

**COUNCIL MINUTES
REGISTER**

Report.

Date : 17/06/22

Venue : Secretary's office

Time : 10:00 am.

Head of the departments meeting held at Secretary office and the following members were present.

- 1) Dr. M. Peril Threse (Head, Tamil)
- 2) Dr. R. Biji (Head, Malayalam) *LSR*
- 3) Dr. R. Rooban Raja Sekhar (Head, English) *CL*
- 4) Dr. A. Ajitha (Head, Maths) *dpv*
- 5) Dr. M. Aimalarathan (Head, Physics) *dpv*
- 6) Dr. R. Murali (Head, Chemistry) *dpv*
- 7) Dr. V. Viju (Head, Phy Educ) *V.V.*
- 8) Mr. K.C. Abibash Sam Paulstin (Head, C.S) *Paulstin*
- 9) Dr. M. Babima (Head, BBA) *for RBF*
- 10) Dr. M. Sini Margaret (Head, Zoology)
- 11) Dr. R. Jolly Rosalind Silva (Head, B.Com) *dpv*
- 12) Dr. C. Anil Mary Thankam (Head, M.Com)
- 13) Mrs. S. Mary Pelcit (Head, MSW)

The following matters were resolved and approved.

- 1) II MSc, MA Classes reopen on 11/7/22.
- 2) All the classes reopen on 23/7/22.
- 3) Orientation for the first UG students will begin on 11/7/22.
- 4) On 8/7/22, all head of the departments are asked to submit the workload and timetable for the academic year 2022-23.
- 5) All are asked to do admission duty as per the schedule.
- 6) Fee structure for the first years remains the same.

The meeting came to an end at 10:40 am.

dpv

Head

Department of Mathematics

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

PRINCIPAL

Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

22/06/2022

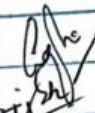
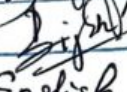
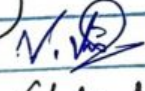
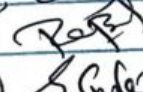
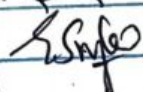
Report

Date : 21/7/22

Venue : Principal's room

Time : 10:00 am.

Head of the departments meeting held at Principals room and the following members were present.

- 1) Dr. M. Peril Threse (Head, Tamil) 
- 2) Dr. R. Biji (Head, Malayalam) 
- 3) Dr. R. Rooban Raja Sekhar (Head, English) 
- 4) Dr. A. Ajitha (Head, Maths) 
- 5) Dr. M. Amalanathan (Head, Physics) 
- 6) Dr. R. Murali (Head, Chemistry) 
- 7) Dr. V. Viju (Head, Phy Educ) 
- 8) Mr. K.C. Abilash Sam Paulstin (Head, CS) 
- 9) Dr. Rishabh Babu (Head, BBA) 
- 10) Dr. M. Sini Margaret (Head, Zoology) 
- 11) Dr. R. Jolly Rosalind Silva (Head, BCom) 
- 12) Dr. C. Anil Mary Thankam (Head, MCom)
- 13) Mrs. S. Mary Pelsit (Head, MSW).

The following matters were resolved and approved

- 1) The Academic Calender from the university was viewed and analyzed.
- 2) INPSC duties will be given
- 3) First UG classes will be begins on 11/8/22.
- 4) All HOD's are asked to submit the bridge course timetable on 25/07/22.
- 5) Online classes conducted by JCT academy should be attended.

The meeting came to an end at 10:40 am.





Report

Date : 2/8/22

Venue : Principal's room

Time : 9:00 am.

Head of the departments meeting held at principal's room and the following members were present.

- 1) Dr. M. Peril Threse (Head, Tamil) *Peril*
- 2) Dr. R. Biji (Head, Malayalam) *Biji*
- 3) Dr. R. Rooban Raja Sekhar (Head, English) *ok*
- 4) Dr. A. AISHA (Head, Mathematics) *A*
- 5) Dr. M. Amalanathan (Head, Physics) *Am*
- 6) Dr. R. Murali (Head, Chemistry) *R-R*
- 7) Dr. V. Viju (Head, Phy Education) *V.V*
- 8) Mr. K. C. Abilash Sam Paulstin (Head, Cs) *Abilash*
- 9) Dr. Rajesh Babu (Head, BBA)
- 10) Dr. M. Sini Margaret (Head, Zoology) *Sini*
- 11) Dr. R. Jolly Rosalind Silva (Head, B Com)
- 12) Dr. C. Ann Mary Tharakan (Head, Man)
- 13) Mrs. S. Mary Peter (Head, MSW)

The following matters were resolved and approved

- 1) Minority scholarship applied students are motivate to renewal the process in time.
- 2) Colour dress for every wednesday is withdrawn by the advisory of parent.
- 3) Girls discipline duty will be follow strictly during break time.
- 4) 75th Independence day celebrations will be celebrated on August 13, 14 and 15th inside the Campus.
- 5) Attendance is taken for first years is strictly follow.

