The first meeting of the staff members to discuss about the SSCE activities and Academic Planning was held on 12/6/2018 at 2:30 pm in the Audio Visual Hall 908. The Co-Actors welcomed the gathering. Principal Dr. Richard Thomas pointed out the importance of SSCE submission within the timeframe.
The meeting discussed and decided about the following matters:

1. The board was reconstituted by adding Dr. R. Jayaprakash in the retirement of H. S. Soman.
2. The academic plan for the year 2018-19 was discussed and finalized.
3. Principal reported that Miss Anu Agarwal had participated in the USA Model Officers’ Trip held at New Delhi.
4. It is reported that 20 students have registered their name with Swasth Bharat Prerna as interns.
5. Decided to conduct Criteria Committee Governor meeting twice in every week.
6. To entrust the Core Committee to support the Graduation in the preparation of SSLC.
   Core Committee members: Dr. Paise Thomas (Gopal), Rev. Fr. Joseph (Bunru), Dr. Antony Thomas (Joe), Dr. George (M), Dr. R. Jayaprakash, Rev. Fr. Gopal Kishan, Sr. Reji Thomas PB, Sr. Kishen Kuna SR, Sr. Thomas C. George & Rev. Fr. Mary Abraham.
7. To take steps to invite companies for campus recruitment and placements for students.
8. To arrange the training of the Non-Teaching staff regarding SSR preparation.
9. USA Model Officers reported that 5 villages were adopted in Churapattil after consulting the District authorities.
10. Decided to give a thorough facelift to the library by changing the furniture & interior. The meeting came to an end by 4:30 PM.

Signature:
Dr. R. Jayaprakash
Principal
Mar Thoma College
Chungathara P.O., Pin - 670 004
3. The meeting discusses and identifies the best practices to be implemented in the respective sections of the college.

4. It is reported that purchased goods are not being used effectively. Suggestions are made to improve the use of resources.

5. A decision is made to prepare a report on the performance of the college's allied agencies.

6. A discussion is held on the implementation of new programs. The report is due by the end of the month.

7. The meeting discusses the need for new facilities and equipment.

8. The committee discusses the possibility of increasing the number of students in the college.

9. A decision is made to conduct a survey to gather feedback from students and faculty.

10. The meeting decides to allocate funds for new projects and initiatives.
6. It is decided to conduct III. Mathew Dilly Memorial Lecture.

7. The meeting discussed the need for a Toilet Block and Bike parking facility for the students. Rev. Mathai Joseph, (BSSAS ASST. Treasurer) stated that the Steps in this regard will be initiated soon. It is also decided to seek the support of PCB for the construction of Toilet Block.

8. Also decided to conduct a meet to felicitate Mrs. Geeta Ramkumar (2012) in the College at the earliest.

9. Meeting discussed the proposals of various departments for start-up Certificate Courses in the subjects - Commerce, Economics, Health, Beauty...

10. Also decided to collect mobile number, address, and number, email id, of all the students for the purpose of Satisfying Survey.

11. It is reported that upgrade the software of the Language Lab at the earliest.

12. It is reported that a practical discussion with Dr. Popy Babu (CREA Co-ordinator) on 23/9/2016 in the College.

Dr. Geeta Ramkumar

Read & passed

Dr. Raju Thomas

[Signature]

DR. RAINA THOMAS  
PRINCIPAL  
MAR THOMAS COLLEGE  
CHINGARHAROOP, PIN - 679334
The meeting started with a silent prayer at 3:00 in the Audio Visual Hall. The Coordinator welcomed the gathering and the following matters were discussed and decided in the meeting:

1. The meeting reviewed the progress in the SS6 preparation and the Coordinator presented draft reports - Qualitative and Quantitative - prepared by them.

2. Reviewed the syllabus and the progress of the certificate courses.

3. Evaluated the progress of Unnati Sneheti, Ashrayan Piyonee and Swatch Sneheti before implemented in our college. It is reported that 20 students completed the internship and got certificates.

4. The meeting discussed the proposal to
arrange an Academic Audit by an external agency at the earliest for evaluating the re-accreditation process.

9. The meeting reviewed the progress of website updation by the departments.

10. The Green Auditing of the Campus should be completed at the earliest.

11. It is reported that the construction of the Bike parking facility to the Students in the Campus will begin soon.

12. Principal reported that the Foundation Day of the College and Easow Mar Remithens Memorial Lecture was conducted on 29/10/2018 in the College.

13. The members opined that the discussion with Dr. Siby Baby is very helpful in clarifying the doubts in the SSR preparation.

