



ST. JOSEPH'S COLLEGE OF COMMERCE (AUTONOMOUS)

Affiliated to Bengaluru City University

No. 163, BRIGADE ROAD, BANGALORE - 560 025, KARNATAKA, INDIA

ಸಂತ ಜೋಸೆಫ್ ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ (ಸ್ವಾಯತ್ತ)

ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾಲಯ ಸಂಯೋಜಿತ

163, ಬ್ರಿಗೇಡ್ ರಸ್ತೆ, ಬೆಂಗಳೂರು-560 025, ಕರ್ನಾಟಕ, ಭಾರತ

04/09/2023

Date :

Staff Council meeting held on Monday 4th September 2023 at 11.00 a.m. in the Boardroom

Sl. No	Names	Signature
1	Dr. Charles Lasrado, SJ	Charles Lasrado
2	Fr. Praveen Kiran Martis, SJ	Absent
3	Dr. Subhashini Muthukrishnan	Subhashini
4	Dr. Ruqsana Anjum	Ruqsana
5	Dr. Veenu Joy	Veenu
6	Dr. K Nischitha	K Nischitha
7	Dr. Christina Aroojis	Christina
8	Ms. Sumitra Sreenivasan	Sumitra
9	Dr. Komal A Dave	Komal A Dave
10	Mr. Vinay Kambipura	Vinay Kambipura
11	Dr. Jhumur S Roy	Jhumur S Roy
12	Ms. Maryanne Antoinette Pais	M Pais
13	Dr. T H Lavakumar	T H Lavakumar
14	Ms. Nancy Christina	Nancy Christina
15	Ms. Nikhath Asrar	Absent
16	Dr. Antony Oliver	Antony Oliver



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Date :

Sl. No	Names	Signature
17	Dr. Sridhar LS	
18	Dr. D Raja Jebasingh	
19	Prof. Ravi R A	
20	Dr. Suganthi Pais	
21	Dr. Preemal Maria D'Souza	
22	Mr. Giridhar Naidu B	
23	Mr. K N Lakshmpati	ABSENT
24	Ms. Natya Bopann	
25	Dr. Asha	
26	Mr. Vinay Pradeep	
27	Mr. Merwin A Mathew	
28	Ms. Ronisha Priyanka D'Silva	
29	Fr. Joel Fernandes, SJ	



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Date :

Staff Council Meeting Minutes of the Meeting Date: 4th September, 2023 Venue: Board Room

Participants: Staff Council Members

1. Introduction and Welcome of Fr. Joel Fernandes, SJ: Fr. Principal introduced and welcomed Fr. Joel Fernandes, SJ to the staff members.
2. Congratulate COE and Examination Department on the successful conducting of MTT: Fr. Principal congratulated the Examination Department on the successful completion of the Mid-Term Tests, which were held from August 28th to August 31st 2023.
3. OBE Results Calculation - Entering Marks in Required Format: The faculty members were informed about the computation of OBE results. In this regard, instructors must submit their answer booklet after evaluating and distributing student papers.
4. Coordinator for the Department of Foreign Languages: Dr. Neeti Roy has been appointed as the staff coordinator for the newly formed department of foreign language. According to the NEP, functional Kannada is offered to the first year. In addition to Kannada and Hindi, the list of foreign languages include French, Spanish, and German.
5. OSA-Sponsored: The OSA has sponsored skill development courses were supervised by Ms. Nancy Christina and Ms. Maria Sanjana. Instructors are required to encourage their students to enroll in skill-development courses.

Seeking permissions: Faculty and students must adhere to the protocol: Fr. Principal explained that the permission/leave policy for faculty is crystal clear. Faculty members are advised to obtain the proper permissions from their respective heads when requesting leave and permissions. It is strictly advised to follow the protocol and not to bypass the protocols.

Making Students accountable for their academic responsibilities, ERP support, etc.:

Fr. Principal highlighted that students must be more accountable for obtaining their credits, managing their leaves, maintaining discipline, etc. The leave policy for students sitting for Professional Exams and articleship is a matter of concern. It requires that students remain on campus until 11 a.m.

- Revisiting existing college policies:- Fr. stated that existing policies in functional areas must be revised and returned to the registrar not later than 10th September 2023.