The meeting came to an end at 9:45 am.

A. Ann Mary

Peril

Report

Date : 12/8/2022

Venue : Principal's room

Time : 10:00 am

Head of the departments meeting held at principal's room and the following members were present.

- 1) Dr. M. Penil Threse (Head, Tamil) *Penil*
- 2) Dr. R. Biju (Head, Malayalam)
- 3) Dr. R. Rooban Raja Sekhar (Head, English) *oh*
- 4) Dr. A. ASITHA (Head, Maths) *A*
- 5) Dr. M. Amalanathan (Head, Physics) *Am*
- 6) Dr. B. Murali (Head, Chemistry) *B-M*
- 7) Dr. V. Viji (Head, Physical Education) *V. Viji*
- 8) Mr. K. C. Abilash Sam Paulstin (Head, CS) *Abilash*
- 9) Dr. Rajesh Babu (Head, BBA)
- 10) Dr. M. Smt Margret (Head, Zoology) *Margret*
- 11) Dr. R. Jolly Rosalind Silva (Head, B.Com)
- 12) Dr. C. Anil Mary Thankam (Head, Mem)
- 13) Mrs. C. Mary Jekit (Head, MSW)

The following matters were discussed & approved.

- 1) First internal test timetable is prepared.
- 2) 75th independence day celebrations organized with departments.
- 3) 15/8/2022 is a working day for all teaching / non-teaching staff.
- 4) Asked to motivate third years to reduce leave.
- 5) Power point presentation of departments will be on 17/8/2022.

Meeting came to an end at 10:40 am.

Penil

Head

Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153 - Tamil Nadu.

Principal
PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153.

Report

113

Date : 23/8/22

Venue : Principals' room

Time : 10:00 am

Head of the departments meeting held at principals room and the following were present.

- 1) Dr. M. Peril Threse (Head, Tamil) *Peril*
- 2) Dr. R. Biji (Head, Malayalam) *Biji*
- 3) Dr. R. Rooban Raja Sekhar (Head, English) *ok*
- 4) Dr. A. ASITHA (Head, Maths) *ok*
- 5) Dr. M. Amalanathan (Head Phy) *Am*
- 6) Dr. R. Murali (Head, Chem) *R. Murali*
- 7) Dr. V. Viju (Head, Phy Education) *V. Viju*
- 8) Mr. K. C. Abilash Sam Paulstin (Head CS) *Abilash*
- 9) Dr. Rajesh Babu (Head, BRA)
- 10) Dr. M. Sini Margaret (Head, Zoology) *Sini*
- 11) Dr. R. Jolly Rosalind Silva (Head Bcom A1 & Mcom)
- 12) Dr. Shoba Rani (Head Bcom A2)
- 13) Ms. C. Mary Pelut (Head, MSW)

The following matters were discussed & approved.

- 1) Remedial for slow learners and measures for advanced learners were identified and followed in each department.
- 2) Incharges & subject teachers, Head of the departments should take care of dress code for the students.
- 3) Fee payment of students should allow first class slowly.
- 4) Result analysis per each dept is conduct to monitor progress.

The meeting came to an end at 11:00 am

[Signature]

PRINCIPAL
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153.

[Signature]

Head
Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Date : 6/9/22
 Venue : Principals room
 Time : 11:00 am

Head of the departments meeting held at principals room and the following members were presents

- 1) Dr. M. Peril Threse (Head, Tamil) *PT*
- 2) Dr. R. Biji (Head, Malayalam) *Biji*
- 3) Dr. R. Rooban Raja Sekhar (Head, English) *RRS*
- 4) Dr. A. AJITHA (Head, Maths) *AJ*
- 5) Dr. M. Amalanathan (Head, Physics) *AM*
- 6) Dr. R. Murali (Head, Chemistry) *RM*
- 7) Dr. V. Viju (Head, Phy Educ) *V.V*
- 8) Mrs. K.C. Abilash Sampaulstin (Head CS) *AKS*
- 9) Dr. Rajesh Babu (Head, BBA)
- 10) Dr. M. Sini Margaret (Head, Zoology) *SM*
- 11) Dr. R. Jolly Rosalind Silva (Head, Bcom & Mem)
- 12) Dr. Shoba Rani (Head, Bcom A2)
- 13) Mrs. C. Mary Pelci (Head, MSW)

The following matters were discussed and approved.

