



NIRMALA COLLEGE MUVATTUPUZHA

Muvattupuzha P. O., Ernakulam Dist., Kerala - 686 661
Telephones: 0485 2832361, 2836300
e-mail: nirmalacollege@gmail.com, Website: www.nirmalacollege.ac.in

FOURTH CYCLE NAAC ACCREDITATION 2019

CRITERION 1

CURRICULAR ASPECTS

1.1.2. Number of certificate/diploma program introduced during last five years

Course Sanction Orders and Department Meeting Minutes

Submitted to



THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL

1
No. 24d/k

F.D. Diary No. 2735 (FD-III)
Date. 9/7/14



UNIVERSITY GRANTS COMMISSION
35, FERROZSHAH ROAD
NEW DELHI - 110 001

F.No.4-490/2013 (COC)

August, 2014

The Under Secretary (FD-III)
University Grants Commission
Bahadur Shah Zafar Marg
New Delhi-110002

27 AUG 2014

Subject:- Approval and release of Grant-in-aid to **Nirmala College, Muvattupazha, Muvattapuzha (P.O.) Ernakulam Dist., Kerala- 686661** under the UGC scheme of Career Oriented Courses regarding:-

Sir,

In supersession to this office approval-cum-sanction letter of even no dt. 28-03-2014, I am directed to convey the approval of the University Grants Commission to provide financial assistance of **Rs 10,00,000 (Rupees Ten lakh only)** to **Nirmala College, Muvattupazha, Muvattapuzha (P.O.) Ernakulam Dist., Kerala- 686661** in the form of one-time grant as 'seed money' to be utilised for **purchase of books and journal, equipments, augmentation of laboratory facilities, payment of remuneration to Guest/ internal Faculty, remuneration of course coordinator and contingency only for 5 years from the academic year 2013-14** for introduction of courses under Career Oriented Courses as details given below.

S.No.	Name of Course(s) approved	Amount Approved
1	"Rural Eco- technology and income generating plant resource management" under Science stream	Rs. 10,00,000/-
	Total	Rs. 10,00,000/-

Suitable honorarium out of the resource generated by the Institute may be paid to the Principal and other staff/ members who are involved in the career-oriented courses and who, in addition to their workload, have to perform a number of functions such as arranging guest faculty, liaising with employing establishments for practical training of students, supervising the field work and project work of the students of career-oriented courses etc. The Coordinator of the course may be paid remuneration @ Rs. 5000/- per year out of the 'Seed Money'.

9/9/14
KDM

Further, I am also directed to convey the sanction of the University Grants Commission for payment of grant of **Rs. 9,00,000/- (Rupees Nine lakh only)** to the Principal, **Nirmala College, Muvattupazha, Muvattapuzha (P.O.) Ernakulam Dist., Kerala- 686661** as **90% of approved grant** as 1st instalment under the scheme of Career Oriented Courses for the expenditure to be incurred for five years from the year of approval . The Sanction letter against which this revalidated sanction is issued, stands superseded.

Name of the Scheme	Amount Allocated (Rs.)	Head of Account	Grant now being Released (Rs.)	Grant already Released (Rs.)	Total Grant (Rs.)
Career Oriented Courses	10,00,000/-	3(A) 2202.03.102.10.01.31 UGC Schemes (76%)	6,84,000/-	—	6,84,000/-
		3(B) 2202.03.789.03.01.31 Special component to SC (16%)	1,44,000/-	—	1,44,000/-
		3(C) 2202.03.796.03.01.35 Special component to ST (8%)	72,000/-	—	72,000/-
		Total	9,00,000/-		9,00,000/-

2. The Sanctioned amount is debitable to the Heads as detailed above and is valid for payment during the current financial year **2014-15** under the UGC Scheme (COC).

3. The amount of the Grant shall be drawn by the Under Secretary (Drawing and Disbursing Officer) UGC on the Grants-in-aid bill and shall be disbursed to and credited to the Principal **Nirmala College, Muvattupazha, Muvattapuzha (P.O.) Ernakulam Dist., Kerala- 686661** through

Electronic mode as per the following details:

Payment details:	
(a.)	Designation and address of Authorized Officer
(b.)	Bank Name & Address of Branch
(c.)	Account No.
(d.)	Type of Account; SB/Current/Cash/Credit
(e.)	IFSC Code:-
(f.)	MICR Code of Branch

4. The Grant is Subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the University/Institution.

5. The University/Institution shall maintain proper accounts of the expenditure out of the Grants which shall be utilized only on the approved items of expenditure.

6. The University/Institution may follow the General Financial Rules, 2005 and take urgent necessary action to amend their manuals of financial procedures to bring them in conformity with GFRs, 2005 and those don't have their own approved manuals on financial procedures may adopt the provisions of GFRs, 2005 and Instructions/guidelines there under from time to time.
7. The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it has been sanctioned shall be furnished to UGC as early as possible after the close of current financial year.
8. The assets acquired wholly for substantially out of University Grants Commission's Grant shall not be disposed or encumbered or utilised for the purpose other than those for which the grants was given without proper sanction of the UGC and should at any time the University ceased to function, such assets shall revert to the University Grants Commission.
9. A Register of Assets acquires wholly or subsequently out of the grant shall be maintained by the University in the prescribed proforma.
10. The grantee institution shall ensure the utilization of grant-in-aid for which it is being **sanctioned** / paid. In case of non-utilization/part utilization thereof, simple interest @ 10% per annum, as amended from time to time on the unutilized amount from the date of drawal to the date of refund as per provisions contained in General Financial Rules of Govt. of India, will be charged.
11. The University/Institution shall follow strictly the Government of India/UGC's guidelines regarding implementation of the reservation policy [both vertical (for SC, ST, & OBC) and horizontal (for persons with disability etc.)] in teaching and non-teaching posts.
12. The University/Institution shall fully implement the Official Language Policy of Union Government and comply with the Official Language Act, 1963 and Official Language (Use for Official Purposes of the Union) Rules, 1967 etc.
13. The sanction is issued in exercise of the delegation of powers vide UGC Order No. 130/2013 [F.No. 10-11/12 (Admin. IA & B)] dated 28/5/2013.
14. The University/Institution shall strictly follow the UGC regulations on curbing the menace of Ragging in Higher Education Institutions, 2009.
15. The University/Institution shall take immediate action for its accreditation by National Assessment & Accreditation Council (NAAC).
16. The accounts of the University/Institution will be open for audit by the Comptroller & Auditor General of India in accordance with the provisions of General Financial Rules, 2005.
17. The annual accounts i.e. balance sheet, income and expenditure statement and statement of receipts and payments are to be prepared strictly in accordance with the Uniform Format of Accounting prescribed by Government.
18. **The grant is subject to the condition that in case the status of the college is found to be "Self Financing" (Un- aided Pvt. College) at any stage, the college would refund the amount sanctioned along with the interest earned thereon on sanctioned amount.**

19. The refund of unspent grants in aid and/ or interest, if any, be credited in following UGC account through e-mode (RTGS/NEFT) under intimation to this office.

Name of Bank : Canara Bank, University Grants Commission, New Delhi 110002
Account No. : 0157101017339
Type of Account : Saving
IFSC Code : CNRB0008627
MICR Code : 110015170
Holder of Account : University Grants Commission, New Delhi

After transfer of funds through E.Mode, the College/ University may send a copy of fund transfer bank advice to COC Bureau, UGC, 35 Feroze Shah Road, New Delhi- 1 and Section Officer (FD-II), UGC, Bahadur Shah Zafar Marg, New Delhi-2 for reconciliation and making necessary entries in GIA Register.

20. This issues with the concurrence of IFD vide Diary No. 3867 dated 30/10/2013.
21. This issues with the approval of Joint Secretary vide Diary No. E-8952 dated 29/11/2013 as revalidated by Chairman, UGC for the financial year 2014-2015 vide his diary No. 28796 dated 05/05/2014.

