

09TH COLLEGE COUNCIL MEETING AGENDA

Date: 15/03/2022 **Venue:** Board Room
Time: 11.00 AM **Meeting Type:** College Council
Convener Fr. Dr. Jose Kannampuzha **Secretary** Dr. Vivek Lukose

Opening Notes & Review

1. Introductory comments - Manager/Asst. Manager
2. Comments by Director (Academics)

Review

AGENDA ITEMS

Sl. No.	Item Name	Details	Proposed by
1	Academics		
2	Research/ Projects	YIP registration Introduction of Project Guidelines - Book	Jinesh Prof Cyriac
3	Others	Arts Day (7th May), Sports Day (15th May), College Day (20th May), S8 Sent off (31st May), Magazine - Fr. Sijo Budget preparation, Fee Collection Lab stock verification, Dept files verification Revising D.A for staff Members accompanying I.V	Dr. V.M. Xaviour Fr. David, FO Fr. David, CIO Dr Saju P john

Dr. JOSE P THERATTIL
Principal
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NAAC Accredited College with NBA Accredited Programmes*

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A CENTRE OF EXCELLENCE IN SCIENCE & TECHNOLOGY BY THE CATHOLIC ARCHDIOCESE OF TRICHUR

JYOTHI HILLS, VETRIKATTIRI P.O. CHERUTHURUTHY, THRISSUR, PIN-679531 PH: +91-4884-259000, 274423 FAX: 04884-274777



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MINUTES OF COLLEGE COUNCIL MEETING

09. Minutes of CCM 15.03.2022.	Date: 15 th March 2022	Time: 11:00 AM
Name of the Convener: Rev. Fr. Dr. Jose Kannampuzha – Director (Academics)	Venue: Board Room	

Attendees:

Mgr. Rev. Fr. Jose Konikkara, Manager	Dr. Aswathy S U – HOD, AD
Rev. Fr. Thomas Kakkassery, Executive Manager	Dr. Saju P John – HOD, Computer science Engg.
Rev. Dr. Jose Kannampuzha- Director, Academics	Dr. Anoop V – HOD incharge, Electronics & Communication Engg.
Fr. David Nettikkadan - Finance Officer	Dr. Vivek Lukose - HOD, Mechatronics Engg.
Dr. Sunny Joseph Kalayathankal- Principal	Ms. Jasmin Jose - HOD, BSH
Dr. V M Xaviour- Registrar	Dr. Biju P L – HOD, Mechanical Engg.
Mr. Ratnan P – Vice Principal	Er. Jenson Jose – HOD incharge, Electrical & Electronics Engg.
Dr. Jacob C – HOD, Civil Engg.	

The meeting started with silent prayer.

Mgr. Rev. Fr. Jose Konikkara, Manager, presided over the meeting.

Sl. No	Decisions	Responsibility	Schedule d Date	Action Taken Report
#1	The college council congratulated Mr. Ajmal Basheer, CSE department who has been selected as the Chief Incubation Officer of a startup company Talrop. More number of ideas from the students can be invited to start new ventures under the leadership of Mr. Ajmal Basheer.	HOD CSE		
#2	Mgr. Rev. Fr. Jose Konikkara, wanted to organize the alumni meeting before the visit of Autonomy and NAAC.			
#3	Dr. Shijoh V, described the criteria wise status of SAR of various department as on 15 th March. The progress of work done by EEE and ECE is much better than other departments. The committee requested all staff members to prepare the first draft of SAR before 19 th March and the final draft before 25 th of this month.	Dr. Shijoh and HODs	19 th and 25 th of March	Not applicable for MR Dept.
#4	Prof. M G Cyriac prepared a book on Project Guidelines and distributed to all the HODs of the college. In co-operation with IQAC the project work of the students will be completed in an excellent manner. The college council congratulated Prof. M G Cyriac for preparing the book on Project Guidelines. The HODs should convey the project guidelines to the respective guides of the department and the guides in turn will give directions to the students to prepare the project.	HODs and guides		Suggestion are conveyed to Prof. M.G. Cyriac
#5	YIP registration is going on and all HODs are requested to assist Mr. Jinesh to get more ideas for registration.	Mr. Jinesh		
#6	Compulsory placement training should be given to all the S8 students who are yet to be placed. The placement training for the first year students should be conducted on 18 th and 19 th of April.	Mr. Bibin	18 th and 19 th April	
#7	Lab staff will assist in arranging the model room and all the HODs are requested to provide the relevant models as early as possible.	HODs		Nil
#8	Fr. David Nettikkadan informed that he will be meeting all the HODs to finalize the budget for the year 2022 – 2023. The			Discussed with Fr. David