- 1) All staff should take care of students discipline during Onam celebrations which is held on 7/9/22.
- 2) For the convenience of voters ID registration of students prepared by college. So all the students who were willing to apply voters ID all are asked to come with necessary documents.
- 3) NAAC work, Good Samaritan payment pending and exam extension for admissions all were discussed.

The meeting came to an end at 11:45 pm.

[Signature]

Date : 19/9/22

Venue: Principals room

Time : 10:00 am

Head of the departments meeting held at principals room and the following members were present.

- 1) Dr. M. Peril Threse
- 2) Dr. R. Biji
- 3) Dr. R. Rookan Raja Sekhar
- 4) Dr. A. AISHA
- 5) Dr. M. Amalanathan
- 6) Dr. R. Murali
- 7) Dr. V. Vignu
- 8) Mr. K. C. Abilash Sam Paulstin
- 9) Dr. Rajesh Babu
- 10) Dr. M. Sini Margaret
- 11) Dr. R. Jolly Rosalind Silva
- 12) Dr. Shoba Rani
- 13) Mrs. C. Mary pelat

The following matters were discussed and approved.

- 1) There will be an orientation programme for all staff on 29/9/22 from 8:30 am to 4:00 pm. Programme coordinators listed and the actions tallying place were discussed.
- 2) Mphil for various disciplines get ready to admit.
- 3) Question papers will be submitted for internals on time.
- 4) Syllabus changing for BBA, BCom and Computer science departments were discussed.

The meeting came to an end at 10:45 am.

[Signature]

[Signature]

Date : 28/11/22 13/11/22

Venue : Principals room

Time : 12:15 pm

Head of the departments meeting held at principals room and the following members were present.

- 1) Dr. M. Peril Threse
- 2) Dr. R. Biji
- 3) Dr. R. Rooban Ravi Sekhar
- 4) Dr. A. Anitha
- 5) Dr. M. Anandharathan
- 6) Dr. R. Murali
- 7) Dr. V. Vign
- 8) Mr. K.C. Abilash Sam Paulstin
- 9) Dr. Rajesh Babu
- 10) Dr. M. Sini Margaret
- 11) Dr. R. Jolly Rosalind Silver
- 12) Dr. Shoba Rani
- 13) Mrs. C. Mary Pelat

The following matters were discussed and approved.

- 1) University Theory examinations will be held on 24/11/22 and practical examinations on 9/12/22.
- 2) Internal mark entry for practical will be from 9/11/22 to 23/11/22 and for theory will be from 11/11/22 to 2/12/22.
- 3) Admission date for MBA is might be on 30/10/22.

The meeting came to an end at 12:40 pm.

[Signature]

Date : 28/10/22

Venue : Principal's office

Time : 10:00 am

Head of the departments meeting held at Principal's office and the following members were present.

- 1) Dr. M. Peril Threse
- 2) Dr. R. Biji
- 3) Dr. R. Rooban Raja Sekhar.
- 4) Dr. A. Ajitha
- 5) Dr. M. Amalanathan
- 6) Dr. R. Murali
- 7) Dr. V. Vipu
- 8) Mr. K.C. Abilash Sam Paulin
- 9) Dr. Rajesh Babu
- 10) Dr. M. Sini Maryset
- 11) Dr. R. Jolly Rosalind Silva
- 12) Dr. Shobha Rani
- 13) Mrs. C. Mary Polcut

The following matters were discussed and approved.

1. MSU theory examinations will begin on December first except the following dates December 24th, 25th and 26th due to Christmas celebrations.
- 2) College Reopens on Jan 2nd 2023.
- 3) University theory/practical examinations begin on 14/11/22 or on 16/11/22.
- 5) College model examinations will be on 11/11/22.
- 6) All HoD's are asked to share Yoga study material for the UG 2nd years from University website.
- 7) University exam fee last date is 29/10/22.

The meeting came to an end at 10:35 am.

Head

Date : 25/11/22

Venue : Principals office

Time : 12:45 pm.

Head of the department meetings held at principals room and the following members were present.