Yours faithfully.

(Sunita Chugh)
Under Secretary

Copy forwarded for information and necessary action for:

1. The Principal, **Nirmala College, Muvattupuzha, Muvattapuzha (P.O.) Ernakulam Dist., Kerala- 686661** to intimate the receipt of the letter as well as the receipt of the sanction grant.
2. The Secretary to the Government of Kerala, Deptt. of Education, **THIRUVANANTHAPURAM.**
3. The Registrar, **MAHATMA GANDHI UNIVERSITY, KOTTAYAM PRIYADARSHINI HILLS (PO) ATHIRAMPUZHA, KOTTAYAM-686562 (KERALA).**
4. Office of Director, General, Audit General Revenues, AGCR Bldg., I.P. Estate, New Delhi.
5. Guard File, UGC, New Delhi.



(A.B. Bhatt)
Section Officer



ज्ञान-विज्ञान विमुक्तये

UNIVERSITY GRANTS COMMISSION
CAREER ORIENTED PROGRAMME
35-FEROZSHAH ROAD
NEW DELHI-110 001

F. No. 4- 97/2008 (COP)

March, 2008

The Under Secretary (FD-III)
University Grants Commission
New Delhi-110002

Sub: - Release of Grants-in-aid to **Nirmala College, Muvattupuzha, Dist. Ernakulam, Kerala** for Career Oriented Programme 2008-09 under Plan.

Sir,

With reference to the proposal submitted by Nirmala College, Muvattupuzha, Dist. Ernakulam, Kerala under the UGC scheme of Career Oriented Programme, I am directed to convey the approval of the University Grants Commission for starting the following Career Oriented Courses in the above mentioned College from the academic year 2008-09.

Courses Approved	Seed Money (Rs. in lakh)
<u>Sciences</u>	7.00
1. Information Technology	
Total	7.00

I am also directed to convey the sanction of the University Grants Commission for payment of Rs. 7,00,000/- (Rupees Seven lakh only) to, **Nirmala College, Muvattupuzha, Dist. Ernakulam, Kerala** as one time grant (Seed Money) under the scheme of Career Oriented Programme.

The assistance available in the programme is only in the form of a one - e as "Seed Money". The amount may be utilized for the purchase of books and journals augmentation of laboratory facilities, equipment and payment of remuneration to the Guest faculty only.

The terms and conditions of the approval and grant released are as per the delines of the scheme.

The sanctioned amount is debitable to the major Head 5.(i) (Career Oriented to Education). The above sanction is valid for payment during the current financial year 2007-08.

The amount of grant shall be drawn by the Under Secretary (Drawing and Disbursing Officer), University Grants Commission on the Grants -in -aid bill and shall be disbursed to the credited to the Principal **Nirmala College, Muvattupuzha, Dist. Ernakulam, Kerala** through Demand Draft/Mail Transfer.

The grant is subject to the adjustment on the basis of Utilization Certificate in the prescribed proforma submitted by the University/College/Institution.

The University/College shall maintain proper accounts only on approved items of expenditure.

The Utilization Certificate to the effect that the grant has been utilized for the purpose for which it was sanctioned shall be furnished to the University Grants Commission as early as possible after the close of the current financial year.

The assets acquired wholly or substantially out of the University Grants Commission grant shall not be disposed or encumbered or Utilized for the purposes other than those for which the grant was given, without proper sanction of the University Grants Commission and should, at any time the college ceases to function, such assets shall revert to the University Grants Commission.

A Register of Assets acquired wholly or substantially out of the grant shall be maintained by the University in the prescribed form.

The grantee institution shall ensure the Utilization of grants-in-aid for which it is being sanctioned/paid. In case non-utilization/part utilization, the simple interest @ 10% per annum as amended from time to time on unutilized amount from the date of drawl to the date of refund as per provisions contained in General Financial Rules of Govt. of India will be charged.

9. The interest earned by the University/College/Institute on this grants in aid shall be treated as additional grant and may be shown in the U.C./Statement of expenditure to be furnished by grantee institutions.
10. The University/College shall follow strictly all the instructions issued by the Govt. of India from time to time with regard to reservation of posts for scheduled Caste and Scheduled Tribes.
11. The University/College shall fully implement the Official Language Policy of Union Govt. and comply with the Official Language Act, 1963 and Official Language (use for officially purpose of the Union) Rules, 1976 etc.
12. The Sanction issues in exercise of the delegation of powers vide Commission office order No. 25/92 dated May.01, 1992.
13. The funds to the extent are available under the scheme and has been noted in BCR for the year 2007-08 at S. No. _____ Page No. _____.

Yours faithfully,

(Dr. (Mrs.) H.K. Chauhan)
Joint Director

Copy forwarded for information and necessary action to:

1. The Principal, Nirmala College, Muvattupuzha, Dist. Ernakulam, Kerala to intimate the receipt of the letter as well as the receipt of the sanction grant.
2. The Secretary to the Government of Kerala, Deptt. Of Education, Thiruvananthapuram.
3. The Registrar, Mahatma Gandhi University, Kottayam.
4. Joint Secretary/ The Deputy Secretary/ Education Officer/Account Officer South Eastern Regional Office PB. No. 152, A.P.S.F.C. Building, IVth Floor 5-9-194 Chirag Ali Lane, Hyderabad-500001 (A.P.) for information.
5. Office of Director, General, Audit General Revenues, AGCR Bldg., I.P. Estate, New Delhi.
6. Guard File, UGC, New Delhi.


(Joginder)
Under Secretary

01/09/2014

Staff Meeting

A staff meeting was held on 1/09/2014 at 3 pm. Dr. James George head of the department was presided over the function. The meeting started with a silent prayer. The following members were present.

01. Dr. James George [HOD] *JG*
02. Dr. Sumomole Varghese *S*
03. Prof. Shini Matheer *S*
04. Dr. Sujia. C *S*
05. Dr. Juliya Emmanuel *S*
06. Dr. Sreeja. G.R *S*
07. Dr. Neerada Maria Kurian *NMK*
08. Dr. Anish Cyrial *AC*
09. Mrs. Jasmine Mary. P. J *JM*

Discussed about the Hindi day celebration Sept 14 and Fortnight celebration. (1299131 241212)
 Decided to conduct a half day seminar on 17/09/2014. Topic: *aj ke Naye vyavahar Sanderbh men Hindi.* by Dr. Vargha (CUSAT)
 Decided to conduct Hindi Recitation competitions (Inter departmental) on 19/09/2014. and Inter Collegiate competitions on 25/09/2014. It is also decided to start a certificate course in 'SPOKEN HINDI' on the first week of January 2015.

The meeting wined up at 4 pm.

Dr. JAMES GEORGE
 M.A. Ph.D Hindi, M.A. English, M.A. Politics
 Associate Professor & H.O.D
 P.G & Research Dept. Of Hindi
 Nirmala College Muvattupuzha

NMK

1/10/2014

Staff Meeting

A staff meeting was held on 1/10/2014 at 1 P.M. Dr. James George head of the Department was presided over the function. The meeting started with a silent prayer. The following members were present.

01. Dr. James George [HOD] *JG*
02. Dr. Sumomole Varghese *S*
03. Dr. V.C. James.
04. Prof. Shini Matheer *S*
05. Dr. Sujia. C *S*
06. Dr. Juliya Emmanuel *S*
07. Dr. Sreeja. G.R *S*
08. Dr. Neerada Maria Kurian *NMK*
09. Dr. Anish Cyrial *AC*
10. Mrs. Jasmine Mary. P. J *JM*

The following decisions were taken during the meeting.

Discussed about the U.G.C Sponsored two day National Seminar.
 Decided to conduct the seminar on 20/11/2014, 21/11/2014. Topic of the seminar is Human Rights in Contemporary Hindi Literature. Resource Persons are. Prof. Anon kumar, Prof. HOD. Department of English, Patna University, Bihar (Famous Hindi Poet and Critic) and Dr. Chandrasekhara Reddy, U.G.C. Emeritus Fellow, Department of Hindi, Sri Venkateswara University, Thirupathi.
 Co. ordinator - Dr. James George
 Joint Co. ordinator - Dr. Anish cyrial.