Dr. Agee (IM proposed vote of thanks) and the meeting came to an end by 4:30 Pm.

Co-ordinator

Read and passed

Dr. Raina Thomas
Principal
Mar Thomas College
Chungatharai P.T. 624
The meeting began with a prayer by Rev. Mathai Joseph, at 3 p.m. in the Audio Visual Hall. GATE Co ordinators presented the overall progress of the activities regarding the SSR Preparation.

The following decisions were taken in the meeting:

1. To arrange a Mock Unit by the members of Maritime Higher Education Committee as per the earlier decision to verify the documentation work. A Committee Consisting of Rev. Mathai Joseph, Dr. Saju Thomas and GATE Co-Ordinators will do the same in the following schedule:

- The Date of the Visit - 15/12/2018
- 9.30 a.m. - Economics, 10 a.m. - Mathematics Dept,
- 10.30 a.m. BBA, 11 a.m. - Computer Science, 11.30 a.m. - NSS
- 12 noon - Commerce, 12.30 p.m. - Physics, 1 p.m. Chemistry
2 PM - Botany  2:30 PM - Library and
3 PM - Physical Education.

2) The meeting reviewed the progress of
the extension works under NSS and
women cell and ensured them the need
for proper documentation.

3) It is decided to visit St. Joseph's College,
Madam to familiarize with the SSR
preparation and ensure the participation of
the History Committee Governor in the visit.

4) Directed the faculty members to submit
Certificates of their Academic Qualification,
publications, additional courses attended,
extension activities, personal achievements

5) To create Clarence chants app groups
for timely communication process among the
students regarding student survey.

6) The Principal Coordinator presented the
OCRAR for the year 2011-12. The meeting
after discussion decided to submit the
document at the earliest.

After the vote of thanks by Dhany C,
The meeting came to an end by 4:30 PM.

Dr. Rajan Thomas
Read & Passed

Dr. Raina Thomas
Principal
Mar Thoma College

(Chen)
The 9ACE Meetip started with a word of prayer by Elizabeth Ge at 3 pm in the Audio Visual Hall.

In the introductory remarks, Principal Dr. Ramesh Mooses sought the support of all the faculty members in the preparation of SSR documents. She reported that the SSR preparation is progressing in a timely manner.

The following decisions and discussions were held in the Meetip:

1. Criteria Committee convenors presented the progress of the work done in connection with their criteria.

2. It was decided to consolidate the qualitative reports and make it available
to the faculty members for suggestions.

3. The Co-ordinator presented a plan of action regarding the SSL submission.

4. The meeting decided to submit the AISHE data at the earliest.

5. The meeting decided to arrange an extended Academic Audit in collaboration with the MarThoma Higher Education Commission.

6. The meeting discussed about the frequent power failures and requested the management to install a generator for the uninterrupted power supply.

Sieve Co-ordinator
(Dr. Joseph Theray)

Annul read & passed

Dr. Raina Thomas
Principal
MarThoma College
Chungathara P.O., PIN - 683 564
Dr. K. Jayashankar
Rajeshree
Dr. Gopalan Raveendran
De. Sheli Abraham
Rev. C. Isaac
Dr. George T. M
Rachel George
Dhanya C
Thomson K. Umphress
Rev. S. Leo Mary Thomas
Dr. Rejeeb Thomas

The Core Committee meeting to discuss the Academic Audit report and SSR Preparation was held on 5/2/18 at 3 pm in the Principal's Chambers.

1. The Core Coordinator presented the major suggestions put forth by the Academic Audit Team. The recommendations were discussed in detail and it was decided to consider all the suggestions in the accreditation process.

2. The Criteria Committee convenors presented the final report regarding their respective criteria.

3. The Committee suggested a criteria-wise presentation of reports at the earliest.

4. IRTAE Coordinator stated that the submission of 99% is expected in the first week of March.

5. Principal Dr. Rajes Thomas explained about the status of the construction going on in the campus.
The meeting reviewed the reservation work going on in the library.

The co-ordinate stated that the collection of database from the students is over and it is ready for updating in the NME self study report.

[Signature]
[Signature]
[Signature]

Dr. Praveen Kumar

Minutes Read & passed

[Address]
DR. RAINA THOMAS
PH. G.PAL
MAR THOMAS COLLEGE
CHUNGATHAPU R.O, PIN - 679334
The Staff meeting to discuss about the
presentation on the SSR proposition was started at
a silent prayer. GME Co-ordinator explained about the progress in the preparation of SSR. Principal Dr. Ramesh explained about the importance of timely submission of Self Study Report.