- 1) Dr. M. Peril Threse *lpi*
- 2) Dr. R. Biji *Biji*
- 3) Dr. R. Rooban Raja Sekhas *ch*
- 4) Dr. A. Ajitha *aj*
- 5) Dr. M. Amalanathan *Am*
- 6) Dr. R. Murali *R*
- 7) Dr. V. Vipu *V. V*
- 8) Mr. K. C. Abilash Sam Paulstin *Abilash*
- 9) Dr. Rajesh Babu
- 10) Dr. M. Sini Margaret *Sini*
- 11) Dr. R. Jolly Rosalind Silva
- 12) Dr. Shoba Rani
- 13) Mrs. C. Mary Pelciat *Mary*

The following matters were discussed and approved.

- 1) Hereafter all students are going to get the digitalised e-certificate issued by Govt. & UGC.
- 2) Hall tickets signing by principal date is given below.

III UG : 29/11/22, 30/11/22

II PG : 1/12/22, 2/12/22

II UG : 7/12/22, 8/12/22

- 3) The last working day for students of this semester is, 30/11/22.

The meeting came to an end at 1:30 pm.

Head

Date : 11/12/22

Venue : Secretary's Office

Time : 9:00 am

Head of the department meetings held at Secretary's room and the following members were present.

- 1) Dr. M. Peril Thiruse 
- 2) Dr. R. Biji 
- 3) Dr. R. Rooban Raja Sekhar 
- 4) Dr. A. Aptha 
- 5) Dr. M. Amalanathan 
- 6) Dr. R. Murali 
- 7) Dr. V. Vipin 
- 8) Mr. K.C. Abilash Sam Paulstin 
- 9) Dr. Rajesh Babu
- 10) Dr. M. Sini Margaret 
- 11) Dr. R. Jolly Rosalind Silva
- 12) Dr. Shoba Rani
- 13) Mrs. C. Mary Polcitra 

The following matters were discussed and approved.

- 1) All Ph.D faculties are asked to submit their Ph.D thesis hardcopy to general library by Monday of the next week.
- 2) HOD's are asked to motivate the students to remit the tuition fee as early as possible.
- 3) All HOD's are asked to maintain discipline during break time very strictly.
- 4) Students those who not link Adhar with voter ID are asked to bring Mobile phones, Adhar card and voter ID for the purpose of link on 31/12.

The meeting came to an end at 10:00 am.



Head 

Date : 17/12/22

Venue : Secretary's office

Time : 12:15 pm

Head of the departments meeting held at principals/secretary's office and the following members were present.

- 1) Dr. M. Peril Threse *Peril*
- 2) Mrs. R. Biji *Biji*
- 3) Dr. R. Rooban Raja Sekhar *ek*
- 4) Dr. A. Ajitha *Ajitha*
- 5) Dr. M. Amalanathan *Amal*
- 6) Dr. R. Murali *Murali*
- 7) Dr. V. Vign *V. Vign*
- 8) Mr. K. C. Abilash Sam Paulstin *Abilash*
- 9) Dr. Rajesh Babu *Rajesh*
- 10) Dr. M. Sini Margaret *Sini*
- 11) Dr. R. Jolly Rosalind Silva
- 12) Dr. R. Shoba Rani *Shoba*
- 13) Mrs. C. Mary Pelcit *Mary*

The following matters were discussed and approved.

- 1) Alumni, Parents and students for NAAC interaction Committee should be communicate in English.
- 2) Students are motivated to avoid mobile phones.
- 3) We motivate the students to follow college dress code.

Meeting came to an end at 12:40 pm.

A. M. M.

delli

Head
Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Date : 30/12/22

Venue : Principals office

Time : 10:15 am

Head of the departments meeting held at principals office and the following members were present.

- 1) Dr. M. Peril Threse
- 2) Mrs. R. Biji
- 3) Dr. R. Rooban Raja Sekhar
- 4) Dr. A. Ajitha
- 5) Dr. M. Amalanathan
- 6) Dr. R. Murali
- 7) Dr. V. Viju
- 8) Mr. K.C. Abilash Sam Paulstin
- 9) Dr. Rajesh Babu
- 10) Dr. M. Sini Margaret
- 11) Dr. R. Jolly Rosalind Silva
- 12) Dr. R. Shoba Rani
- 13) Mrs. C. Mary Pelcit

The following matters were discussed and approved.

- 1) NAAC Peer team Visit of 2nd cycle will be on Feb 3 and 4. So all are asked to get ready to face the visit.
- 2) Elective / Allied papers of UA & PG will be fixed and send to the college office.

The meeting came to an end at 11:00 am.

A. Jeyaraj

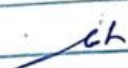
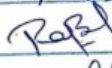
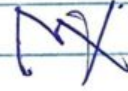
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Date : 13/2/23

Venue : Principals office

Time : 2:00 pm

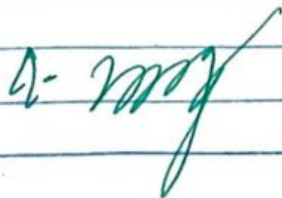
Head of the departments meeting held at Principals room and the following members were present.