The meeting wined up at 2 pm.

Dr. JAMES GEORGE
 M.A. Ph.D Hindi, M.A. English, M.A. Politics
 Associate Professor & H.O.D
 P.G & Research Dept. Of Hindi
 Nirmala College Muvattupuzha

NMK

Staff meeting - on 2-June-2014 at 2.15 p.m

Agenda: Planning for the next academic year.

Members participated: 1. Dr. Sr. Tessa Joseph
2. Lincy Cyraji
3. Ms. Shubini Mohanan.

Decisions:

We decided to be very strict in maintaining discipline, keeping uniforms or modest dress with I.D Card and to ban mobile phones in campus.

Following Class teachership for three classes are given to following teachers

I DC - Shubini Mohanan

II DC - Sr. Tessa Joseph

III DC - Lincy Cyraji

We decided to maintain a special register of attendance for practicals. Ms Lincy Cyraji was selected as project fund custodian. We planned a field visit for II DC students as part of their curriculum of 2nd semester. Visit to Chingele Kanu in Perumpanoor. Names of Coordinators for various activities of new academic year are given below.

IQAC Coordinator - Dr. Sr. Tessa Joseph
Internal examination and CBES coordinator - Dr. Shubini Mohanan.
Open course - Ansy Joseph P.S.
Alumni Association - Sr. Tessa Joseph
Association activities - Lincy Cyraji
Association Secretary - Ms. Mohsina Moosa
Certificate Course - Sr. Tessa Joseph

Association Activities: Inauguration of association activities are planned to conduct by the end of July. We decided to conduct a interdepartmental painting competition in connection with environment week. One invited talk is planned by the first week of July. We also planned a medicinal plants exhibition.

As part of extension activities we decided to visit Agriculture office at Avoly. Classes for certificate course in mushroom cultivation to be organized in the third week of June.

Teacher in charge:

Lincy Cyraji

Lincy C
2/6/14

ANSY P.S.
Head of the Department of Botany
Nirmala College, Muvattupuzha



DEPARTMENT OF ENGLISH STAFF MEETING

18

MINUTES

The minutes of the staff meeting held at 1:30 pm on 15th January.

Members present:

- | | |
|----------------------------|---------------------|
| 1. Annamma John | <u>Annamma J</u> |
| 2. Dr. George K-V | |
| 3. Dr. Rani Mathew | <u>Rani Mathew</u> |
| 4. Ms. Lissi S Plathottam | |
| 5. Dr. Amstrong Sebastian | <u>Am</u> |
| 6. Sri Nibu Thomson | |
| 7. Ms. Siju Maria George | <u>S</u> |
| 8. Ms. Lina Sebastian | <u>L</u> |
| 9. Ms. Shantu Philip | <u>Sh</u> |
| 10. Ms. Siju Mariam Jacob. | <u>Siju M Jacob</u> |

Agenda: NAAC VISIT

As the NAAC team visits to the college is from 18th to 20th January 2013, a combined staff meeting was convened.

All the files & registers were verified. Ms. Lissi S. Plathottam and Sri Nibu Thomson made a powerpoint presentation which is to be presented before the NAAC team. Suggestions and discussions were made.

Arrangements for the NAAC visit to the English Dept (19th Jan at 10 am) were also discussed.

The meeting ended at 3 pm.
Annamma John
Annamma John

19

The minutes of the staff meeting held at 1:20 pm on 16th July 2014

Members present -

- | | |
|---------------------------|---------------------|
| 1. Dr. Rani Mathew | <u>Rani Mathew</u> |
| 2. Dr. Amstrong Sebastian | <u>Am</u> |
| 3. Dr. Jerome K. Jose | <u>Jerome</u> |
| 4. Ms. Ajomy Maria Joseph | <u>Ajomy</u> |
| 5. Ms. Bindu Joseph | <u>Bindu</u> |
| 6. Ms. Teena Tomson | <u>Teena Tomson</u> |
| 7. Mr. Gibin Raja George | <u>Gibin</u> |
| 8. Ms. Anjali R. | <u>Anjali</u> |

Agenda

1. Discuss the future plans of the department for the academic year 2014-15
2. Assign the teachers-in-charge for classes as well as the various departmental activities
3. To make provisions for the collection of department staff fund.

- * The meeting started at 1:20 pm.
- * Dr. Rani Mathew and Dr. Amstrong Sebastian were selected as the class-in-charge of IEL and IEL respectively
- * The duty of co-ordinating various departmental activities was assigned to the staff members as follows:

- IQAC co-ordinator: Dr. Amstrong Sebastian
- Internal exam co-ordinator: Dr. Jerome K. Jose
- Association-in-charge: Ms. Bindu Joseph
- Website updation: Dr. Jerome K. Jose, Ms. Ajomy Maria Joseph

DEPARTMENT OF
ENGLISH STAFF MEETING
MINUTES

20

- Library : Ms Teena Tomson
- Seminar : Dr. Jerome K. Jose
- Invited talk : Mr. Gibin Raja George
- Admission : Ms. Anjali R

* It was decided to begin a certificate course on "Interactive English"

* It was decided to collect Rs 2000/- from the Senior staff and Rs 1000/- from the newly appointed Teachers towards the staff fund

* The future plans for the academic year were discussed in detail

Rani ✓
Anjali R ✓

21

The Minutes of the Staff meeting
held at 1:20 pm on 10/09/2014.

Members Present.

1. Dr. Rani Mathew
2. Dr. Armstrong Sebastian
3. Dr. Jerome K. Jose
4. Ms. Ajomy Maria Joseph
5. Ms. Bindu Joseph
6. Ms. Gibin Raja George
7. Ms. Anjali R.
8. Ms. Teena Tomson
9. Ms. Rosemary P. Jacob
10. Ms. Monica Devotion

Anjali R ✓

Dr. Rani ✓

Ajomy ✓

Bindu ✓

Gibin ✓

Anjali ✓

Teena ✓

Rosemary ✓

Agenda:

1. To assign the question paper charges for the internal examination to be conducted on 17/09/2014.
2. To assign various IQAC files to the staff members.

Minutes:

1. The meeting started at 1:20 pm.
2. Teachers-in-charge for setting the question papers of internal examination were selected.
3. The following teachers were assigned as the teachers-in-charge of various files.
 1. Teaching Learning and Evaluation - Dr. Jerome K. Jose.

DEPARTMENT OF ENGLISH
STAFF MEETING MINUTES

33

33

The Minutes of the Staff Meeting as on

03/01/2017

Members Present:

1. Prof. Leena Mathews.
2. Dr. Armstrong Sebastian
3. Dr. Jerome R. Joe
4. Ajomy Maria Joseph
5. Bindu Joseph
6. Manu C. Skaria
7. Tina Thomas
8. Anitha MU
9. Pusathy Krishna.

Leena
Sebastian
Ajomy
Bindu
Manu
Tina
Anitha
Pusathy Krishna

Agenda:

1. To discuss the updation of NAAC Files.
2. To decide upon the conduct of invited lecture
3. ^{Discussion on} General activities of the department
4. Organization of spoken English club
5. Utilization of book fund collected
6. ~~and the~~ To discuss the conduct of Interactive English programme.

