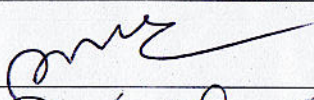
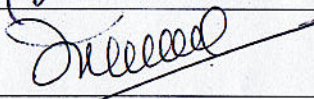
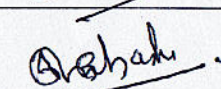

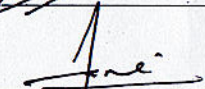
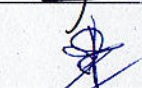
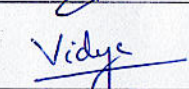
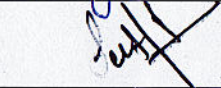
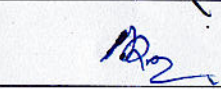
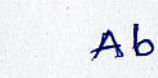


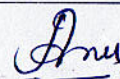
## Staff Council Meeting

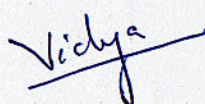
Academic Year- 2021-22

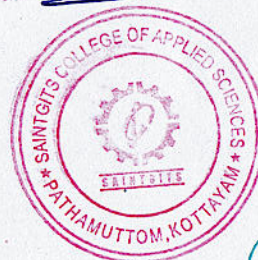
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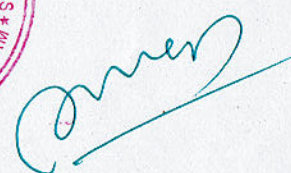
SI No	Name	Signature
1	Dr. K. K John	
2	Prof. M. C. Joseph	
3	Asst. Prof. Anish B Bhaskaran	
4	Asst. Prof. Ambily Merlin Kuruville	
5	Asst. Prof. Tania Thomas	
6	Asst. Prof. Reshmi Susan Jacob	
7	Asst. Prof. Vidya R Nair	
8	Asst. Prof. Seethu John	
9	Asst. Prof. Arun Padmanabhan	
10	Asst. Prof. Rani Tom	

11. Asst Prof Anu Zacharia













**SAINTGITS COLLEGE OF APPLIED SCIENCES**  
**AGENDA OF GENERAL STAFF COUNCIL MEETING TO BE HELD ON 8<sup>TH</sup>**  
**JULY 2021**

**Time :2.00 pm**

- Review of online Class
- Ongoing and Upcoming University Examinations
- Result Analysis of second and Fifth Semester University Examination
- Value Education Classes
- Review of Department Activities after online Examination
- Report of Lockdown period
- Formation of Club and Statutory Committee
- NAAC related works
- Other Matters if any







## SAINTGITS COLLEGE OF APPLIED SCIENCES

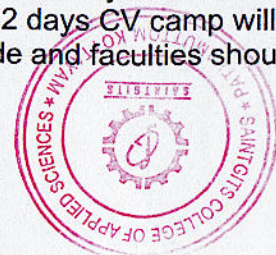
### MINUTES OF GENERAL STAFF COUNCIL MEETING HELD ON 28<sup>th</sup> JUNE 2021

**Venue: Seminar Hall**

**Time: 10.00am**

The meeting started with a silent prayer.

- Principal Dr. K K John congratulated Exam Cell Coordinator Asst. Prof. Arun Padmanabhan and his team for the efficient conduct of online examination for 2<sup>nd</sup> and 4<sup>th</sup> semester students. Principal explained the question paper pattern of 6<sup>th</sup> semester university examination.
- Asst. Prof. Sherin Mary Andrews of BCA, is nominated as the convenor of Covid Protocol Committee during the academic year 2021-2022.
- Asst. Prof. Anish B Bhaskaran, HOD, Commerce is nominated as the general coordinator of Social Distancing Committee.
- Principal Dr. K K John congratulated Asst. Prof. Preetha Thomas and Asst. Prof. Sreeja KS, for handling Social Service Committee effectively. The social Service Committee contributed an amount to Ms. Devu of M.Com student and Mr. Aravind of former BA Corporate Economics student.
- Principal Dr. K K John informed that all the teachers should submit a report on lock down Activities from 16<sup>th</sup> April to 18<sup>th</sup> June 2021.
- Er. Punnose George, Executive chairman informed about the unique policy of Saintgits and suggested that all the staff members are to appreciate the uniqueness of the institutional policy. He also suggested to maintain communicative skills between the staff every day. He also said that the staff should be responsible to each other.
- Prof. M.C Joseph, associate director of SCAS explained about different topics of value education, which should be implemented in the coming semesters. Value Education will be conducted as one period per month for each class during the regular class hours.
- Asst. Prof. Preetha Thomas is nominated as the general club coordinator. She informed that each club coordinator should conduct at least 2 programmes in a semester and all the club coordinators should submit a proposal and a budget regarding the same. She informed that a team constituting asst. profs Vidya R Nair, Anju Ann Abraham, Rani Tom, Manu Mohan and Arun Padmanabhan prepared a question bank consisting of around 3000 questions covering areas of General Studies, Business, History, Politics, Computer Science, English, Maths and Sports for the benefit of the students.
- Asst. Prof. Sreeja KS, open course coordinator informed that open course classes will be conducted from Monday to Thursday. A Screening test will be conducted on the subjects Applicable Mathematics and Brand Management for shortlisting the students.
- Principal Dr. K K John informed that, after the 6<sup>th</sup> semester university examination 5<sup>th</sup> semester supplementary exams will continue and after that 2 days CV camp will be conducted. A viva should be conducted through online mode and faculties should take a photograph for the same with date.