- 1) Dr. M. Peril Threse 
- 2) Mr. R. Biji 
- 3) Dr. R. Rooban Raja Sekhar 
- 4) Dr. A. Anitha 
- 5) Dr. M. Amalanathan 
- 6) Dr. R. Murali 
- 7) Dr. V. Vign 
- 8) Mr. K.C. Abilash Sam Paulstin 
- 9) Dr. Rajesh Babu 
- 10) Dr. M. Sini Margeert 
- 11) Dr. R. Jolly Rosalind Silva 
- 12) Dr. R. Shoba Rani 
- 13) Mrs. C. Mary Pellet 

The following matters were discussed and approved.

- 1) Perspective plans yearwise, village adoption, NSS & YRC, Commerce / Mathematics / Business lab, students progression, Placement, Funded projects, measures / remedial taken for slow learners, more FDP, 43 Committee activities, Performance appraisal for non teaching staff, development of Research Centers are to be improved for the sake of NAAC Peer team report.

The meeting came to an end at 3:30 pm




13/2/23

Date : 20/02/23

Venue : Secretary's office

Time : 12:15 pm.

Head of the department meeting held at Secretary's office and the following members were present.

- 1) Dr. M. Peril Threse *lfi*
- 2) Mrs. R. Biji *Sijt*
- 3) Dr. R. Rookan Raja Sekhar *CK*
- 4) Dr. A. Anitha *dhs*
- 5) Dr. M. Amalanathan *Sh*
- 6) Dr. R. Murali *Rm*
- 7) Dr. V. Vipin *V.Vin*
- 8) Mr. K. C. Abilash Sam Paulstin *CPW*
- 9) Dr. Rajesh Babu *Raj*
- 10) Dr. M. Sini Margaret *Sin*
- 11) Dr. R. Jolly Rosalind Silva *Sh*
- 12) Dr. P. Shoba Rani *Sh*
- 13) Mrs. C. Mary Pelit *MP*

The following matters were discussed and approved.

- 1) Management is willing to provide reward for all staff because of getting A grade.
- 2) All wednesdays should be upto 4:00 pm for staff.
- 3) All students are asked to remit their fee on or before 23/2/23 (Thursday)
- 4) All staff are asked to work hard for the admissions for the new academic year 2023-24.
- 5) Advanced learners should be identified and motivate them to secure university ranks.

- 6) Womens day will be celebrated on Mar 8, 2023.
- 7) The JV / Tour will be organised on March 17, 18, 19.
- 8) Council has decided to form enquiry Committee under the Convenor-ship of Mr. K.C. Abilash Sam Paulstine, HOD, Dept of Comp Science along with the following members

- 1) Mr. K.C. Abilash Sam Paulstine, Convenor
- 2) Dr. A. Aritha, mathematics - Member
- 3) Dr. M. Penil Threse, Tamil - Member
- 4) Mr. Krishna Prasad, MSW - Member
- 5) Sr. Sharmila Mennessa - Member

to enquire Dr. R. Kishore Jani, Assistant professor, Dept of Physical Education on the basis of two girls namely Ashmitha and Jenibha of III BSc Phy Education against sexual harassment.

- 9) At the end of March, 2023, decided to celebrate the Sports day; At April 2nd week decided to celebrate the College day.
- 10) Result Analysis is mandatory for every semester.
- 11) All are asked to prepare the AAR for the year 2022-23
- 12) All HOD's are asked to prepare the perspective plans for the year 2022-27 to the principal on 1/3/2023.
- 13) All the HOD's are asked to adopt a village and try to conduct awareness programmes and all.
- 14) All are asked to give importance to the students progression and placement.

- 15) All are asked to do funded projects
- 16) All are maintain slow learners registers properly.
- 17) All are asked to attend more FDP.
- 18) Syllabus related to Nan-Mudhalvan is communicated.

The meeting came to an end at 1:30pm.

11/01/23

dp/15
20/1/23
Head

Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu

Date : 28/2/23

Venue : Principals office

Time : 2:30 pm.

