

MINUTES OF STAFF MEETING on 05/12/2023

A staff meeting was convened on 05/12/2023 Tuesday at 2.00 pm.

AGIENDA

Matters discussed in the Principals Meeting conducted on 04/12/2023, Monday.

Topics covered in the Meeting.

- * To bestow awards for the faculties who have excelled in their respective field. And also to institute awards for Best Outgoing Students.
- * Designing of curriculum for the Foundation Course for included in the upcoming Four-Year Degree programme.
- * All the teaching faculties were advised to attend NEP Programmes, in connection with IQAC.
- * It was decided to conduct Placement Training Programmes with a central Placement Centre, & overseen by a placement officer. It was advised to appoint an alumni relation officer and to form a website for the same.
- * College Development Council should be instituted comprising atleast one alumni, an eminent person from the field of science and a prominent personality from nearby locality.
- * To conduct seminars, workshops and courses on Artificial

Intelligence in connection with the Tharang Fest which is decided to be organised in the month of Februaryⁱⁿ 2024.
Faculties - in charge - Jolly Subash, Premy P. Jacob

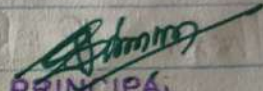
- * It was advised to conduct a staff meeting on the very next day of every principals' meeting.
- * A general meeting of all the alumni under the IHRD is proposed to be conducted in January, 2024.
- * An Internship Centre should be instituted to provide multi-disciplinary courses with a duration of one month, ensuring the participation of students from nearby colleges. Internship Officers were also selected as part of this
 - Internship Officers - Manu M, D
Dhananjay Nath B
- * It was advised to provide basic facilities for promoting arts, sports and other cultural activities.
- * Articles are invited from students and faculty members for publishing in the research journal publication by IHRD, with Dr. M.V. Rajesh as the editor.
- * A program on life skills for all the students under IHRD with a view to impart basic skill training to help them handle emergency situations like flood, fire etc...
- * It was suggested to seek the help of counsellor counsellors from Government hospitals and the duties were entrusted upon NSS POs.

- * It is advised to conduct anti-drug awareness programmes, legal aspects and traffic rules with Government collaboration.
- * It was suggested to follow the social media handles of IHRD.
- * The Head of the Institution should ensure that the instructions from the head quarters are obeyed strictly and the audits are carried out duly.
- * Submission, bills, purchase proceedings concerning the PTA and NSS should be properly kept and documented.
- * To ensure the collaboration of the college with industries and other academic institutions.
- * Remuneration of the guest faculties will be revised and it is mentioned that the work will issued shortly.
- * It is recommended to beautify the campus coordinated by NSS, Nature Club and NEC.

SUGGESTIONS

- * It was suggested to conduct faculty development programmes once in a month rather than being frequently conducted.
- * The staff members expressed their concern regarding the uncertainty about the implementation of the salary hike.




PRINCIPAL
College Of Applied Science
Perissery, chengannur-689 128

Minutes of Meeting held on 05/12/2023
approved

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|------------------------|--|
| Tolly Subash Pallickel | |
| Nishamol M | |
| Rajemot. R | |
| Shereena Sherafudeen | |
| Adhira Rgn | |
| Anjira Ravi | |
| Sindha. R. Nair | |
| Mancom | |
| Dhanan Jainath. B | |
| Adhira. P. R. | |
| Meesa Musali. K | |
| Snathi. S. Nair | |
| Premy. P. Jacob | |
| Geethu. C. Nair | |
| Savitha. V | |
| Priya P Nair | |
| Aswathy Lekshmi. S | |
| Feroz Meesan | |
| Julie Maciam John | |
| Vinod. P. Pillai | |
| Nidhya Balachandran | |
| Raji R | |
| Abhiram M. | |
| Smitha. V | |
| Kurukosai. N. O | |
| Sheba Abraham | |
| Syamala Devi | |

VPPAs
 Nidhya
 Raji
 Abhiram
 Smitha
 Sheba
 Syamala
 D.S. Sreekumar. Cr.

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STAFF MEETING CONDUCTED ON 27/2/24

A staff meeting was conducted on 27/2/24 at 3pm.

AGENDA

- * Preparation for FYUGP
- * Documentation works of AICTE.
- * Proper conduction of College, Arts and Sports day
- * Documentation works of various programmes.
- * Completion of S₂ and S₄ portions.
- * Kerala University Arts Festival 2023-24.

A discussion was made on the four years UG Programme and to ensure the active participation of all the faculty members in the FYUGP syllabus framework.

The staffs incharge of AICTE documentation were appreciated for the timely completion of their works.

It was decided to conduct the college and Arts day on Feb 28. Duties were assigned to the staffs for the smooth and proper conduction of the same.