- Asst. Prof. Ambily Merlin Kuruvilla, HOD BCA informed that, for the need of collaborating with foreign university, BCA department made a search about the needed details.
- Principal Dr. K K John, suggested to conduct a 4 day FDP by SCAS staff.
- Principal Dr. K K John informed that our alumni registration should be encouraged and SDP's should be promoted.
- Asst. Professor Reshmi Susan Jacob, Academic coordinator BA, informed that BA department will conduct an inter institutional union budget analysis competition. A proposal is put forwarded before the management for the approval.
- Principal Dr. K K John informed that Bridge Courses and Orientation programmes will be conducted in this academic year. Management gave permission to conduct Arts fest and similar programmes through online mode.
- Asst. Prof. Tania Thomas, HOD, BBA informed that department is conducting an online chess Tournament to provide a platform for students to improve their Logical Thinking, Analytic Reasoning and Problem-Solving Skills. First year and Second year students can participate for the same.
- As part of international day against Drug abuse, department of Commerce is organising a Cartoon drawing competition for the 1<sup>st</sup> year and 2<sup>nd</sup> year students.
- Asst.Prof. Joshyja Jose BBA informed that she has motivated the students to do internship and also started a WhatsApp group, in which, the students of second years and third years joined. Around 34 students out of 55 from 2019-22 batch started internship during the lockdown period. She also informed that the 'He For She' club is completed the digital flip magazine and forwarded it to principal for the approval and after that it will be forwarded to the placement department for verification.
- Asst.Prof. Reshmi G Nair of Commerce proposed to conduct a programme named '**self**' for avoiding mental blocks of students and improve their academic efficiency during this lock down period.
- Asst. Prof. Juby Thomas of Commerce informed that IIMUN has announced six of our students as campus Ambassadors. And one among them named Stacy Elsa as the best interim campus Ambassador from India. The college UN club has requested a MOU to be signed with IIMUN, and IIMUN has accepted the same. The club has forwarded a MOU to the principal for the approval from the management.
- Asst. Professor Reshmi Susan Jacob, Academic coordinator BA, informed that a study on "Banking Trends In Kerala since 1970's" is put forwarded before the management for the approval.
- Asst. Prof. Anu Zachariah, IQAC coordinator informed that even semester CO feedback will be completed by this week.
- Asst. Professor Tania Thomas, HOD BBA informed that NIPM chapter is sanctioned by the management and a programme named "**yes, I can**" is introduced to polish the proficiency skills and Communicative skills among BBA students.
- Council decided to include Asst.Prof. Surabhi Sudhakaran to the Question Bank committee.

The meeting ended at 11.40 am

Asst.Prof. Vidya R Nair  
Staff Secretary

#### Action Taken

- 1, Library committee conducted programmes for staff and students.
- 2, All HOD's submitted activity schedule before the Principal.



*[Handwritten signature in blue ink]*





## SAINTGITS COLLEGE OF APPLIED SCIENCES

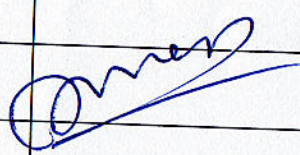
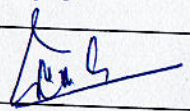
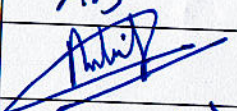
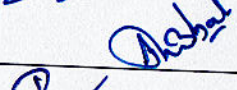
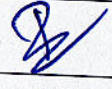
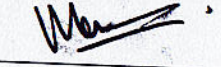
AGENDA OF STAFF COUNCIL MEETING TO BE HELD ON 22<sup>nd</sup>

DECEMBER 2021




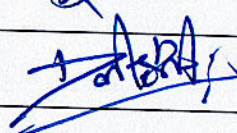
Time: 10.30 am

Venue: Principal's Office

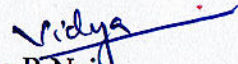
- Review of Christmas Celebrations
- Commencement of Even Semester
- Internal Examinations
- NAAC related works
- Other Matters if any