Decisions:

1. The concerned teachers were ~~extended~~ requested to complete the NAAC files
2. It was decided to conduct an invited lecture
3. There was a review of the classes conducted, general activities of the department.
4. It was decided to conduct the spoken English classes and Interactive English programme

5. Decided to purchase books using the book fund.



CENTRE FOR CONTINUING EDUCATION ,KERALA (CCEK)
Vocational Training Programs for Campus
 (Industry Institute Linkage Training Program)

[Home](#) ▶ [Courses](#) ▶ [Sub-Centres](#) ▶ [College Profile](#) ▶



Nirmala College, Muvattupuzha
 (CCEK Affiliation No. : CE/A/419/15)

Contact Details

Name of Principal	Rev.Dr. Vincent Joseph
College Address for Communication	Nirmala College, Muvattupuzha Kizhakkekara Muvattupuzha PIN - 686661 Ernakulam
Office Telephone	04885 2832361,9447368222
Email - ID	nirmalacollege@gmail.com
Name of CE-Cell Manager	Mr. Jose
CE-Cell Office Number	
CE-Cell Email - ID	

Courses Details

Sl. No.	Course	Fees (GST Extra)	Duration	Eligibility
1 .	Diploma in Computer Application [DCA]	7000	Six Months	SSLC
2 .	Advanced Diploma in Logistics & Retail Management [ADLRM]	28000	One Year	SSLC
3 .	Professional Diploma in Enterprise Network Engineering [PDENE]	28000	One Year	SSLC
4 .	Professional Diploma in Fibre Optics & Digital Security System [PDFDS]	28000	One Year	SSLC
5 .	Professional Diploma in Industrial Instrumentation & Fire and Safety [PDIFS]	28000	One Year	SSLC
6 .	Professional Diploma in Industrial Electrical Engineering [PDIE]	28000	One Year	SSLC
7 .	Professional Diploma in Civil & Construction Engineering [PDCCE]	28000	One Year	SSLC
8 .	Professional Diploma in Interior & Architectural Design [PDIAD]	40000	One Year	SSLC
9 .	Professional Diploma in Shipping & Logistics [PDSL]	28000	One Year	SSLC
10 .	Advanced Diploma in Logistics and Supply Chain Management [ADLSCM]	18000	Six Months	PLUS TWO/PDSL
11 .	Professional Diploma in Fashion Technology [PDFT]	28000	One Year	SSLC

[Home](#) | [Contact us](#) | [Certificate Verification](#)

10/09/2015

There was a meeting of the teachers of the Dept. of Chemistry under the presidency of Dr. Marthakutty Joseph at 3:45 pm in the department. The members present were

- (1) Prof. Jose Karikunnel
- (2) Prof. Marthakutty Joseph
- (3) Prof. Philip Augustine
- (4) Prof. Merciamma Jacob
- (5) Prof. Biju Peter
- (6) Sr. Eroy Tony
- (7) Dr. Bibitha Joseph
- (8) Dr. Rojy J. Kunnath
- (9) Mrs. Dona Joy

MA
Marthakutty Joseph
Merciamma Jacob
Biju
Eroy Tony
Bibitha
Rojy J
Dona

The following decisions were taken -

1. To arrange the Dept. Alumni meeting on A.V. section, date of Rev. Dr. Mathew Kadavil endowment lecture - second Saturday of November, i.e. before 30th September.
2. To finish the portions of B.Sc. III & V sem at the earliest
3. To start the project work of B.Sc. after the V sem Examination
4. To conduct the model viva for P.G. IV sem on 1st October 2015
5. To conduct the I internal of M.Sc. III sem on the 22nd, 25th, 28th September and 5th October.
6. Endowment lecture date on 14th November.
7. To collect the chemical fees of two students by two instalments.
8. To start diploma in computer application as a diploma course for our students

HOD of Chemistry Marthakutty Joseph

DEPARTMENT OF CHEMISTRY

STAFF MEETING MINUTES

21/10/2015

There was a meeting of the teachers of the Dept. of Chemistry under the presidency of Dr. Marthakutty Joseph at 3:45 pm in the department. The members present were

- (i) Prof. Jose Karikunnel
- (ii) Dr. Marthakutty Joseph
- (iii) Prof. Philip Augustine
- (iv) Prof. Merciamma Jacob
- (v) Prof. Biju Peter
- (vi) Sr. Eroy Tony
- (vii) Dr. Bibitha Joseph
- (viii) Dr. Rojy J. Kunnath
- (ix) Miss. Rosmine Peter

Jose
Marthakutty Joseph
Philip Augustine
Merciamma Jacob
Biju
Eroy Tony
Bibitha
Rojy J
Rosmine

The decisions were

1. Arrangements for the Endowment lecture on 14th Nov and National seminar on 4th and 5th December.
2. An Organizing Committee is constituted. The members are Prof. Biju Peter, Prof. Philip Augustine, Sr. Eroy Tony and Prof. Rojy J. Kunnath.
3. The meeting decided to organize on 14th Nov - A.V. session
- 4 - Seriously discussed to improve the results of M.Sc and B.Sc by taking special attention to P.G. students
5. Decided to collect an amount of Rs 1000 each from the six faculty members for the Dept. activities.



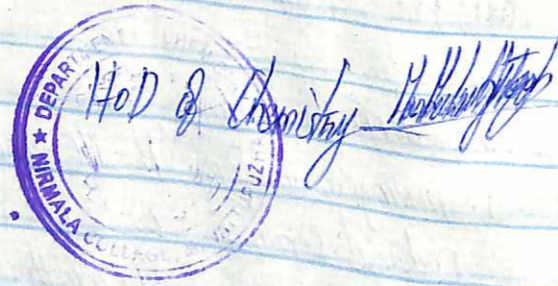
HOD of Chemistry Marthakutty Joseph

9/11/2015

There was a meeting of the teachers of the Dept. of Chemistry under the presidency of Dr. Marthakutty at 3:45 pm in the department. The members present were:

- Biji Peter Room
- Jose Karikunnel John
- Dr. Marthakutty Joseph Dr
- Maryamma Jacob Maryamma

The meeting discussed the organ. plans to organise Endowment lecture and national seminar and different committees were constituted under the coordination of all faculty members.



28/11/15

STAFF MEETING MINUTES

A meeting of members of the teaching and non-teaching to discuss and plan the programmes of national seminar on 4th and 10th Dec - 2015. Also we discussed about the DCA - a diploma course which we have planned to start for our students in this semester.

- 1. Biji Peter Room
- 2. Philip Augustine Philip
- 3. Jose Karikunnel John
- 4. James M.E. Dr
- 5. Maryamma Jacob Maryamma
- 6. Dr. Marthakutty Joseph Dr
- 7. ROSIN C.V Rosin
- 8. Alice John Alice

The meeting started at 3.45 pm. Organising Secretary Prof Biji Peter announced the coordinators of various committees.

- 1. Transportation committee Prof Philip Augustine
- Reception & Hospitality Prof. Emy Tomy
- Stage Prof. Sr. Emy Tomy
- Registration & Certificate Prof. Maryamma Jacob
- Media & Printing Prof. Philip Augustine
- Food & Accomodation Ms. James M.E.
- Time Management Thirivedu Balakrishnan



Handwritten signature and the word 'Chemistry' written in cursive.

Staff Meeting held on 2-6-15

The first staff meeting of the academic year 2015-16 was held on 2.6.15 at 2.45 pm. The following matters were discussed.

1. Preparation of academic calendar.
2. Online entry of attendance.
3. All types of leave form should be submitted at the earliest.
4. Students should enter in to the class by the time of first bell.
5. Use of library must be insisted to the students.
6. Teachers are requested to keep the mobile phone in silent mode.
7. Teaching plan should be submitted at the earliest.
8. Fresh notes should be given to students.
9. API score is made compulsory for all the teachers.
10. Teachers should give importance to the publication of books.
11. Proposed to send proposals for UGC sponsored seminar.
12. Association inauguration by July 15.
13. Decided to give life guidance programme to students and ASAP foundation course ~~announced~~ month matters to be included in Academic Calendar.