6. Update on construction projects, potable water, etc.

Fr. Principal mentioned the quality of drinking water and the need to enhance the effectiveness of water purifiers. The rooms 112, 401, and Board Room will be renovated sequentially. Fr. informed a large capacity RO purifier water unit has been planned on the rooftop & will be available on floors. Existing individual water units will be used as dispensers.

7. Presentations:-

Implementation of a Comprehensive Tracking Process Using TRELO to Monitor Poster/Brochure Progress

Mr Abishek delivered a presentation on the implementation of a comprehensive tracking process using the TRELO application, and he emphasised the significance of social media networking.

Presentation of Report on Open House:

Dr. Sridhar LS, Coordinator of the IQAC, has presented a part of IQAC initiative the open house report collected from students on April 21, 2023. The department heads and programme coordinators may approach the IQAC Coordinator and Registrar if they would like to go through the report kept with the IQAC coordinator.

Introduction of HR management software:

Ms. Ronisha, the human resource manager, provided an overview of the HRMS Software which is being introduced to cater to the college HRM needs and she said that all faculty members would receive adequate training to use HRMS software once it is operational.

CDLE (Centre for Digital Learning and Education) status report:

Mr Vinay Pradeep provided a status report on CDLE. He mentioned that the attendance of students attending e-learning classes. In this regard, Mr Vinay Pradeep advised faculty members to administer MCQ tests after every class.

8. Other Matters

- a) Subscribing faculty and students to the Hindu group E-Paper Package (The Hindu, Frontline, Business line, and Sport star):

Fr. Principal offered faculty members to subscribe to E-publications of the Hindu Group at a discounted rate. In this regard, faculty contribute fifty percent, with the remaining amount provided by the institutions. This activity would be coordinated by Ms Ronisha.

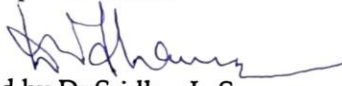
- b) Suggestions for the proposed meeting of Principals of Independent Colleges in light of the forthcoming State Education Policy:

The college proposes to conduct a meeting of Academic head of autonomous colleges intend to discuss the impending State Education Policy. Fr. invited faculty members to give suggestions to the registrar.

- c) Organizing an Interface Meeting with Corporate/Industry Professionals to Gain Insights into Skill and Competency Needs and to set guidelines to be followed:

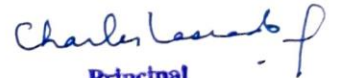
While proposing the new curriculum to the Board of Studies, Mr Ravi Richard emphasised the need for framing a set of guidelines. It is suggested that the Department of IQAC and OBE propose the curriculum development policy. It was suggested that a meeting with gain insight into skill and competency needs.

The meeting ended with a positive note.



Meeting Minutes recorded by Dr Sridhar L. S.





Principal

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10/07/2023

'Greater' IQAC team meeting on Monday 10th July 2023

Date :

Agenda for the meeting:

1. Identify areas to take up quantitative initiative
2. To road map activities of the IQAC
3. To seek suggestions for improvement

The following members are requested to be present:

Sl. No	Faculty	Signature
1	Dr. Charles Lasrado, SJ (Principal)	Charles Lasrado
2	Dr. Subhashini Muthukrishnan	Subhashini
3	Dr. Ruqsana Anjum	Absent
4	Dr. Veenu Joy	Veenu
5	Dr. K Nischitha	Nischitha
6	Dr. Christina Aroojis	Christina
7	Ms. Sumithra Sreenivasan	Sumithra
8	Dr. Komal A Dave	Absent
9	Dr. Jhumur S Roy	Jhumur
10	Mr. Vinay K	Vinay K
11	Ms. Maryanne Antoinette Pais	Absent
12	Dr. Sridhar L S	Sridhar
13	Dr. Antony Oliver	Antony
14	Ms. Sneha S Rai	Sneha
15	Mr. Lakshmipathy	Lakshmipathy



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Sl. No	Faculty	Signature Date:
16	Ms. Muktha	
17	Dr. D Raja Jebasingh	
18	Mr. Mohammed Ashfaque	— Absent —
19	Dr. Poornima V	— Absent —
20	Dr. Preemal Maria D'Souza	
21	Dr. Shubhra Rahul	— Absent —
22	Dr. Asha	
23	Dr. Anusuya Paul	— Absent —
24	Mr. Vinay Pradeep C	
25	Mr. Thomas Mathew	
26	Mr. Giridhar Naidu	
27	Ms. Bhargavi C.S.	
28	Ms. Swetha Joseph	
29	Mr. Jeffin Lijo	
30	Ms. Ankitha Antony	— Absent —
31	Ms. Divya Hari Rao	— Absent —
32	Mr. Sam Stanley	
33	Ms. Patricia Paul	

34 Do. Suganthi Pais

35 RAVI-R-A

36.

