresher's from 27<sup>th</sup> September and will be coordinated by Asst. Prof. Seethu John, Asst. Prof. Arun Padmanabhan and Asst. Prof. Pallavi Abraham.
- Principal appreciated Asst. Prof. Pallavi Abraham for her initial works for starting Psychology course (B.Sc) in the college.
- Council gave advanced marriage wishes to Asst. Prof. Shilpa Mary John of Commerce department.
- Asst. Prof. Rani Tom of BBA is given the charge of Asst. Prof. Tania Thomas, HOD, BBA, who is on research leave.

The meeting ended at 3 .20pm

  
Asst. Prof. Vidya R Nair  
Staff Secretary







## SAINTGITS COLLEGE OF APPLIED SCIENCES

### MINUTES OF STAFF COUNCIL MEETING HELD ON 7<sup>th</sup> OCTOBER 2021

**Venue: Principal's Room**

**Time: 2.00pm**

The meeting started with a silent prayer.

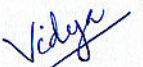
- The condolences message was handed over to Prof: Mini Punnoose, Director, MCA by the Principal and the IQAC Coordinator.
- Er. Punnoose George, Executive chairman, Saintgits group of professional institutions expressed his heartfelt gratitude for the successful conduction of the merit day on 1<sup>st</sup> October. The council also congratulated the coordinators Asst. Prof. Anju Ann Abraham and Asst. Prof Athira S Kumar for the same.
- The bridge course was successfully completed on 5<sup>th</sup> October. Council appreciated the coordinators Asst. Prof. Seethu John and Asst. Prof Arun Padmanabhan for their meritorious effort for its successful completion. Feedbacks was collected from the students and will be forwarded to the management. Special appreciation of words was given to Asst. Prof Shilpa Mary John of Commerce for her contribution to this event. Council decided to hand over a letter of appreciation to her.
- 4<sup>th</sup> semester university examinations are expected to start on first week of November 2021.
- The entry process of the certificates of the passed-out students is going on and will be distributed among them after its completion.
- A survey is decided to be conducted on five panchayats as a part of 'Unnath Bharath Abhiyan'.
- The clubs are given freedom to conduct their programmes by the participation of students and coordinating teacher.
- For enhancing efficiency of Organic Farming Club, it is decided to incorporate the participation of students, 5 from each department.
- Principal, Dr. K K John informed that the following rules and regulations are to be obeyed by the students after the pooja holydays

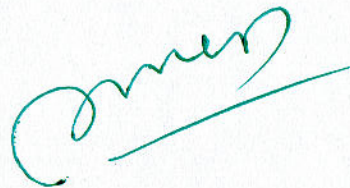




- All the students should wear complete Uniform.
  - They are allowed to enter the campus only with a decent hair style.
  - Students except M.Com and final year BCA are not allowed to use mobile phones inside the campus.
- Asst. Prof Anu Zacharia, IQAC Coordinator informed that in 19-20 AQAR, criterion 3 & 4 is already checked and found minor mistakes and she also informed that 20-21 AQAR work preparation has started along with the file preparation.
- To minimize the errors in the reports, council nominated a four-member committee, Asst. Prof Rani Tom, in-charge of BBA, is appointed as the convenor, who will be assisted by Asst. Prof. Dileena A P of Psychology, Asst. Prof Vijitha Vijayan of Hindi and Asst. Prof. Anju Maria Joseph of BA Corporate Economics.
- Council congratulated Asst. Prof Rani Tom for her effective management of the department of BBA, even in the absence of 3 faculties.
- Asst. Prof Anu Zacharia informed that the BEC examinations has started on 7<sup>th</sup> October and is going on smoothly. Council congratulated Asst. Prof Pallavi Abraham of BBA and Asst. Prof Aleesha P J of Mathematics for preparing the manual of Value Education.

Meeting ended at 3.10pm.

  
Asst.Prof.Vidya R Nair  
Staff Secretary







## SAINTGITS COLLEGE OF APPLIED SCIENCES

### MINUTES OF STAFF COUNCIL MEETING HELD ON 6<sup>th</sup> JANUARY 2022

**Venue: Principal's Office**

**Time: 2.40pm**

The meeting started with a silent prayer.