1. Association Inauguration by July 15
2. Life guidance programme July 30
3. Return November

DEPARTMENT OF ECONOMICS STAFF MEETING MINUTES

4. Indian economy series November
5. Nature camp - December
6. Diagonal Forum - October
7. Masters series January
8. Reading month January
9. Career guidance programme February
10. Assignments (First) before August
11. Department magazine February
12. Out rest programme January 29.
13. Social outreach programme On Friday of every month.
14. Coffee Table Discussion On every month.
15. Mentoring On every month.
16. ASAP course From June onwards.

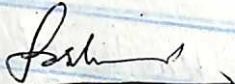



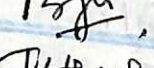



Class Teachers:	V E	Ligi George
	IV E	Deepa Abraham
	III E	J. Georgi Neeral
	II E	Alphensa. K. Jay.
	I E	Shamun Joseph.
Association Co-ordinators		Ligi George & Shamun Joseph.

- Members Present
1. J. Georgi Neeral
 2. Dr. P.A. Jose
 3. Meera R.
 4. Shamun Joseph
 5. Ligi George
 6. Alphensa. K. Jay
 7. Deepa Abraham



5/07/16

A meeting of teaching staff of the Dept. of Chemistry was held at 3.30 pm in the Department, under the presidency of HOD Dr. Marthakutty Joseph. The members present were:

- Prof. Jose Karikunnel 
- Dr. Marthakutty Joseph 
- Prof. Philip Augustine 
- Prof. Mercyamma Jacob 
- Prof. Biju Peter 
- Dr. Jyothish Kuthanappillil 
- Prof. Anns Maria Thomas 
- Prof. Mathews. K. Manayani 

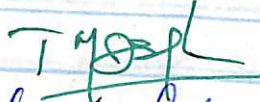








- The meeting discussed and planned to organise 1st lecture of lecture series by prominent Alumni. The 1st lecture is by Prof George John, 1985 batch M.Sc. Alumnus.
- The meeting decided to call meet of weaker students.


 HOD of Chemistry 

DEPARTMENT OF CHEMISTRY STAFF MEETING MINUTES

19/07/16

A meeting of teaching staff of the Dept. of Chemistry was held at 3.45 pm in the department, under the presidency of Principal Dr. T.M. Joseph. The members present were:

- Dr. T.M. Joseph 
- Prof. Jose Karikunnel 
- Rev. Fr. Francis Kannadan
- Dr. Marthakutty Joseph
- Prof. Philip Augustine 
- Prof. Mercyamma Jacob 
- Prof. Biju Peter 
- Sr. Emmy Tomy 
- Dr. Jyothish Kuthanappillil 
- Prof. Anns Maria Thomas 
- Prof. Mathews K. Manayani 

- The staff meeting with Principal Dr. T.M. Joseph started at 3.45 pm. The Principal gave suggestions to improve the quality of Academic activities. The suggestions are
- To submit a project to STEPC, to improve infrastructure facilities.
 - The need for doing DRC test and plastic shredding as a part of the extension activity of the Dept.
 - Engage the weaker students, should be supported by Remedial coaching in the subjects of Chemistry.
 - To start a Diploma course in Logistics, an ever initiative.


 HOD of Chemistry 

1/9/16 A meeting of teaching staff of the Dept. of Chemistry was held at 3.30 pm in the department under the presidency of HOD Dr. Marthakutty Joseph. The members present were:-

Prof. Jose Karikunnel

Dr. Marthakutty Joseph

Prof. Philip Augustine

Prof. Mercyamma Jacob

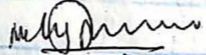
Prof. Biju Peter

Dr. Jyothish Kathanappillil

Prof. Anns Maria Thomas

Prof. Mathews K Manayani















1. The meeting discussed to organise the endowment lecture on the death anniversary of Rev. Dr. Mukar Mathyil, if possible.
2. The meeting entrusted 3 staff members Prof. Philip Augustine, Prof. Mercyamma Jacob and Prof. Biju Peter to prepare Time table for the even semester.
3. The meeting discussed the various possibilities for the arrangement of glassware in the store and purchasing standard glass vessels for practical Examination. These vessels should be calibrated by the staff members, and of high quality and kept separately.
4. The meeting entrusted Dr. Jyothish Kathanappillil & Prof. Biju Peter to submit a proposal for organising seminar to the Jurdry agency - KSEEE.



HOD of Chemistry 

28/9/16. A meeting of teaching staff of the Dept. of Chemistry was held at 12.45 pm in the Department under the presidency of HOD Dr. Marthakutty Joseph. The members present were.

Prof. Jose Karikunnel

Prof. Philip Augustine

Prof. Mercyamma Jacob


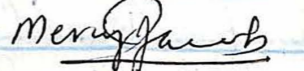
Prof. Biju Peter

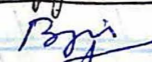
Prof. Anns Maria Thomas

Prof. Mathews K Manayani

Sr. Emy Tomy.

Dr. Marthakutty Joseph.











1. The meeting decided to collect the chemical fees towards the Department under the control of respective class teachers and teachers in charge.

The meeting also decided to inform all subsidiary students to remit the chemical fees before 30th October 2016.

2. The meeting decided to organise the Endowment lecture on 10th November.

3. The meeting finalised the plans to start PDSK diploma course in Logistics.



HOD of Chemistry





STAFF MEETING 30/9/2016

The staff meeting was held on 30/9/2016 at 12.45 pm. The following matters are discussed

- Complete the portions of IVth and VIth sem students by 15/12/17
 - Complete the portions of I sem MA by 15/12/16
 - All files should be up to date
 - Article writing
 - Reading Month
 - Mentoring
 - Article writing
 - Decided to start two ASAP courses during the April-May Vacation. [Courses are Domestic data entry operator and A/c executive payables and receivables]
- Members Present

Dr. J. Georgi Neenal
 Ms. Ligi George
 Mr. Shaiman Joseph
 Ms. Deepa Abraham
 Ms. Divya. K P
 Ms. Mithumol Babu
 Ms. Liya Mary George

DEPARTMENT OF ECONOMICS
STAFF MEETING MINUTES

STAFF MEETING 30/3/2017

The dept staff meeting was held on 30/3/2017 to give send off to Ms. Gowikrishna U. The meeting also welcomed Ms. Alphonsa K Joy who joined on 30/3/2017 after the Maternity leave. The following members were present

Dr. J. Georgi Neenal
 Ms. Ligi George
 Mr. Shaiman Joseph
 Ms. Deepa Abraham
 Ms. Divya. K P
 Ms. Mithumol Babu
 Ms. Liya Mary George
 Ms. Alphonsa K Joy
 Ms. Gowikrishna U.



Staff meeting held on 20.3.16

The meeting started with a silent prayer at 3.00 pm. HOD welcomed the gathering and present the agenda to the group. The main discussions are;

- To arrange a sent off meeting to the retiring teachers from other departments. Invite the teachers to the department and spent time with them. It is very appreciated.
- Arrange special classes for POI students and make special time table for them.
- To participate the valuation camp. HOD distribute the Appointment orders supplied by the University.
- Evaluation about the portions completed and not completed in uoi classes.
- Some topics about the time table arrangement is also discussed.

The meeting concluded at 4.30 pm.

Members:-

- Dr. Johnson Varghese
- Prof. Joy Mathew
- Dr. Gireesh Kumar G.S
- Prof. Emmanuel A.J
- Dr. Raja V.P
- Dr. Suby Baby
- Sr. Jinto John
- Mr. Aby Thomas
- Alphonsa Jose
- Ginto George
- Soumya T.K
- Rakhi Rajan
- Dassana Sajikumar.