Heads of the department meeting was held at Principals office and the following members were present:

- 1) Dr. M. Peril Threse *dp/15*
- 2) Mrs. R. Biji *Biji*
- 3) Dr. R. Reoban Raja Sekhar *ck*
- 4) Dr. A. Ajitha *dp/15*
- 5) Dr. M. Amalanathan *dp/15*
- 6) Dr. R. Murali *R.M*
- 7) Mr. V. Viju *V. Viju*
- 8) Mr. K.C. Abikash Sam Paulstin *out the*
- 9) Dr. Rajesh Babu *Rajesh*
- 10) Dr. M. Sini Margaret *dp/15*
- 11) Dr. R. Jolly Rosalind Silva *dp/15*
- 12) Dr. R. Shoba Rani *dp/15*
- 13) Mrs. C. Mary Pelcit *dp/15*

The following matters were discussed and approved.

- 1) Non-Mudhalvan syllabus for II, IV & VI semester were circulated and explained.
- 2) All are strictly follow the daily attendance.
- 3) ABC registration is verified and all are asked to motivate the non-registered students to register as early as possible.
- 4) Monday (6/3/23) onwards timetable will be followed in Day (1, 2nd...) follow order.
- 5) All are asked to submit the perspective plan on 1/3/23.

The meeting came to an end at 3:05 pm.

A. [Signature]
28/3/23

[Signature]
28/3/23

Head

Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Taram wadu.

Date : 1/3/23

Venue : Principals room

Time : 2:30 pm.

2 heads of the department meeting was held at principals office and the following members were present.

- 1) Dr. M. Peril Threse
- 2) Mrs. R. Biju
- 3) Dr. R. Rooban Raja Sekhar
- 4) Dr. A. Ajitha
- 5) Dr. M. Amalanathan
- 6) Dr. R. Murali
- 7) Mr. V. Viju
- 8) Mr. K. C. Abilash Sam Paulstin
- 9) Dr. Rajesh Babu
- 10) Dr. M. Sini Margaret
- 11) Dr. R. Jolly Resahind Silva
- 12) Dr. R. Shoba Rani
- 13) Mrs. C. Mary Pelsit

The following matters were discussed and approved.

- 1) The enquiry Committee report was placed before the Council. The enquiry Committee convener had discussed the report with the council for their opinion. All the council members didn't raise any objection on the report. They unanimously supported the report. The council agreed to forward the report to the management to take necessary actions based on the report.
- 2) Non-Mudhalvan syllabus were circulated.

The meeting came to an end at 3:00 pm.

4 *[Signature]* 01/03/23

[Signature]
01/3/23
Head

Report

Date : 21/03/23

Venue : Principals office

Time : 12:15 pm.

2 heads of the department meeting was held at principals office and the following members were present

- 1) Dr. M. Penil Threse
- 2) Mrs. R. Biji
- 3) Dr. R. Rooban Raja Sekhar
- 4) Dr. A. Ajitha
- 5) Dr. M. Amalanathan
- 6) Dr. R. Murali
- 7) Mr. V. Viju
- 8) Mr. K. C. Abilash Sam Paulstine
- 9) Dr. Rajesh Babu
- 10) Dr. M. Sini Margaret
- 11) Dr. R. Jolly Rosalind Silva
- 12) Dr. R. Shoba Rani
- 13) Mrs. C. Mary Pelgit

The following matters were discussed and approved.

- 1) The revised valuation details to be submitted on Monday (27/03/23) to the college office.
- 2) Students have to pay old examination fee.
- 3) On 30/03/23, queries related to Non-Mudhalvan to the principal.
- 4) Departmentwise result Analysis will be held as the mentioned order.
- 5) All are asked to put daily attendance and upload internal marks on time.

- 6) ABC Registration pending students are asked to complete the process immediately.
- 7) All students are asked to pay the semester fee.
- 8) All staff are strict in the absentee.
- 9) Remedial classes will be taken for the arrears students.
- 10) All are asked to submit the department perspective plans.

The meeting came to an end at 1:00pm.

Phyllis

Head

Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

At my

Report

Date : 23/03/2023
 Venue : Principals office
 Time : 12:15 pm

Leads of the departments meeting was held at Principals office and the following members were present.

- 1) Dr. M. Peril Threse
- 2) Dr. R. Biji
- 3) Dr. R. Rooban Raja Sekhar
- 4) Dr. A. Ajitha
- 5) Dr. M. Amalanathan
- 6) Dr. R. Murali
- 7) Mr. V. Viju
- 8) Mr. K.C. Abilash San Paulstin
- 9) Dr. Rajesh Babu
- 10) Dr. M. Sini Margaret
- 11) Dr. R. Jolly Rosalind Silva
- 12) Dr. R. Shoba Rani
- 13) Mrs. C. Mary Felicit

The following matters were discussed and approved.