10/7/23



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Date :

Minutes of Greater IQAC Team Meeting

Date: 10- July - 2023

Time: 11.00 AM

Place: Board Room

Members Present

Dr. Charles Lasrado SJ	Principal & Chairman
Dr. Subashini Muthukrishnan	Registrar
Dr. Ruqusana	Vice Principal (Shift I)
Dr. Veenu joy	Vice Principal (Shift II)
Dr. Anthony Oliver	Controller of Examinations
Dr. Sridhar L S	IQAC Coordinator
Dr. Nischitha	HoD - Dept. of Commerce
Dr. Christiana Aroojis	HoD - Dept. of Business Administration
Dr. Komal Dave	HoD - Dept. of Post Graduation
Mr. Vinay Kambipura	HoD - Dept. of English
Dr. Jhumur Samadar Roy	HoD - Dept. of Economics
Dr. Poornima Vijayakumar	Assistant Research Director
Ms. Muktha	Member
Dr. D. Raja Jebasingh	Liaison Officer
Mr. Giridhar Naidu	Placement Officer
Mr. Vinay Pradeep	Coordinator - CDLO
Dr. Suganthi Pais	Welfare Officer (Girls)
Mr. R.A Ravi	Welfare Officer (Boys)
Dr. Asha	Sports Director
Mr. Lakshmipathy	Librarian
Ms. Sneha S Rai	Member
Mr. Thomas Mathew	Member
Ms. Bhargavi C S	Member
Ms. Swetha Joseph	Member
Mr. Jeffin Lijo	Member
Mr. Sam Stanley	Member
Ms. Patricia Paul	Member

Agenda

- ❖ Identify areas to take up qualitative initiatives
- ❖ Road Map activities of IQAC
- ❖ Seek suggestions for improvement

- The meeting started with a silent prayer. Fr. Principal welcomed the staff to the meeting. He also shared the agenda of the meeting.
- SJCC has decided to involve more people to be a part of the IQAC to ensure quality measures are introduced effectively for the betterment of the stakeholders.
- Fr. Principal informed the staff that SJCC Information hub would identify, acquire, organise and compile data. It would also retrieve and disseminate information in response to requests.
- Dr. Sridhar made a detailed presentation on the quality issues and challenges faced by IQAC. He also added that SJCC Information hub would ease the process of collecting information for various rankings.
- Dr. Sridhar informed the staff that a dedicated non-teaching staff is appointed for data entry and other technical assistance.
- He requested the staff to collect data as per the required templates.
- Staff were encouraged to organize student and staff activities based on the themes proposed by NAAC.
- Dr. Sridhar presented the objectives, functions and roadmap of IQAC. He also added that SWOC analysis and AAA will be conducted by the IQAC.
- Ms. Muktha, Department of Commerce and Business Studies requested Dr. Sridhar to share the report on feedback and alumni data to identify the areas of growth. Dr. Oliver requested the team to share the growth areas as indicated by the NACC to all the staff.
- Fr. Principal thanked the staff for their active participation and contributions towards the betterment of the institution.

Minutes of Meeting recorded by Mr. Jeffin



IQAC Co-Ordinator
St. Joseph's College of Commerce
163, Brigade Road, Bangalore - 25



Charles Lasrado SJ

Dr. Charles Lasrado SJ
Principal
St. Joseph's College of Commerce
(Autonomous)
163, Brigade Road, Bangalore-25



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Date : 11/03/2024

Staff Council meeting held on Monday 11th March 2024 at 11.00 a.m.