Staff meeting held on 1/6/16

The meeting started at 2 p.m. HOD, Dr. Johnson Varghese chaired the meeting. All staff members were present. The agenda of the meeting are;-

- To finalise the academic plan for the year 2016-17
- To discuss the curricular and extra curricular activities of the Department for the year.
- To allocate the class teachers in charge
- To give a sent off to the self financing teachers

The meeting started with silent prayer. HOD give wishes to the new academic year. Discussion about the academic plan prepared by the HOD and approved the same with necessary modifications. And also plan for the curricular and extra curricular activities of the current academic year. Teachers give different suggestions to the plans. It was also decided to start CMA classes at the earliest.
Class tutors

- I K - Sr. Jinto John.
II K - Dr. Suby Baby
III K - Dr. Raja V.P
IV K - Dr. Gireesh Kumar G.S
V K - Prof. Joy Mathew

After the formal discussions, the next step is to give sent off to the teachers. Even though, they are part of the parent dept, self financing section full transferred to DJ Block.

Separate Co-ordinator, but acting under the leadership of HOD. Discussions about the transfer and documents to be taken are also discussed.

After the meeting small tea is arranged as a part of the send off. Some teachers expressed their opinions and thanks about the meeting.

The meeting come to an end by 3.30 p.m.

Members Present:

1. Dr. Johnson Varghese
2. Prof. Joy Mathew
3. Dr. Giridhesh Kumar G.S
4. Mr. Emmanuel A.J
5. Dr. Raju V.P
6. Dr. Suby Baby
7. Sr. Jinto John
8. Mr. Aby Thomas
9. Alphonsa Jose
10. Lissa George
11. Ginto George
12. Soomya T.K
13. Rakhi Rajan
14. Darsana Sajikumar
15. Nisha Green

✓
 Jinto
 A
 Jinto
 Dms



Staff meeting held on 22/7/16

Today a special staff meeting in the dept. The Principal Dr. T.M Joseph, Vice Principal Prof. Jose Karikunnel, and Bursar Fr. Francis Kannadan present in the meeting. HOD welcomed the guests after silent prayer. HOD give a brief description about the department.

Principal give a introduction and some instructions to the staff members. They are;

1. To increase the number of research guideship
2. To arrange fund for seminar, and industry collaboration
3. To prepare the records for remedial teaching
4. To maintain the register for counseling
5. Arrange mentoring and NET coaching
6. To prepare the placement documents
7. Promote the ED club activities
8. To prepare the scholarship list available to the students
9. To prepare the documents at department level, endowments, scholarships etc.
10. To take measures for maintaining disciplines.
11. Do not give attendance for late comers.
12. Supervise the students to they wear the identity card uniform etc.
13. To arrange the commerce fest
14. To give importance to the extra curricular activities

After the instructions & suggestions the faculty members suggested few things and give clarifications to the matters. Mr. Emmanuel A.J proposed the vote of thanks to the meeting. The meeting concluded at 4.15 p.m.

Members Present:

1. Dr. Johnson Varghese
2. Mr. Joy Mathew
3. Dr. Gireesh Kumar G.S
4. Mr. Emmanuel A.J
5. Dr. Raja V.P
6. Dr. Suby Baby
7. Sr. Tinto John
8. Mr. Aby Thomas
9. Alphonsa Jose



DEPARTMENT OF
COMMERCE

STAFF MEETING MINUTES

Staff meeting held on 3/11/16

Staff meeting is arranged at 3.45 p.m. All staff members are present in the meeting. Started with a silent prayer and HOD welcomed the gathering. The main agenda are:-

1. Commerce Association inauguration
2. Commerce Fest
3. Tour of III DC
4. Industrial visit of II DC students
5. Honouring the outstanding students

Association Inauguration on 9th Nov. 1.45 p.m. Felicitation by Adv. Eldhose Kunnappilly Memento to Dr. Francis Cherunnilam. Fully classes to start on December. Commerce Fest on Saturday; HOD given directions to the smooth conduct of the Fest. In 3rd year students the tour on next month. The teachers in charge Dr. Raja V.P and Sr. Tinto John. The HOD instruct that arrange the industrial visit of II DC students in 8th Nov. itself. Discussion about honouring the students also included. The meeting came to an end by 4.30 pm

Members Present:

1. Dr. Johnson Varghese
2. Mr. Joy Mathew
3. Dr. Gireesh Kumar G.S
4. Mr. Emmanuel A.J
5. Dr. Raja V.P
6. Dr. Suby Baby
7. Sr. Tinto John
8. Aby Thomas
9. Alphonsa Jose



DEPARTMENT OF MANAGEMENT
STUDIES



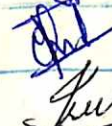

41

STAFF MEETING MINUTES

6/6/2016

Agenda: New Semester planning (Academy year)

Staff members Attended

Deepthi Joseph	
Tanuja K	
Chintha Koushik	
Tresa Thomas	

- Departmental Aptitude Test (DAT) is planned to conduct on 7th June 2016
- Discussion regarding Internal project viva for fourth Sem students from the discussion, the exam is planned to conduct on 9th June 2016
- Soft skill Training for 83 students on 10th June 2016.
- Industry interaction with the HR manager of Brahmins group on 25th June 2016.
- Planned to start certificate course by June 2016

Dept. of Management
Nirmala College, Muvattupuzha

DEPARTMENT OF
MANAGEMENT STUDIES
STAFF MEETING MINUTES

49

3/1/2017

Agenda: To plan out study leave and special classes for 1st & 3rd sem students.

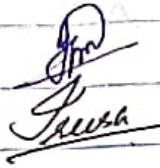
Staff members attended

Deepthi Joseph

Chunchee Koush

Jamwal J

Teena Thomas



- IIIrd Semester Exam declared for 13th Jan so we decided to give study leave from 3rd Jan 2017.

- Special classes arranged for 1st sem students.




- 1st Semester study leave starts from 24th Jan 2017. University Exam starts on 3^{1st} Jan 2017.

- Planned to start certificate course on MDP on sun 20/16

4/06/18

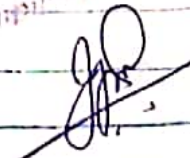
Agenda - Entrance test Results / PTA meeting / (Industrial visit) / inauguration (2018-20) batch / orientation

Members Attended.

1. Jaimol J. Mooghyanikal 
2. Chrichu Louis 
3. Dinna Johnson. 

- Dates for publishing entrance Results of new batch were planned to June 19th 2018.
- Parents-Teachers meeting of 11nd semester MHRM Students were planned to meet on 5th July 2018.
- Industrial visit meeryboy meeram for 11nd Semester Students were arranged to have on 6th July 2018.
- Inauguration for (2018-20) batch were planned to conduct on 9th July.
- Academic orientation program for 2018-2020 batch for were organized on 10th, 9, 11th July 2018, 3rd, 4th August 2018, 13th Sept 2018
- Certificate issue on MDP, expected to start by end July.

HEAD OF THE DEPT.
Dept. of Management
Nirmala College, Marathampalam



4.12.17

Staff meeting

Time: 3.30 p.m.

- Agenda :
1. Tour Planning.
 2. NAAC Template
 3. Orphanage Visit.

- Members Present
1. Dr. Sujā. C
 2. Ms. Shini Mathew
 3. Dr. Julye Emmanuel
 4. Dr. Sreeja C.R.
 5. Dr. Neeladevara Keren
 6. Ms. Jasmine Mary P.J.
 7. Ms. Anush Sarker

- Meeting started with a silent prayer.
- * It is decided to hire the tourist bus Angel, and this tour package for the three day tour programme of III DC [Mysore - Kadaka] for Rs 96200/- . The tour will start by 8. p.m on 7/12/17 and will reach back by 5. a.m on 10/12/17. Hotel Plaza Mysore is the stay place.
 - * HOD checked the progress of filling the template
 - * It is decided to visit the orphanage at mysalcombu on 9.12.17. Ms. Jasmine Mary will assist the students and it is also decided to collect the clothes and money to give them.
- The meeting ended up by 4.30 p.m.



DEPARTMENT OF HINDI STAFF MEETING MINUTES

19.12.17. Tuesday. Staff meeting

Time: 3.30 p.m.

- Agenda :
1. X'mas celebration
 2. NAAC documents updation
 3. Model Examination P.G I sem
- Members Present : Q.P divisions.