The documentation committee should record all the details regarding the various programmes and seminars conducted during this academic year.

It was advised to cover S₂ and S₄ portions by April.

A discussion was made on the arrangements for the Kerala University Youth Festival (07/03/2024 - 11/03/24).

1. Raji - R
2. Athira Raju
3. Feroz Meenan
4. Geethu. C. Nair
5. Savitha
6. Abhiram. M
7. Devika. J
8. Neesa Musali. K
9. Reshma Ans Mathay
10. Priya. P. Nair
11. Prany. P. Jaws
12. Geethu. C. Nair
13. Aswathy. Lekshmi. S
14. Yamuna Devi. P
15. Sanythi. S. Nair
16. Rajimol. R.

Ry
Athira
Feroz
Geethu

Abhiram.

Neesa.

Reshma

Priya

Prany
Geethu

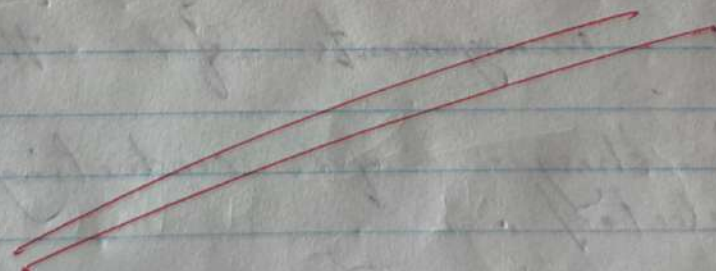
Aswathy

Yamuna

Sanythi

Rajimol

~~Ammy~~



STAFF MEETING CONDUCTED ON 7/3/2024

A staff meeting was conducted on 7/3/2024 at 3pm

Agenda

Inauguration of second floor of Administrative Block.
Organising the sports meet - KIRF

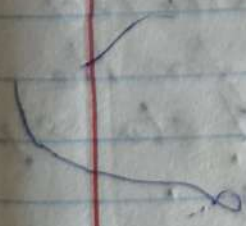
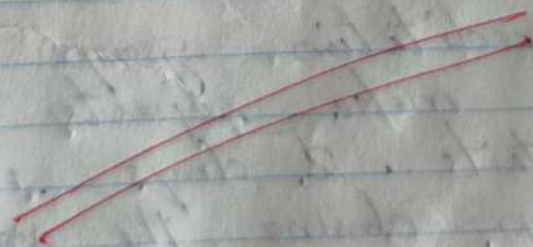
The inauguration of the second floor of the Administrative block was decided to be conducted on 12/03/2024 Tuesday by Hon'ble minister for Higher Education and Social Justice, Dr. R. Bindu in the esteemed presence of Hon'ble minister of Fisheries, Culture and Youth affairs, Sri. Saji Cheriyan and IHRD Director Dr. V. A. Anurag Kumar. Various committees were formed for making necessary arrangements for the same.

The in-charges for conducting Sports Day were selected.

The deadline for uploading KIRF documents is 15 March 2024. It was advised to submit the documents before the prescribed date.

- 1. Raji R D
- 2. Nidhiya Balachandran N
- 3. Shereena Sherafudeen S
- 4. Athira Laji A
- 5. Anjana Laji A
- 6. Reshma An Mathews R
- 7. Runy P. Jacob R
- 8. Abhiram M. A
- 9. Geethu. C. Nair G
- 10. Aswathy Lekshmi-S A
- 11. Yamuna Devi-P Y
- 12. Saruthi-S. Nair S
- 13. Rajamol R R
- 14. Manu.M M
- 15. Dhanan Jai nath -B D
- 16. Devika J. D
- 17. Savitha.V S
- Sindhu S

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STAFF MEETING CONDUCTED ON 1/4/24

A staff meeting conducted on 1/4/24 at 3pm.

Agenda

- * Current status of portions
- * Submission of reports
- * Intimation by discontinuing staff.
- * Progress in NAAC Accreditation work
- * Submission of stock verification reports.
- * Reporting dues and damages by class in charges
- * Distribution of brochure

- It was enquired about the current status of portions of each departments.
- All staffs in charge of various clubs were asked to submit their reports on or before May 2nd 2024.
- The staffs who are discontinuing from the college should intimate the college authorities about the same as early as possible.
- NAAC Accreditation group members were advised to make reports and collect further details. 2 days were allotted to each group during the vacation for the same.
- The class in charges were asked to report dues and damages to college office.
- A detailed discussion was made on distributing the college brochure for the new academic year. All staff should take initiative to distribute the brochures to the nearby Higher Secondary Schools and Akshaya centres.