The following matters were discussed and analyzed in the meeting:

1. The name has revised the extended profile to be submitted with the SSR. It is decided to prepare the extended profile in the new format.

2. Decided to finalize the SSR after the compiling of Extended Profile.

3. The meeting extended gratitude to Mr. Dhangya who is leading this institution to join in Pondicherry.

4. The meeting reviewed the conduct in activities in the college and decided to complete the work at the earliest.

Do Refeed Here

Mirtha Read and passed

Dr. Ramesh
Co-ordinator

Mar Thoma College

Principal

Dr. Raina Thomas
The Core Committee meeting of Jeeve was held on 6/3/2019 to review the progress in the NME report presentation.

The meeting started with a word of prayer by Shibu Abraham.

Dr. Co-ordinator explained about the progress in the compilation of data report of extended profile. The details of students in this report is completed in full and stated that the final present action by the Criteria Committee will be held today.

The Criteria Committee reviewed the data in final qualitative and quantitative details in their criteria. The members suggested their modifications and they were incorporated in the report.

After detailed discussion the meeting came to an end by 4:40 pm.

Read and passed

Dr. Rajeev Thomas
Principal
IITM
Minutes of the Staff Meet held on 28th June 2018

at the Anandh Veedh Hall at 2.00 pm.

Sree C. Isaac
Elizabeth George
Dinny T.K
Dhanya C
Sree Canky M
Rajesh PK
Kishan Kumar S.R
Akilesh K.D.
Salma Meenu Pab
Vipin P
Rajesh E
Dr. George T.M
Nishad M.
Dr. Mohammed Shereef K.P.
Dr. Jerin P. Johnyse
Dr. Elizabeth Thomas
Bimsha M.A.
Binja George
Aparna Mathew
Sat Niyas V. Neelakannil
Dr. Ajesh T.P.
Dr. Sheela Abraham
Dinny T.K.
Jeena V.V.
Venya Susan Abraham
Gregory George
Monnie Mk
Thomas K. Virghez
Dr. R. Jayaprakash
The Staff Meeting in the Presence of Rt. Rev. Thomas Mar Theophilos Episcopa (Mother) was held on 28th/1/2018 at 2:30 in the audio visual hall.

The meeting started with a word of prayer by Rev. Mathai Joseph, Vice Co-ordinator, followed by a warm welcome to the managers and the participants.

The principal in his introductory remarks pointed out the need for focus in the NABE preparation. He also highlighted the need for shutting down the academic and extra activities in the next academic year.

Different department heads proposed the necessary measures in the better functioning of the college. The following decisions were made in the meeting:

1. Decided to select the faculty member for various academic and extra-curricular activities in the college.

2. Meeting selected various persons for the different posts. Dr. Rejew K. N. will continue as the secretary co-ordinator.

3. The meeting reviewed the overall academic environment in the college.

4. The meeting reviewed the proposal of the Certificate Courses functioning in the college.
(4) Rev. Mathai Joseph, Bursar, explained about the progress of the conducting activities in the college.

(5) The Coordinator stated that the SSR submission will be done at the earliest. The J&J will be submitted before April 30.

Manager Rev. Thomas Mary concluded that the NACC Accreditation process should be completed within the time frame and strive for better position.

Meeting concluded after the vote of thanks by D. R. Jayasankar at 4:30 pm.

Minutes read and passed

Dr. Raina Thomas
Principal
Mar Thoma College
Chungathara PO, PIN - 688664

Signed

[Signature]

Dr. Reginald Namboothiri

[Stamp]
Jane Staff Meeting - 28/4/2018

1. Dr. Rajeev Thomas
2. Dr. Sreeja
3. Dr. George T. K.
4. Dr. Siva Mary Anthoni
5. Dr. Reena Mary Anthoni
6. Dr. Sheila Abraham
7. Dr. Elizabeth Thomas
8. Binshana M.K.
9. Salma Mervin John
10. Rajesh PK
11. Dr. Ajish S.P.

The meeting started at 11:30 AM with a word of prayer and the BCAC co-ordinator welcomed the gathering. The following decisions were taken:

1. Submit the 99%A before 2nd May 2018
2. The SSR Submission should be completed immediately after the 99%A Submission
3. Principal requested the presence of all staff members during the submission of SSR documents
4. GAE co-ordinator expressed the gratitude to the faculty members for their support

[Signature]

Minutes read and passed.

[Signature]

DR. RAINA THOMAS
PRINCIPAL
MAR THOMAS COLLEGE
CHURCHITHARA P.O., THRISUR, Kollam