

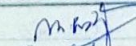
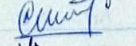
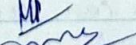
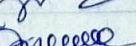
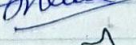







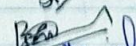


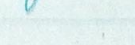


2020-21

Agenda for College Development Council  
Scheduled on 28<sup>th</sup> January, 2021

Time: 2:00 PM

venue: Principal's Office

1. Admission status 2020-21
2. Results & Placements (2017-20 batch)
3. Review of online & offline classes.
4. Review of NAAC re accreditation works.
5. Infrastructural development
6. Discussion about the library books purchase.
7. Any other matters.

SN	MEMBERS OF THE COUNCIL	SIGNATURE
1.	Mr. Thomas T. John	
2.	Er. Punnoose George	
3.	Prof. Mini Punnoose	
4.	Dr. K. K. John	
5.	Prof. M. C. Joseph	
6.	Dr. M. D. Mathew	
7.	Dr. Roji George	
8.	Mr. Pradeep chernan	
9.	Er. Abraham P. Thomas	
10.	Mr. Antony Joseph	
11.	Ms. Ambily Merlin Kunnilla	
12.	Mr. Anish B. Bhaskaran	
13.	Ms. Tania Thomas	
14.	Ms. Reshmi Susan Jacob	
15.	Ms. Anu Zacharia	
16.	Mr. Baiju K Samuel	
17.	Mr. Mithun C R	
18.	Dr. Joseph Kunjipaul C	

19. Dr. M. D. Mathew

Minutes

Minutes of the Meeting

The ideas, suggestions and recommendations proposed by the members of the college development council in the meeting held on 28<sup>th</sup> January, 2021 are listed below:

1. Dr. K. K. John, Principal SCAS briefed the council about various programmes conducted in the college during the academic year 2020-21.
2. Ms. Tania Thomas, convenor, presented the admission status and pass percentage of 2017-20 batch of all the four departments. The council expressed concern in the performance of B.Com Computer Application's results (74%) in comparison with the previous years' performance. Asst. Prof. Anish B. Bhaskaran, HOD, Commerce explained that the average performance was due to low faculty student ratio in the department of commerce and admission of low quality students in the university CAP quota.
3. Er. Punnoose George, the Executive Chairman and Secretary to Governing Board, pointed out the need for a proper mechanism to monitor the performance of faculty. The existing mechanism and monitoring system should be corrected according to the changing teaching methodology from offline to online.
4. Dr. Roji George, Dean, SIM enquired about the faculty usage of SIM library. The council

recommended that faculty should utilize the facilities of central library and library at SIMS.

5. Dr. K.K. John, put forward the urgent requirement of faculty for the Department of Commerce based on the request given by Mr. Anish B Bhaskaran, HOD, Commerce. He also stated that high attrition rate of faculty in the department is also one of the reasons for the decline in pass percentage.
6. Dr. Raji George & Dr. M.D. Mathew, suggested that past five year data should be presented for a better analysis of results.
7. Mr. Pradeep Cherian, Chief Financial advisor, suggested that proper training should be given for newly appointed faculties under experienced Professors and the faculty should be encouraged to attend webinars and enrichment programmes on new topics. The council instructed that the departments should conduct internal FDP's (offline or online) in a systematic way. A time slot should be shown in the department calendar for this initiative.
8. Ms. Tania Thomas, convenor, presented a review on online classes. The Council proposed that a proper mechanism should be framed to enhance the quality of mentoring. Ms. Ambily Merlin Kuruvila, HOD, BCA and Ms. Reshmi Susan Jacob, Academic Coordinator, BA, added that the students are giving good feedback about the mentoring system.

9. Dr. Josephkunji Paul C, Principal, Saintgits College of Engineering, inquired about the experiential learning and participative methods of teaching learning. Dr. K.K. John, explained that experiential learning is project based learning and participative learning is activity based learning.
10. Dr. M.D. Mathew, Dean, Research, recommended that members of the faculty and students should be encouraged to publish their research articles in unpaid journals.
11. Prof. Anu Zacharia, IQAC coordinator, updated the council about progress of NAAC work. The AQAR of 2019-21 will be completed by 4<sup>th</sup> February, 2021 and the SSR will be ready for uploading by 15<sup>th</sup> February, 2021.
12. Dr. K.K. John, Principal, SCAS, presented the need for a photostat machine and centralised printer in the campus. Mr. Anish B. Bhaskaran put forward the need for two class rooms for the next academic year. The Council decided to take the necessary action to purchase the printer and construct class rooms based on the necessity.
13. Ms. Anu Zacharia, IQAC coordinator presented the proposals for extension activities like a) organic vegetable gardens in 2 wards in association with Panachikad Service Cooperative Bank Ltd b) Cloth bag for waste management in association with Kudumbasree units, c) Fruit bearing plants for all houses in one of the ward of the Panchayat and d) conduct medical camp. The council suggested that a

detailed study should be conducted to understand whether it will be beneficial to the community in the long run. Community's involvement should be ensured for all social extension programmes. Dr. Raji George pointed out that the extension activity should be related to courses offered by different departments.

- 14 Prof. M.C. Joseph, Associate Director, SCAS presented the budget proposed by the four departments for the current academic year. The budget proposed by the departments are as follows.

B.COM - Rs 39,000/-  
 BCA - Rs 20,000/-  
 BA-Corporate Economics - Rs 11,500/-  
 BBA - Rs 26,000/-

The council approved the budget.


- 15 Dr. K. K. John, Principal, put forward the proposal of external certification programmes. He added that certified programmes and diploma courses are essential parameter of NAAC accreditation. The council accepted the proposal and recommended that certification programme should be provided in association with reputed agencies like TRAMA, KMA, CA firms etc. Mr. Antony Joseph, General Manager suggested that certification in Microsoft Excel will be beneficial for the students.
- 16 Ms. Anu Zacharia, brought to the attention of the meeting, the need for alumni contribution and active involvement of alumni. The idea was well appreciated

- by the council. Also, stakeholder's feedback analysis was presented in the meeting.
- 17 Ms. Reshmi Susan Jacob proposed the vote of thanks and the meeting ended at 04:00 PM

Prepared By

Ms. Tania Thomas  
 Convenor, College Development Council

Verified By

  
 Dr. K. K. John  
 Principal