Sl. No	Names	Signature
1	Dr. Charles Lasrado, SJ	<i>Charles Lasrado</i>
2	Fr. Praveen Martis, SJ	<i>Praveen Martis</i>
3	Fr. Joel Fernandes, SJ	<i>Joel</i>
4	Dr. Subhashini Muthukrishnan	<i>Subhashini</i>
5	Dr. Ruqsana Anjum	<i>Ruqsana</i>
6	Dr. Veenu Joy	<i>Veenu</i>
7	Dr. Nischitha K	<i>Nischitha K</i> 11/3/24
8	Dr. Christina Aroojis	<i>Christina Aroojis</i> 11/3/24
9	Ms. Sumithra Sreenivasan	<i>Sumithra</i> 11/3
10	Dr. Komal A Dave	<i>Komal A Dave</i> 11/03/24
11	Mr. Vinay Kambipura	<i>Vinay Kambipura</i> 11/3/24
12	Dr. Jhumur S Roy	<i>Jhumur S Roy</i>
13	Ms. Maryanne Antoinette Pais	<i>Maryanne Antoinette Pais</i>
14	Dr. T H Lavakumar	<i>T H Lavakumar</i>
15	Dr. Antony Oliver	<i>Antony Oliver</i> 11/3/24
16	Dr. Poornima Vijaykumar	<i>Poornima Vijaykumar</i> 11/3/24
17	Ms. Nancy Christina	<i>Nancy Christina</i> 11/3/24



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Date :.....

Sl. No	Names	Signature
18	Ms. Nikhath Asrar	
19	Dr. Sridhar LS	
20	Dr. D Raja Jebasingh	
21	Mr. Ravi R A	
22	Dr. Suganthi Pais	
23	Dr. Preemal Maria D'Souza	
24	Mr. Giridhar Naidu B	
25	Dr. K N Lakshmipati	
26	Ms. Natya Bopann	
27	Dr. Asha	
28	Mr. Vinay Pradeep	
29	Mr. Merwin A Mathew	
30	Ms. Ronisha Priyanka D'Silva	
31	Dr. Theresa Rathi Rani	
32	Dr. Paulami Guha Biswas	
33	Mr. Jeffin Lijo	
34	Ms. Divya Hari Rao	



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Date :.....

Minutes for the Staff Council Meeting on Monday 11th March 2024, held in Board room No. 108

1. The meeting started with the prayer by Mr. Jeffin Lijo
2. Fr. Charles Lasrado welcomed the members of the meeting
 - I. The last council meeting for the academic year
 - II. The agenda of the meeting is grouped into 4 categories
 - i. Information sharing by principal
 - ii. Sharing of information by coordinators
 - iii. Update by COE
 - iv. Aob
3. Started the discussion on the agenda
 - I. Information sharing by principal
 - i. Admission 2024-2025 (Phase-2) Details:
 1. Phase 2 Admission dates:
 - Friday 5th April, 2024 - Session 2 (only)
 - Saturday 6th April, 2024
 - Sunday 7th April, 2024
 - Monday 8th April, 2024
 2. BCOM ACCA, SF AND ANALYTICS
 - The entrance test will happen in three sessions on Friday
 - Announcement of results of round one by Friday evening
 - round two to be conducted on Saturday, and
 - final interview on Sunday
 3. BBA, BA, BSC
 - entrance exams from 8am on Saturday for all the programmes
 - Round 2 on Sunday,
 - Final round on Monday
 - ii. Closure of College Activities by March 10, 2024
 - Exception only for Speil 2024
 - iii. Completion of Attendance Credit by March 15, 2024
 - Attendance of the recent events only to be credited
 - iv. Attendance Shortage List
 - The final attendance shortage list to be generated on Monday, March 25th 2024

- v. Last Teaching Day for Even Semester
 - The last teaching day for the semester would be Friday, March 22nd 2024
- vi. Details of Upcoming BOS, Academic Council, and Governing Body:
 1. The Board of Studies Meeting dates
 - B. Com - Monday 1st April 2024
 - BBA - Monday 1st April 2024
 - PG - Monday 1st April 2024
 - BA (English) - Monday 1st April 2024
 - BSc (Economics) - Monday 1st April 2024
 - Psychology - Monday 1st April 2024
 - Hindi - Tuesday 5th March, 2024
 - Kannada - Saturday 16th March, 2024
 2. Academic Council Meeting on Tuesday, 16th April, 2024 at 2:30 p.m.
 3. Governing Body Meeting on Tuesday, 23rd April, 2024 at 10:00 a.m.
 - It was decided that all the BOS meetings (BCOM, BBA, PG, BA, BSC) will happen on the 1st April, 2024
 - The registrar and the vice-principals' will attend all the Pre-BOS meetings and based on the timings and clashes of BOS meeting, one person to attend the respecting BOS
- vii. Staff FDP - Saturday, 27th April, 2024
 - A three-hour session ending with lunch
 - The session to be led by Captain _____
- viii. Staff Recreation Day- Monday, 29th April, 2024
 - For all staff and faculty
 - Place and timings to be communicated
- ix. Last Signing Day - Tuesday, 30th April, 2024
- x. Staff Gratitude Session - Tuesday, 30th April, 2024 ending with lunch
- xi. Staff Summer Break (May 2024 in 3 separate slots - Details will be communicated by Ms. Ronisha)
 1. The summer break will be in blocks of 15 days
 - 1-15 of May
 - 5-20 of May
 - 10-25 of May
 2. During that 15 days the staff will not be called for any college work
 3. Before or after the block of the summer break, if there is work to be completed in college, those respective teachers to be available on call to report to college