- Principal informed that the UNAI Club in association with the Commerce Association and the Internal Quality Assurance Cell (IQAC) conducted a short film contest on the theme, 'Campus Sustainability', for all students of the Saintgits Group of Institutions on 27<sup>th</sup> December 2021 under the coordination of Asst. Prof Sheba R Simon. Principal congratulated Ms. Sheba R Simon for the efficient conduct of the competitions.
- Principal congratulated Asst Prof Anju Ann Abraham for the effective conduct of the Christmas day Celebrations. All the students enjoyed the program
- Management approved the proposal to conduct an intercollegiate "Thiruvathira Competition" on 25<sup>th</sup> January 2022. Asst Prof Anjali Harikumar will be the general convener, who will be assisted by Asst Profs. Aleesha P J of Mathematics, Reshmi G Nair of Commerce, and Dileena A P of Psychology.
- On the International Day of Education, UNAI Club and IQAC has decided to conduct a Video Speech contest jointly from 4<sup>th</sup> January to 20<sup>th</sup> January 2022.
- Talents Show will be conducted on 13<sup>th</sup> January along with a talk of Asst Prof Sheba R Simon on the topic "Gender Sensitization", Asst Prof Reshma Shyna Shajan gave a brief explanation about Talents Show, which was already approved by the management.
- The residence of final year students who are not staying hostels is decided to monitor with the consent of the respective parents. It is also decided to have a detailed record of such students.
- The university examinations of second semester M.Com. will be conducted from 21<sup>st</sup> January 2022 onwards.
- The internal examinations for first semester and third semester will be from 4<sup>th</sup> February to 11<sup>th</sup> February 2022. The classes for first semester, after examinations will be from 14<sup>th</sup> February to 18<sup>th</sup> February 2022. The PTA meeting for first and third semester may be conducted after the internal examinations.
- Asst Prof Seethu John, NAAC Coordinator informed that AQAR will be ready for submission on 10<sup>th</sup> January 2022. She appealed to the entire faculty to take all possible efforts in this regard.
- Council congratulated Asst Prof Anish B Bhaskaran and Asst Prof Seethu John on securing M B A degree from Pondicherry Central University.



- Asst Prof Seethu John of Commerce informed that M.Com final year students are attending the placement programme of Federal Bank.

Meeting ended at 3.10pm.

*Vidya*

Asst.Prof.Vidya R Nair  
Staff Secretary

*Seethu*





**SAINTGITS COLLEGE OF APPLIED SCIENCES**  
**Minutes of the Staff Council Meeting held on 10<sup>th</sup> February 2022**

**Venue: Principal's Office**

**Time: 2.40PM**

The meeting started with a silent prayer.

- College Council paid homage to the legendary play back singer Lata Mangeshkar. A drive containing songs sung by Lataji will be played in the college by the Music club.
- Council decided to collect additional questions for the question bank prior to the completion of initial 5000 questions.
- The offline classes for 4<sup>th</sup> and 6<sup>th</sup> semester are decided to commence on 15<sup>th</sup> February 2022. The classes of first year students will start on 17<sup>th</sup> February.
- A three-member committee will prepare a new time schedule for offline classes under the convenorship of Asst. Prof Ambily Merlin Kuruvilla, who will be assisted by Asst Prof Rani Tom and Asst Prof Anish B Bhaskaran.
- Principal informed the meeting that Ms. Neethu Venugopal is appointed as our new faculty of Commerce department.
- BEC examination for second year BBA, B. Com Taxation and final year M. Com will be conducted on 17<sup>th</sup> and 18<sup>th</sup> of February 2022. Speaking test will be on 17<sup>th</sup> and 18<sup>th</sup> February and written examination is on 18<sup>th</sup>.
- YETS Club has decided to conduct an interaction with Ms. Mini Augustine, biker on women's day and a session with an official of national police academy.
- Economics Association of the department of Corporate Economics is organizing an inter institutional budget analysis competition "Arthavicharana" on 16<sup>th</sup> February. The prizes for this programme are sponsored by Alumni.
- Women's club in association with IQAC conducted a "Slogan Making" competition on 4<sup>th</sup> February.
- Commerce association has decided to conduct a series of programmes on "Women Empowerment".
- The PG department of Computer Applications and Artificial Intelligence is organizing an online national webinar on "Data Analytics" in association with IPSR solutions limited Kottayam on 19<sup>th</sup> February at 11am.
- Our Principal Dr K K John has presented an online Union Budget Analysis 2022 on 08th February for the students of the PG department of St. Thomas College, Pala which was well appreciated by the participants. A few members of the faculty of our college also participated in the presentation.



