

Meeting of the Staff Council held on 22/6/2022.









Time: 2:45 pm

Venue: Principal's Room

Agenda:

- (1) Result Analysis.
- (2) Study leave for II<sup>nd</sup> sem students
- (3) Internal examinations for IV<sup>th</sup> sem students
- (4) Computer Fee Repayment (CIT)
- (5) Submission of Reports.
- (6) Commencement of V<sup>th</sup> sem classes.
- (7) UAC scheme proposals
- (8) ~~Others~~ Collect feedback from the stakeholders

Members Present

- (1) Dr. Ginson D. Parambil (Principal) 
- (2) P. C. Ramasankar. 
- (3) Dr. Benny Joseph
- (4) Dr. K. J. Abraham
- (5) Dr. John Daniel 
- (6) Pasvathu Chandran. 
- (7) Anju. T. A. 
- (8) Athira Shaje 
- (9) Princy Melhanat. 
- (10) Babu K.S. 

The Council Meeting started with a pious invocation to God. Principal Dr. Ginson D. Parambil presided over the meeting. Following decisions were taken by the members.

- (1) Record the attendance of students daily in the E-College Solution and submit the

data for evaluation and future references.

(2) Those who violate the rules regarding the usage of Mobile phones during the working hours are liable to severe actions taken by the management. A fine of Rs. 100 will be imposed on them if they knowingly flout the laws.

(3) To give proper orientation to first year students regarding the upcoming University examinations.

(4) Internal exams for IV<sup>th</sup> semester students to commence by 15<sup>th</sup> of July 2022.

(5) V<sup>th</sup> semester will begin from 1<sup>st</sup> of July 2022.

(6) Submissions of Reports and necessary documentation to be done on a time bound basis.

(7) Prepare a detailed account of the expenses and income generated in any Xerox Institute of Information Technology (XIIT) from 2021 till date.

(8) Proposals for National Seminars to be initiated by all departments before end week of July.

(9) Appointments of guest faculty before the commencement of 5<sup>th</sup> and 6<sup>th</sup> semesters. A joint discussion with Manager and Principal to sort out the issue.

- (10) Starting of Addon Courses on a time bound basis. Proposals to be completed before July first.
- (11) Payment to shipping k.i. to be for the month of May 2022 approved.
- (12) Public Announcement System to be mended and revived. Revive the intercom facility.
- (13) Digital Display of the achievements to be recommended.
- (14) Installation of E-payment system at the College office after a discussion with respective firms or companies.
- (15) The Council requested the faculty to collect fee back from the state holders to reduce the ~~inconveniences~~ <sup>inconveniences</sup>.
- The meeting concluded at 5.30 pm with the Secretary proposing a vote of thanks.



*Principals*  
22/06/22.

Prof. (Dr.) Ginson D. Parembil  
Principal  
St. Xavier's College Vaikom  
Kothavara P.O - 586607

Meeting of the Staff Council held on 9/1/2023











Time: 3:45 p.m

Venue: Principal's cabin

Agenda:-

- (1) Commencement of classes (2022 and 21st sem)
- (2) EVONOR (Global Educational Carnival)
- (3) University South Festival
- (4) Union, Organisations and Arts Festival
- (5) Conduct of Internal Exams (Results)
- (6) I.D Card and Discipline.
- (7) ~~Others~~ Feedback analysis and review of action taken

Members Present:-

- 1) Dr. Gannon. P. Perambur 
2. Roy Mathew - 
3. Dr. Pomy Joseph 
4. Ravi Shankar. P.C 
5. Bijumon. cc 
6. Subi Joseph 
7. Athira Shaji 
- 8) Anju T.A 
- 9) Anie V.S 
10. Baby. K.S 

The meeting was presided over by the principal and the following decisions were taken

- 1) Second semester classes (2022 batch) to be commenced from the first week of February and 4<sup>th</sup> semester classes (2021 batch) to begin from the 3<sup>rd</sup> week of January 2023

- 2) Students accompanied by teachers can attend the M.G. University exhibition on education - EUNOIA, 2023.
- 4) Union Inauguration and Arts day scheduled for the 13<sup>th</sup> and 16<sup>th</sup> of January tentatively.
- 5) To have a discussion with the manager over the participation in youth festival events.
- 6) Valuable feedbacks from different state holders are discussed and analysed by IQAC and other apex committees. The Council has ~~given~~ suggested to constantly monitor and ~~adopt~~ our approach based on the feedback taken from the stateholders.



*Ermond*

Prof. (Dr.) Ginson D. Parambil  
Principal  
St. Xavier's College Vaikom  
Kothavara P.O - 686607