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	budget allocation will have a weightage on the fee collection of each department.			Nettikkadan
#9	Financial support will be restricted to the accompanying parents subject to a maximum of Rs. 5000/- from the PTA fund for the industrial visit.	Vice- Principal		
#10	LATEX training will be given after 25 th March.	Principal	25 th March	
#11	The career interests of the first semester students may be collected through the google sheet at the earliest.	Mr. Bibin		
#12	On Monday and Tuesday (21 st and 22 nd) Dr. Jenson, BSH department will give a class on the preparation of the documents for the NAAC visit.	Dr. Jenson	21 st and 22 nd March	
#13	The maintenance, housekeeping and beautification of the department is the collective responsibility of each department.	HODs		Informed to Fr. Sijo
#14	Two snack bars of the college should be kept opened during the NAAC visit.	Mr. David Padikkal		
#15	The college council congratulated Dr. Anoop, for the leadership of the NAAC related work.			
#16	The college council congratulated Ms. Jasmin Jose for the smooth conduct of the assembly of the first semester students. The student's assembly notice should be served only one hour before the conduct of the assembly in order to get maximum attendance.			
#17	The log book should be prepared and the attendance of the students who are attending the global elective should be prepared in google sheet.	HODs / Tutors		
#18	The department notice board should be beautifully maintained before the NAAC visit.	HODs		Will do before NAAC visit
#19	Hereafter the action taken report (ATR) on various decisions taken on the college council should be submitted on all Mondays to Dr. Jose Kannampuzha.	HODs		Submitted
#20	The sports and arts day is fixed on 6 th and 7 th of May respectively. Send off function of the S8 students can be conducted on 4 th June.	Ms. Shiny	6 th and 7 th May, 4 th June	
#21	The publication of college magazine will be under the guidance of Fr. Sijo Cheruvathur.	Fr. Sijo Cheruvathur		
#22	Convocation will be conducted on May 14 th	Dr. Vivek Lukose	14 th May	
#23	Box files will be given to all departments before NAAC visit.	Fr. David		

Next Council meeting will be held on 22nd March 2022

Prepared by: Dr. V.M. Xaviour	Date: 15/03/2022
Reviewed by: Dr. Sunny Joseph Kalayathankal- Principal	Date: 15/03/2022
Approved by: Rev. Fr. Thomas Kakkassery, Executive Manager	Date: 15/03/2022
Issued by: Rev. Fr. Jose Kannampuzha Director- (Academics)	Date: 15/03/2022

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Members present in the 09th College Council Meeting held on 15.03.2022

Sl. No	Name	Designation	Signature
1	Rev. Msgr. Jose Konikkara	Manager	
2	Rev. Fr. Thomas Kakkassery	Executive Manager	
3	Rev. Fr. Dr. Jose Kannampuzha	Director, Academics	
4	Rev. Fr. David Nettikkadan	Finance Officer	
5	Dr. Sunny Joseph Kalayathankal	Principal	
6	Dr. V M Xaviour	Registrar	
7	Prof. Ratnan P	Vice Principal	
8	Ms. Jasmin Jose	HOD - BSH	
9	Prof. Jacob Chandapillai	HOD - CE	
10	Dr. Saju. P John	HOD - CS	
11	Dr. Jose P Therattil <i>Dr. Anoop. V</i>	HOD - ECE	 15/3/2022
12	Er. Jenson Jose	HOD Incharge - EE	
13	Dr. Biju P.L	HOD - ME	
14	Dr. Vivek Lukose	HOD - MR	
15	Dr. Karthik C	HOD - RA	
16	Dr. Aswathy S U	HOD - AD	 15/3/2022.