- 1) All are asked to get permission from the respective parish priests for the announcement related to admissions.
- 2) All students are asked to pay the semester fee before April 1, 2023.
- 3) All class incharges are asked to inform the parents of the leave takers.
- 4) All should care about the students dress Code.

5) All UG HOD's are asked motivate the final UG students to join PG here.

6) It is informed that the PTA meeting for science departments is on 10/04/2023 and for arts department is on 11/04/2023.

The Meeting came to an end at 1:00pm

Amm

dpw

Head
Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu

Report

Date : 16/6/2023
 Venue : Secretary office
 Time : 11:15 am

Heads of the department meetings was held at Secretary's office and the following members were present.

- 1) Dr. M. Peril Threse (Dept of Tamil)
- 2) Dr. R. Biji (Dept of Malayalam)
- 3) Dr. R. Rooban Raja Sekhar (Dept of English)
- 4) Dr. A. Ajitha (Dept of Mathematics)
- 5) Dr. M. Analanathan (Dept of Phy)
- 6) Dr. R. Murali (Dept of Chem)
- 7) Mr. V. Viju (Dept of Phy Educ)
- 8) Mr. K.C. Abilash Sam Paulstin (Dept of CS)
- 9) Dr. Rajesh Babu (Dept of BBA)
- 10) Dr. M. Sini Margaret (Dept of Zoo)
- 11) Dr. R. Jolly Rosalind Silva (Dept of Commerce)
- 12) Dr. R. Shoba Rani (Dept of Commerce)
- 13) Mrs. C. Mary Pelut (Dept of MSW)
- 14) Dr. Lucas (Dept of Commerce)
- 15) Dr. Sugis Sahaya Mary (Dept of Commerce)
- 16) Dr. A.J. Bestilla Janshal (Dept of Mathematics)
- 17) Dr. L. Thomas Robinson (Dept of CS)
- 18) Dr. Amutha Rani (Dept of Zoo)

The following matters were discussed and approved.

- 1) Sr. Anokya, appointed as a Nurse, she may care the students & staff health issues.
- 2) Students and Staff orientation programmes are planned and the schedule will be designed later.

- 3) Syllabus Completion is must for all classes.
- 4) Admissions work is mandatory is for all teaching and non-teaching staff.
- 5) New HOD's are announced instead of HOD's of Mathematics, Zoology, Commerce (UG & PG) & Computer Science.
- 6) All are asked to Cooperate the Completion of NAAC work for this year.
- 7) Hereafter five minutes will be added to the first break duration.
- 8) Due to removing excess staff, all are worked hard to increase admissions.

The meeting came to an end at 12:00 Noon.

A. [Signature]

[Signature]

Head
Department of Mathematics
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.

Minutes of the Meetings

Date : 17-6-2023

Time : 10:00 AM

Venue : Secretary's office.

The meeting for the heads of the departments was held on 17-6-2023 at 10 AM in the secretary's office. The following members were present:

- 1) Dr. M. Peral Threse (Dept. of Tamil)
- 2) Mrs. R. Biji (Dept. of Malayalam)
- 3) Dr. R. Roopan Raja Sekhar (Dept. of English)
- 4) Dr. A. J. Bertilla Janshal (Dept. of Mathematics)
- 5) Dr. M. Amalanathan (Dept. of Physics)
- 6) Dr. R. Murali (Dept. of Chemistry)
- 7) Dr. L. Thomas Robinson (Dept. of CS)
- 8) Dr. C. Amutha Ran (Dept. of Zoology)
- 9) Mr. V. Viju (Dept. of Phy. Education)
- 10) Dr. G. Rajesh Babu (Dept. of BBA)
- 11) Dr. K. Lucas (Dept. of Commerce, UG)
- 12) Dr. E. Sakaya Ugin Mary (Dept. of Commerce, PG)
- 13) Mrs. S. Mary Pelsit (Dept. of MSto)

The following matters were discussed and approved in the meeting:

- i) The heads of all departments were asked to submit the tentative workload and timetable for the academic year 2023-2024, odd semester.
- ii) The admission committee was asked to continue working on admission.
- iii) The staff were asked not to encourage dispute among themselves and to report about these to the secretary or the principal.

iv) The heads were asked to inform the staff not to be late and if late it will be considered half-day leave.

v) The heads were instructed to make a self-assessment report collecting feedback from students and staff of their department.

vi) Strict discipline duties were insisted in the places close to canteen.

vii) Portion completion covering all the units in detail was insisted and the staff were asked to hold monthly and weekly test.

viii) Proper conduct of classes during the fourth and fifth hour was also insisted.

The meeting came to an end at 11:30 am.