- Members Present
1. Dr. Sujā. C
 2. Ms. Shini Mathew
 3. Dr. Julye Emmanuel
 4. Dr. Sreeja C.R.
 5. Dr. Neeladevara Keren
 6. Ms. Jasmine Mary P.J.
 7. Ms. Anush Sarker P.S.

- Meeting started with a silent prayer.
- * It is decided to participate in the X'mas carol and X'mas Paper contest. Abhishek Vallyoth of I H will act as Paper. Dr. Julye Emmanuel was entrusted the charge of college X'mas celebration.
 - * Discussed about the updations needed in the NAAC documents and Powerpoint presentation
 - * Restructured the Spoken Hindi and Functional Hindi to be started.
 - * Teachers concerned with each paper entrusted the duty of preparing Q.P of P.G I sem examination conducting on 3/1/18
 - * HOD reviewed the activities of the department in the current year.

meeting came to end by 4.30 p.m.



8.1.18 Tuesday Staff meeting

Agenda: Mege Alumni meet on 13/1/18
members Present

1. Dr. V.C. James
2. Dr. Suresh mal Varghes
3. Ms. Shini Mathew
4. Dr. Sreeje C
5. Dr. Jubye Emsarud
6. Dr. Sreeje C.R.
7. Dr. Meerada maria kuis
8. Ms. Jasmine mary P.J
9. Ms. Anesh Sankar P.S

Meeting started with a silent prayer

- * HOD welcomed everyone to the new calendar year's first meeting.
 - * Dr. Meerada maria kuis received the charge of Alumni from Dr. Sreeje C.R. It is decided to give the whole hearted support by whole staff members to make the mege alumni meet a great success.
 - * It is The answer script division of 1st Internal examination of IV & VI dies done by HOD
 - * It is also decided to update all NAAC files reap.
- meeting came to an end by 4.30 p.m

NB: Functional Hindi course made compulsory for all First and Second year students



Sub

DEPARTMENT OF HINDI STAFF MEETING MINUTES

9.24/1/18 Wednesday Staff meeting

Agenda: 1. NAAC files review

2. Staff tour

members Present: 3. Functional Hindi course

1. Ms. Shini Mathew
2. Dr. Sreeje C
3. Dr. Jubye Emsarud
4. Dr. Sreeje C.R.
5. Dr. Meerada maria kuis
6. Ms. Jasmine mary P.J
7. Ms. Anesh Sankar P.S

- * Meeting started with a silent prayer
 - * As the SSR submission date is postponed It is decided to revise work use the bonus time to give maximum perfection to the department files.
 - * Functional Hindi course charge handed over to Dr. Jubye from Dr. Sreeje. And the remuneration given for two classes by Dr. Sreeje is adjusted with the new batches collection
 - * Staff ensured the maximum participation for the staff tour to Ramachalmedu as it is the last staff tour with Dr. V.C James.
- The meeting came to an end by 4.30 p.m



16/06/2017

Agenda: Formal meeting with new administrator (self financing)

Members Attended.

1. Fr. Abraham Nizarathinal
2. Ms. Deepthi Joseph
3. Ms. Jaimel. J. Mozhikandal
4. Chinchu Louis

- Welcomed the new administrator Fr. Abraham Nizarathinal

- Discuss about the future plans of the department, like various academic and non-academic activities

- A suggestion of two programmes for 1st and third semester students are decided.

- For 1st semester, a 45 hour English class is planned to start.

- For 3rd semester students, German language and culture class is planned.

- Outreach Program for 2nd & 4th semester MHRM planned to conduct on 17th August as a part of curriculum.

- Certificate course on German language training on 13/08/2017

DEPARTMENT OF MANAGEMENT STUDIES

STAFF MEETING MINUTES

13/09/2017

Agenda - upcoming Programmes of the department.

Members Attended

1. Deepthi Joseph
2. Jaimel J. Mozhikandal
3. Chinchu Louis

- certificate course on Pre-placement Training by August 2018

- Industry interaction for MHRM 1st and MHRM 11nd year students were planned as a part of curriculum; with concerned faculty members by Mr. Naveen on 12th October 2017

- In order to prepare for the NAAC upcoming visit, departments have arranged a MOC visit which constitute the entire functioning of the departments. MOC presentations & updated activities should be inviligated for the upcoming peer team visit in 2018.

To strengthen the Societal relationship department planned to have a elderly people programme, especially from the selected elders in Muvattupuzha Taluk, pre-plans for the programs have discussed in the meeting, particular committee have been elected for the smooth functioning of events named "Snehasargamam".

- Certificate course on Managerial Development Programme Feb 2018

- Christmas celebration was planned in the department

The minutes of the staff meeting meeting on
30/5/17

- Main agenda: Planning of the new academic year
Analysis of the result of the last batch
Decisions taken: Time table for the new academic
year 2017-18 is drafted. The following teachers
are assigned as tutor of different classes.

I M - Nirmala George

II M - Sasi Joseph

III M - Soni Sebastian

IV M - Apsara Francis

V M - Lakshmi Babu

- The final year student have done a very good
performance with a good no. of A+ grades
(32), A-grades-18. Pass Percentage 89.7. HOD
• He congratulated the teachers for the good
results in the year 2017. Also decided to start a
certificate course on "EQUATION EDITOR AND MS OFFICE" in this year

~~The~~ Soni Sebastian ~~Joseph~~

Sasi Joseph ~~Joseph~~

Nirmala George ~~Joseph~~

Baby Joseph ~~Joseph~~

Apsara Francis ~~Joseph~~

Meara Rose Joseph ~~Joseph~~

Lakshmi Babu ~~Joseph~~

~~Joseph~~

STAFF Meeting - 29/9/17.

The staff meeting was held on 29/9/17 at 3.30 pm. The following decisions are taken.

- Mentoring yet to be started in some classes.
- Association activities will actively organised as earlier as possible.
- Smart class rooms for I PG & III, V classes.
- I DC classes complete on 15th October.
- HoD insisted that the medium of instruction for PG classes should be English.
- introduce the the UBC site for classroom teaching (C e pathasala).
- Model ~~answer sheets~~ exam answer sheets should be valued on or before 3rd Oct.
- Discussion on the certificate Course (SPSS)

Members Present

Dr. J. Georgi Neenaal ✓
 Ms. Liji George ✓
 Mr. Shaiman Joseph ✓
 Ms. Alphonsa K Joy ✓
 Ms. Deepa Abraham ✓
 Ms. Divya. K R ✓
 Mr. Nithin Jose ✓

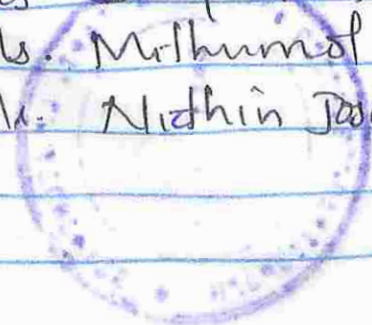
STAFF Meeting - 10/10/17

The monthly staff meeting was held on 10/10/17 at 3.45 pm. The meeting was presided over by Dr. J. Georgi Neenaal Head of the Department. The following matters were discussed.

- Main agenda of this meeting was NAAC visit and file completion of files.
- Internal audit will be on November first week.
- Books buys as per minor research projects should be return to the library as earlier.
- Model examinations for IDC and II PG students will be on 23rd October.
- HoD insisted to improve the quality of teaching.
- Decided to start certificate course in SPSS for PG students. class will start on November 1st week.