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|-----|---------------------|----------------|
| 1. | Priya. P. Nair | <u>Rajya</u> |
| 2. | Sherena Sherafudeen | <u>Shirana</u> |
| 3. | Dharan Tai Nath. B | <u>RA</u> |
| 4. | Devika J. | <u>D</u> |
| 5. | YAMUNA DEVI. P | <u>YD</u> |
| 6. | Geethu. C. Nair | <u>Geethu</u> |
| 7. | Aswathy, Lekshmi's | <u>Aswathy</u> |
| 8. | Savitha. J | <u>S</u> |
| 9. | Reshma Ans Mathang | <u>R</u> |
| 10. | Raji - R | <u>R</u> |
| | Sudhu. R. Nair | <u>S</u> |

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STAFF MEETING ON 18/10/2024 - Friday

A staff meeting was convened on 18/10/2024 Friday at 3pm.

AGENDA

- * AI Conclave by IHRD
- * College Elections 2024-2025
- * Waste Management.
- * Conducting National Seminar along with LOAC

→ A detailed discussion was made about the preparations for AI Conclave to be conducted by IHRD Colleges. The following staff members were assigned with the duty of AI Conclave co-ordinators:-

1. Greeting - C. Nair
2. Dr. Krishnakumar
3. Yamuna Devi
4. Sujitha.

It was also decided to conduct a Quiz Competition at College level as a part of IHRD AI Conclave.

→ A discussion was also made about the College Elections: 2024-2025 conducted on the same day.

→ It was advised to make necessary follow-up actions for improving the Waste Management system in our College.

→ Discussion was also made about the National Seminar to be conducted

at CAS Navelikkasa in association with
CAS Perinay and CAS Kozhikappally.
It was advised to make active
participation in the seminar.

1. Dr. G. Sreekanth
2. Sundha R. Nair
3. Dr. Krishnakumar R
4. Bindhya Ujayan
5. Dr. Smithalekshmi S.
6. Krishnaprasad J
7. Meesa Musali K
8. Dhanan Jay'vath B
9. Suchithra J
10. Reshmi R
11. Meera Mary Cherian
12. Shiny S
13. Yamuna Devi P
14. Aswathy Lekshmi S
15. Geetha C. Nair
16. Priya P. Nair
17. Shreera Sherafudeen
18. Riji R
19. Devika J.
20. Nidhiya Balachandran

STAFF MEETINGS CONDUCTED ON 27/01/2025

A staff meeting was conducted on 27/01/2025 at 3pm.

AGENDA

* Progress of NAAC Accreditation Committee.

* Website Updates

* NAAC Accreditation FDP at CAS Mavelikkasa

* Staff meeting on every Monday.

Website updates incharges

→ Bindhu TAS

→ Snehitha

→ Shreerana

→ Meera

→ Nishimol

→ Ensuring participation for NAAC Accreditation FDP at CAS Mavelikkasa.

→ It was advised to submit NAAC Accreditation Committee reports as early as possible.

→ 'Industry on Campus' charge was allotted to:

* Krishna Prasad, Neethu Vijayar & Ananth Lakshmi

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|------------------------|------------------|
| 1. Dsa G. Sree Kumar | Shree |
| 2. Mas. Sindhu R. Nair | Sindhu |
| 3. Mas. Binetha TAS | Binetha |
| 4. Mas. Nishamol | Nishamol |
| 5. Ds. Krishna Kumar | Krishna |
| 6. Ds. Smitha Lekshmi | Smitha |
| 7. Devika | Devika |
| 8. Nidhiya | Nidhiya |
| 9. Raji - R | Raji |
| 10. Krishna Prasad | Prasad |
| 11. Dhanas Jai Nath | Jai Nath |
| 12. Reshma | Reshma |
| 13. Geetha C. Nair | Geetha |
| 14. Reshma | Reshma |
| 15. Shiny | Shiny |
| 16. Yamuna | Yamuna |
| 17. Priya P. Nair | Priya |
| 18. Maria Mary | Maria |
| 19. Savitha | Savitha |

STAFF MEETING ON 16³¹/06/2025

A staff meeting was convened on 16/06/2025 Monday at 3pm.

AGENDA

- * Planning of IQAC related activities, conducting classes, celebrations of important days.
- * Admission schedule details
- * Arrangement for new FYUGP admission process.
- * Academic Discussion.

The meeting was discussed about the planning of various activities related to IQAC. It was decided to conduct classes on various topics by IQAC. It was also decided to celebrate the upcoming important days by arranging various programs for students.

A detailed discussion was made about the new FYUGP admission schedule and making various arrangements for new admissions. Different committees were formed for the admission process. A discussion was also made about various academic matters. The internal exam schedules were discussed.