- Asst Prof Seethu John chaired a session during an international conference at Christ College. Principal congratulated her for the same.
- The workshop on SPSS is postponed due to BEC examination.
- Women's club in association with IQAC is organizing a webinar on the topic "Survival Cancer Awareness" class on 26<sup>th</sup> February at 2pm.
- Twelve students of PG department of Computer Applications and Artificial Intelligence got placement in TCS and the principal congratulated them for the meritorious achievement.
- English club decided to conduct a week-long literary contest.
- Department of Hindi is planning to organize a webinar on the topic "Different dimensions of Hindi language" on 21<sup>st</sup> February 2022.
- The proposal for restructuring the eligibility criteria for Artificial Intelligence is already forwarded to the University by the principal.
- All the staffs are directed to visit the website of other colleges.
- AQAR has uploaded on 18<sup>th</sup> January 2022. The management and the principal appreciated all the members.
- CSI newsletter will be launched by PG department of Computer Applications and Artificial Intelligence
- Asst Prof Anu Zacharia, IQAC coordinator informed that work of NAAC criterions I and II has started and is going on well.

Meeting ended at 3:25pm.

*Vidya*  
Asst.Prof.Vidya R Nair  
Staff Secretary

*Principals*





**SAINTGITS COLLEGE OF APPLIED SCIENCES**  
**Minutes of the Staff Council Meeting held on 3<sup>rd</sup> March 2022**

**Venue: Principal's Office**

**Time: 1.15PM**

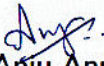
The meeting started with a silent prayer.

- Ms. Mariam Cherian, second year B. Com Taxation student, won third prize in Slogan Writing competition organized by Sarojini Naidu Vanita Maha Vidyalaya on the occasion of International Book Day.
- Asst. Prof Sanal Jacob was relieved from the service on 28<sup>th</sup> February 2022.
- NIPM chapter of BBA in SCAS was inaugurated by Mr. Joe Varkey, President of NIPM, Kerala Chapter, on 28<sup>th</sup> February at 11 am in the College Seminar Hall.
- Mr. Milan Alex, second year B. Com Taxation student, received a scholarship of Rs.15000/- from Mr. K U Thomas, Regional Manager, Kottayam, Muthoot Finance Ltd for securing high marks in Higher Secondary School Examination.
- Final year students in association with physical education department conducted SCAS Football Premier League on 28<sup>th</sup> February and 2<sup>nd</sup> March 2022. The winners received an ever-rolling trophy.
- A WhatsApp group was formed for the PTA Executive members to update the events organized in the college.
- The result analysis of third semester UG university examination was conducted by the respective HOD's.
- Students should remit the fees for third semester university exam before 7<sup>th</sup> March 2022.
- The Commerce Association and YUVA has proposed to organize a food fest during Ventura 2022. The Council forwarded the same for the approval of the Management.
- Talents show for the third-year students will be conducted on 4<sup>th</sup> March 2022 at 2 pm in the open auditorium.
- Arts fest, Ventura 2022, will be conducted on Friday, 11<sup>th</sup> March 2022.
- Principal congratulated Asst. Prof Rani Tom for her service as Academic Coordinator in the absence of Asst. Prof Tania Thomas, Head of the Department, BBA.
- Online Coding Quiz competition and Gaming competition will be conducted on 3<sup>rd</sup> and 5<sup>th</sup> March 2022 as a part of celebrating the World Engineering Day for Sustainable Development by the PG Department of Computer Applications and Artificial Intelligence in association with the SCAS CSI student branch.



- Principal suggested BBA Department to give students case studies as part of experiential learning.
- As part of Azadi Ka Amrut Mahotsav, M G University has directed all the affiliated colleges to re-instigate the use of Malayalam language and in connection with this, Fundamental duties should be read out in all classes in Malayalam.
- The PG department of Computer Applications and Artificial Intelligence is planning to organize a Three-Day National Workshop on R during the third week of March 2022.
- Asst. Prof Ambily Merlin Kuruvilla, Head ,PG department of Computer Applications and Artificial Intelligence informed that the department is planning to organize an International Conference.
- Commerce Association and YUVA is planning to organize a talk by Ms. Priya Fasil, YUVA former Chair on 9<sup>th</sup> March 2022 from 2pm to 3 pm.
- The formal inauguration of Unnat Bharat Abhiyan in SCAS will be conducted on 7<sup>th</sup> March 2022 at 3.30 pm. The chief guest for the function is Mr. Rajeev Kumar Choudhary IAS, Sub Collector, Kottayam
- Commerce Association and IQAC in association with UNAI club is conducting an Elocution competition for male students on the issues related to women on 4<sup>th</sup> March 2022 at 11 am in the Seminar Hall.

Meeting ended at 2:10pm.

  
Asst. Prof. Anju Ann Abraham  
Staff Secretary