Members Present

Dr. J. Georgi Neenaal ✓
 Ms. Liji George ✓
 Mr. Shaiman Joseph ✓
 Ms. Alphonsa K Joy ✓
 Ms. Deepa Abraham ✓
 Ms. Divya. K R ✓
 Ms. Mithunol Babu ✓
 Mr. Nithin Jose ✓



Deptal staff meeting

Date - 13/12/17

Time - 3.45 - 5.00 pm

Minutes of the previous meeting was read & passed.
agenda - Evaluation of National seminar -
Faculty discussed the following:-
• Introduction of certificate course -
II Batch

Evaluation of the conduct of national seminar:
congratulated all teachers & students who
took part in the conduct of N. seminar

Discussions on the new batch for the
"wildlife biology" certificate course on

To give all the library books to the
main library. Price of certain books
was given to the librarians.

To purchase equipments & books under
star college scheme.

To submit all documents for the NAAC
Final degree study tour was evaluated.

Results of 1st sem UG was analysed.
To conduct peer teaching for 2nd sem UG.

Sanction from chief wild life warden
for conducting project work at Anamudi.
Shola National park was obtained.

Teachers present

1. Dilmol Varghese
2. Gigi K. Joseph
3. Ambily Elizabeth
4. Vinod K.V
5. Anu B. Karjivalath
6. Aya

Deptal staff meeting

Date - 08/02/18

Time - 9.15 am

Minutes of the previous meeting was read & passed.

① Faculty discussed the following matters
about the inauguration of research centre
in Zoology.

- Brochure to distribute to all dept
- Invite all deans
- Arrange programmes
- To buy memento for resource person.

Inauguration by Dr. Abdul Assis - Former VC, CUSAT
presidential address - Msgr. Christian Karjivalath
Keynote address - Dr. David Banji, principal, pharmacy
College

Former deans of the dept are invited.

② V2 project work at Anamudi Shola national
park from 15th January to 30th January
was completed. Identification of specimens
is yet to be completed.

③ New guest lecturer Ms. Binny Edsa Babu joined
Teachers present.

- Prof. Dilmol Varghese
- Dr. Gigi K. Joseph
- Dr. Anu Karjivalath
- Ms. Ambily Elizabeth George
- Dr. Vinod K.V
- Ms. Anu B. Karjivalath
- Ms. Aya m.s
- Ms. Binny Edsa Babu



14/08/18.

Agenda - Outreach / preplacement training / Labour Law workshop.

Industrial institute interface by March 2019

Members Attended →

1. Jaimol J. Mooghyanickal
2. Chirleu Louis
3. Dinna Johnson

- Outreach program for MHRM students were planned to Vadhani dam, Peechi Dam and Snehatheeram sector before the October. tentative date was on 13th Sep 2018; one day outreach
- Softskill training (value added course) on Dec 2018
- one day Preplacement training for second years is planning to have on 28th of September, especially for the second year MHRM students, it is to be conducted as a one day workshop.
- Labour law workshop for ^{especially} MHRM students were planned on October. workshop should be based on labour law amendments & Acts. it is to be conducted on October 15th 2018;

^{Final}
- Internal exams were planned to be conducted on October 2nd week.

- Drama shows were planned to conduct on October 1st week 2018
- certificate course on campus to corporate by 28/09/18

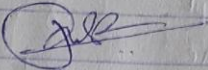
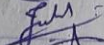



Certificate Course in
FUNCTIONAL USAGE OF ENGLISH

Scanned Staff Meeting Minutes book

2018-2019

A department staff meeting was held on 04 Friday June 2018.

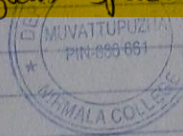
Members Present to the meeting are:


1. Prince Samuel Joseph 
2. Julia Augustine 
3. Arun Neo Augustine 
4. Resmi. P.R. 
5. Poorna Pushkala. A. 

Decisions of the meeting:-

1. Gave warm welcome to Ms. Poorna Pushkala the new teacher of the department.
2. Action Plan of the department for the academic year 2018-19 was discussed and decisions were taken.
3. Class tutorships and other department duties were assigned among the teachers.
4. Dates and months of the submission of Assignments and seminars of the 3rd and 5th Semesters and the submission of the projects of III CE were fixed.
5. Teachers were instructed to request the students to abide by the rules of the college regarding Attendance, Uniform, ID card etc.
6. Decided to start a foundation course in functional usage of English as a Certificate course for II & III CE students. The course is titled as English Speaking Foundation Course.

04/06/2018
Muvattupuzha




Prince Samuel Joseph
Course Co-ordinator
Dept. of Comm. English
Nirmala College
Muvattupuzha - 686 661

Minutes of the staff meeting held on 19/02/2018

Agenda - Regarding Sunny Joseph memorial lecture, retirement of M/s Susan Varghese.

* Sunny Joseph memorial lecture is to be planned on 28th February (National Science Day) by Dr. Sabu Thomas. Poo V.C., M.G. University from 9.30 - 10.30 am. Venue A.V. Hall

Committee formed.

- Mr. Aloysious Sabu
- M/s Soba M.G.
- Dr. Thomas Varghese
- Mr. Mathew John.

* Books are to be purchased using the money reimbursed from the management

- It has to be bought before 31st March

- Mr. Mathew John, Mr. Sudheesh P Thenkappan and Mr. Titu Thomas is appointed for it.

* Decided to conduct Laboratory Equipment Maintenance Course in next year

* Retirement committee formed - Dr. George James T, M/s Soba M.G., Aloysious Sabu, Mr. Titu Thomas.

Members Present

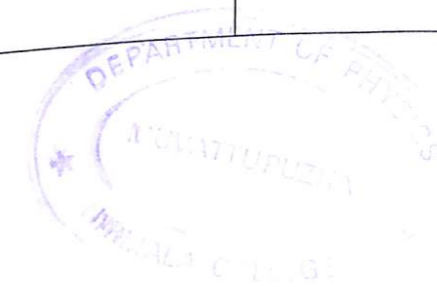
Dr. George James T *GJT*
 Dr. Thomas Varghese *JM*
 Mr. Aloysious Sabu *JS*
 M/s Soba M.G. *JS*
 Mr. Mathew John *Mathew John*
 Mr. Sudheesh T Thenkappan *(Sudh)*
 Mr. Titu Thomas *Titu*

DEPARTMENT OF PHYSICS

2018-2019

Teacher in charge

Grievance Redressal Cell	Dr Thomas Varghese, Ms Soba M G
Anti ragging cell	Mr Titu Thomas
Gender Issues	Ms Soba M G
Placement	Mr Titu Thomas
Scholarship	Dr Aloysious Sabu N
Internal Assessment	Dr Rajeshkumar B
Remedial Coaching	Dr Radhu S
Peer Group learning	Dr Rajeshkumar B
Seminar Club	Dr Radhu S
Association in charge	Mr Titu Thomas



GJT
 Dr. George James T
 HEAD OF THE DEPARTMENT
 DEPT. OF PHYSICS
 NIRMALA COLLEGE
 MUVATTUPUZZHA

Minutes of the staff meeting held on 25.9.2018

Meeting started with a silent-prayer at 3.20 pm

- * The meeting resolved to conduct the PTA of III Sem. M.Sc. on 1 October 2018. Also it is proposed to conduct a communication program and a SAS training program
- * Internal examinations of III Sem P.G. begins from 8 Oct. onwards. Submit the question papers on or before 28.9.18.

* Acquaint a statisticians program for the I Sem can be conducted on 8/9/18.

* Class tutors are instructed to give the names of five students who can interact with the Moke team on 5/10/18 & 30/10/18. /Peer learn

* Also the list of 5 Alumni, 5 parents should be given to the IQAC co-ordinator.

* HoD introduced ^{and welcomed} the new Guest faculty - Dr. Nidhi P. Ramesh & Dr. Renjini K.R. Meeting came to an end by 3.45 pm.
Members present-

1. Sophy Thomas *ms*

2. Dr. Seethalekshmi V *ms*

3. Dr. JM Jacob *ms*

4. Dr. Nidhi P. Ramesh *ms*

5. Dr. Renjini K.R *Renjini*

Head of the department *Spl*

Prof. Sophy Thomas
Head
Postgraduate Research
Department of Statistics
Nirmala College, Kuzha