	MEMBERS	SIGNATURE
1	Dr. K K John, Principal	
2	Prof. M.C Joseph (Associate Director, SCAS)	
3	Er. Punnose George, Executive Chairman	AB
4	Prof. Mini Punnose, Governing Board Member	AB
5	Mr. Antony Joseph, General Manager	AB
6	Mr. Tom Das, P R O	
7	Asst. Prof Uttam Kumar, Physical Education	AB
8	Asst. Prof. Ambily Merlin Kuruvilla, HOD BCA	
9	Asst. Prof. Anish B Bhaskaran, HOD, Commerce	
10	Asst. Prof. Rani Tom, (BBA in charge)	
11	Asst. Prof. Manu Mohan (BA in-charge)	

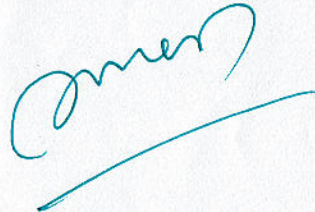


12	Asst. Prof. Anu Zacharia, IQAC Coordinator	
13	Asst. Prof. Seethu John	
14	Asst. Prof. Arun Padmanabhan, Exam Cell Coordinator	
14	Asst. Prof. Sanju P Cherian	
15	Asst. Prof. Dileena A P, (Psychology in charge)	
16		

**Staff Secretary**

  
Vidya R Nail









**SAINTGITS COLLEGE OF APPLIED SCIENCES**

**MINUTES OF STAFF COUNCIL MEETING HELD ON 16<sup>th</sup> DECEMBER 2021**

**Venue: Principal's Office**

**Time: 2.50pm**

The meeting started with a silent prayer.

- Principal congratulated the efforts of Asst. Prof Anju Ann Abraham for coordinating the Christmas celebrations of this academic year.
- Asst. Prof Anju Ann Abraham gave a brief explanation on the details of Christmas celebrations. The programmes will be effectively monitored by the Screening committee. All the requirements proposed before the management is sanctioned. A practice time for Christmas celebration will be provided for students from 3.20pm to 4.25pm every day.
- It has been decided to conduct a workshop on "Sexual Harassment of Women" in the workplace. The details will be worked out in consultation with the management.
- It has been decided that the principal has to approach the management/project department for certain cleaning and other facilities in the open auditorium for the smooth conduct of the Christmas celebrations.
- The revision classes for second semester UG students is going on smoothly. English examination for second semester will be conducted on 20<sup>th</sup> December 2021. Most of the final year students have also registered for the same.
- Classes for sixth semester will start on 3<sup>rd</sup> January 2022.
- Asst. Prof Rani Tom enquired about the dress code and selection of Christmas friend among the students on Christmas day celebration. Principal gave the right to take the decision by the respective HODs.
- The working of anti-ragging cell is going on effectively and principal Dr K K John congratulated Asst. Prof Rani Tom for the effective coordination of the same.
- The Commerce association initiated the recycling of aged dresses for the donation purposes.
- Almost 10 students of M. Com 3<sup>rd</sup> semester is going to attend their placement in Choondcherry College and Asst Prof Anish B Bhaskaran, HOD, Commerce appreciated the placement department of our college for developing them for the same.

Meeting ended at 4.00 pm.

Asst.Prof.Vidya R Nair  
Staff Secretary

Action Taken





1, Basket Ball selection trail for boys is conducted on 15<sup>th</sup> December 2021 at 3.20 pm.

Pending

- 1, Department Budget
- 2, 'Self' programme by Commerce Department
- 3, Health Camp
- 4, Implementation of new govt schemes
- 5, Student startup innovations
- 6, Adding the mentoring forum of 'PARAMERSH' scheme of St.Thomas College ,Pala





## SAINTGITS COLLEGE OF APPLIED SCIENCES

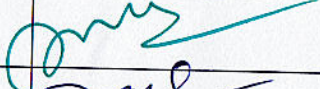
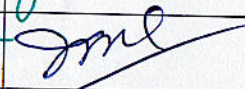
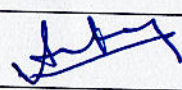
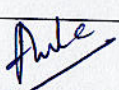
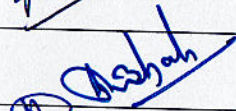

### AGENDA OF STAFF COUNCIL MEETING TO BE HELD ON 24<sup>th</sup>

FEBRUARY 2022




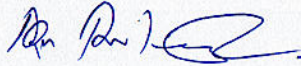


Time: 2.40 pm

Venue: Principal's Office

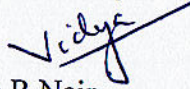
- Review of Offline Classes
- Survey under Unnat Bharath Abhiyan
- Appreciation from UN for UNAI Club
- Club Activities
- Task of floor officers
- Progress of NAAC
- Other Matters if any