Reported by,

Prithi
2/10/2023

G. S. S.

Head

Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilal - 629 153, Tamil Nadu.

Council Meeting

Date : 20-6-2023

Time : 12:15 PM

Venue : Secretary's office

Minutes

The meeting for the heads of all the departments was held on 20-6-2023 at 12:15 PM in the secretary's office. The following members were present:

- 1) Dr. M. Peril Thiruse (Dept. of Tamil)
- 2) Mrs. R. Biji (Dept. of Malayalam)
- 3) Dr. R. Goban Raja Sekhar (Dept. of English)
- 4) Dr. A. J. Bentilla Janshal (Dept. of Mathematics)
- 5) Dr. M. Amalanathan (Dept. of Physics)
- 6) Dr. L. Murali (Dept. of Chemistry)
- 7) Dr. L. Thomas Robinson (Dept. of Comp. Science)
- 8) Dr. C. Amutha Rani (Dept. of Zoology)
- 9) Mr. V. Vijn (Dept. of Physical Education)
- 10) Dr. G. Rajesh Babu (Dept. of BBA)
- 11) Dr. K. Lucas (Dept. of BA Commerce)
- 12) Dr. E. Sahaya Ugin Mary (Dept. of Ph Commerce)
- 13) Mrs. S. Mary Petit (Dept. of MBL)

The following matters were discussed and approved in the meeting.

i) The heads were asked to talk about MBA admission to students.

ii) Tentative schedule was given in regard to university exams and internal tests which follows:

24th July → I Internal test

28th August → II Internal test

29th August to Sept. 8 → Exam fee payment
 9th October → ii Internal test
 18th October → Practical exam
 31st October → last working day
 6th November → University exam

iii) The heads were asked to instruct the staff to follow the discipline duty which is to be scheduled by Mr. V. Viju

iv) Bridge Course should be organised on 30-6-2023 and 3-7-2023.

v) It was planned to conduct orientation programme to all the students in the following dates:

26, 27, 28 of June → i VA - 8:00 AM to 1:00 PM
 4 and 5 of July → ii VA & ii PA - 10:00 AM to 1:00 PM
 July 5 → iii VA

vi) International day of Yoga will be followed on 21-6-2023 which includes Yoga sessions from 10:30 AM to 1:00 PM

vii) The heads were asked to encourage the staff in regard to NAAC works.

The meeting came to an end at 1:00 PM.

Reported by,

[Signature]

[Signature]

Head

Department of English
 Nanjil Catholic College of Arts & Science
 Kalyakkavilal - 629 153, Tamil Nadu.

Council Meeting

Date : 30-6-2023

Time : 12:15 PM

Venue : Secretary's Office.

Minutes

The meeting for the heads of all the departments was held on 30-6-2023 at 12:15 PM in the secretary's office. The following members were present :

- 1) Dr. M. Peril Thrase (Dept. of Tamil)
- 2) Mrs. R. Biji (Dept. of Malayalam)
- 3) Dr. R. Rooban Raja Sekhar (Dept. of English) — CH
- 4) Dr. A. J. Bestilla Janshal (Dept. of Mathematics)
- 5) Dr. M. Amalanathan (Dept. of Physics)
- 6) Dr. R. Murali (Dept. of Chemistry)
- 7) Dr. L. Thomas Robinson (Dept. of Comp. Science)
- 8) Dr. C. Amutha Rani (Dept. of Zoology)
- 9) Mr. V. Viju (Dept. of Physical Education)
- 10) Dr. G. Rajesh Dabu (Dept. of BBA)
- 11) Dr. K. Lucas (Dept. of UG Commerce)
- 12) Dr. E. Sahaya Ugra Mary (Dept. of PG Commerce)
- 13) Mrs. S. Mary Pelsit (Dept. of MSH)

The following matters were discussed and approved in the meeting.

i) The heads were asked to tell the class incharges to remind the students about fee payment and to let them during the first hour to make the payment.

ii) The students who have applied through temporary forms should confirm the

re admission. The heads were asked to take necessary steps regarding the same.

iii) Mobile phones usage is not allowed inside the campus for all students.

iv) The heads and staff were asked to cooperate and support in the management's decision regarding 15% deduction of salary and tea.

v) The staff were instructed to work and produce more university ranks.

vi) Discipline duty should be strictly followed.

vii) The departments can get the help of the health cell incharge P. S. J. Aracka Mari to give common talk or programme to students.

The meeting came to an end at 12:45 PM.

Reported by,


Head

Department of English
Nanjil Catholic College of Arts & Science
Kaliyakkavilai - 629 153, Tamil Nadu.


8/10/23