	MEMBERS	SIGNATURE
1	Dr. K K John, Principal	
2	Prof. M.C Joseph(Associate Director, SCAS)	
3	Er. Punnose George, Executive Chairman	AB
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10	Asst. Prof. Rani Tom,(BBA in charge)	



11	Asst. Prof. Reshmi Susan Jacob, Academic coordinator B A Corporate Economics	
12	Asst. Prof. Anu Zacharia, IQAC Coordinator	
13	Asst. Prof. Seethu John	
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Staff Secretary

  
Vidya R Nair








## SAINTGITS COLLEGE OF APPLIED SCIENCES

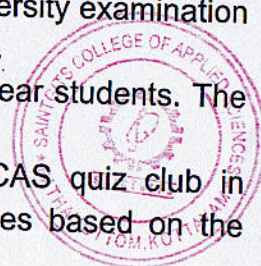
### Minutes of the Staff Council Meeting held on 17<sup>th</sup> February 2022

**Venue: Principal's Office**

**Time: 2.40PM**

The meeting started with a silent prayer.

- Principal informed that BEC examinations for second year BBA, B. Com Taxation and final year M. Com will be over by 18<sup>th</sup> February 2022.
- The Commerce Association has conducted a workshop in the commerce lab on the topic "SPSS" on 17<sup>th</sup> February. Asst Prof Reshmi G Nair, Asst Prof Anjali B Harikumar and Asst. Professor Anish Bhaskaran, HOD were the major resource persons. The workshop was coordinated by Asst Prof Seethu John and Asst Prof Aby Alex William. Principal, Dr K.K. John, inaugurated the workshop and Associate Director, Prof M C Joseph offered felicitations
- Ms. Rani Tom, coordinator of NIPM has informed the meeting that the inauguration of NIPM chapter of BBA. will be made by Mr. Joe Varkey, President of NIPM, Kerala Chapter on 28th February at 11am in the College Seminar Hall.
- Kerala Media Academy and SCASSA will jointly plan to conduct two day workshop on the topics "mass journalism, photo journalism and new media writing".
- Economics Association has organized an inter institutional budget analysis competition "Arthavicharana" on 16<sup>th</sup> February. The judges of the competition were Dr Renjith P S, Asstt Professor, Gulati Institute of Finance and Taxation, Government of Kerala and Asstt Professor. Jean Maria of Christ College, Irinjalakuda and Mr. Gokul Krishnan Nair, our alumnus
- Principal informed that the distribution of university answer scripts for the valuation of second semester will commence on the next week. The papers can be collected from the CV Camp, Chethipuzha by the respective teachers.
- The third semester university examination result is expected to be published on 18<sup>th</sup> February. The third semester UG university examination can be expected to start by second week of March 2022.
- Council decided to conduct Talents show for the third-year students. The date will be finalized later.
- As part of the quiz series "Trivia Saturdays", the SCAS quiz club in association with IQAC will conduct its fourth quiz series based on the topic "Animals" on 18<sup>th</sup> February during the fourth hour.





- Life skills club in Association with IQAC is planning to organize a session on "How to make Detergent Powder at Home" on 18<sup>th</sup> February at 1.45 pm.
- Asst Prof Chasmy Chacko and Asst Prof Anju Maria Joseph are nominated as the coordinators of Garden Club.
- 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.
- The Management Association "The Magnum" of the department of BBA is conducting "Management Week" from 16<sup>th</sup> February to 19<sup>th</sup> February 2022 for portraying the pioneers in the field of management and their contributions, and planning to conduct a quiz competition for final years.
- On the occasion of national women's day , the UNAI club, in association with Photography club and IQAC has planned to conduct an alpha women photography competition on 8<sup>th</sup> March for all the students of SCAS.
- Commerce Association and IQAC in association with UNAI club is planned to conduct an Elocution competition for male students. The date for the same will be finalized later.
- UNAI club in association with IQAC has also planned to conduct a webinar with Adv. Ruth on 12<sup>th</sup> March 2022.
- Principal suggested to organize a class on 'Sex Education' to all the final year students.

Meeting ended at 3:25pm.

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



#### Action Taken

- 1, College quiz club has organized an online quiz competition on every Saturdays.

#### Ending

- 1, Department Budget
- 2, 'Self' programme by Commerce Department
- 3, Health Camp
- 4, Implementation of new govt schemes
- 5, Student startup innovations
- 6, Adding the mentoring forum of 'PARAMERSH' scheme of St.Thomas College ,Pala

*[Signature]*