4. If any concerns, mail to be sent to father for the decision to be told to the faculty
 - xii. Staff reporting back for the next academic year (2024-2025)
The staff will report back to college for the academic year 2024-2025 on Monday, 27th May, 2024
 - xiii. Requirements for generating of Hall ticket for the ESE:
 1. Submission of ABC ID to the Computer Department
 2. Clearance of any fees outstanding for the academic year 2023-2024
 3. No library dues for final-year students: Hall ticket will be issued, but results withheld
 4. Completion of Staff Evaluation
 5. Completion of the Student Satisfaction Survey
 6. Validation of CIA and MTT marks
- II. Sharing of information by coordinators
- i. Council valedictory
 - The update was given by Dr. Preemal
 - The council valedictory will be on the 15th of march, 2024 in the Loyola Hall from 2:00pm
 - The chief guest has been finalized for the day
 - Invitations to Sister institutions and other institutions prepared and to be sent
 - Prize list finalized, plaques getting ready, list will be put on the notice board today, e-certificates for all prizes
 - The dry run for the event will happen on 13th March, 2024 at 11.00 a.m. in Loyola Hall
 - ii. College Day
 - The update was given by Dr. Jhumur
 - The College day will happen on the 21st of march, 2024 in Loyola Hall at 4:30pm (the formal programme)
 - Tea and snacks will be served from 4:00pm, all participants will be served snack boxes at the beginning and end of the event and all staff and family of retiring staff would be served dinner.
 - The dry run for college day would happen from 18th March, 2024 in the Loyola Hall
 - iii. Farewell Day
 - The update was given by Dr. Rath
 - The Farewell will happen on the 23rd March, 2024 in the college football ground
 - The reporting time for teachers and final year students will be 2:00 p.m.

- Class rooms sessions to be coordinated by the class mentor and the assigned teachers
 - Class photograph with class mentor and two other teachers as per allotted to the class
 - Alumni will be having a session with the class during the class room session
 - Address by Principal, Valedictorian speech by one UG and one PG student
 - Snacks and dinner will be served at 4 and 6.30pm respectively
 - A suggestion was made to invite Rector as the chief guest for the event
 - Rehearsal on the 22nd of March, 2024.
- iv. Annual report
1. Briefing done by Dr. Paulami, Mr. Jeffin, Ms. Divya
 - Update about the progress of the annual report
 - The designing work is going on
 - Some information yet to be submitted
 - Emphasis on events like Tedx, Vividha, samsara
 - Latest update by 12th March 2024
 2. College day video update by Mr. Jeffin
 - Dr. Neeti is working on the script
 - Most of the events will be shown as video
 - Father to give Introduction and Conclusion
 - First screening of the video by the end of the week
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Not
Minutes of the meeting recorded by Mr. Merwin Abraham



Charles Lasrado SJ
Dr. Charles Lasrado SJ
Principal
St. Joseph's College of Commerce
(Autonomous)
163, Brigade Road, Bangalore-25



ST. JOSEPH'S COLLEGE OF COMMERCE (AUTONOMOUS)

Affiliated to Bengaluru City University

No. 163, BRIGADE ROAD, BANGALORE - 560 025, KARNATAKA, INDIA

ಸಂತ ಜೋಸೆಫರ ವಾಣಿಜ್ಯ ಮಹಾವಿದ್ಯಾಲಯ (ಸ್ವಾಯತ್ತ)

ಬೆಂಗಳೂರು ನಗರ ವಿಶ್ವವಿದ್ಯಾಲಯ ಸಂಯೋಜಿತ

163, ಬ್ರಿಗೇಡ್ ರಸ್ತೆ, ಬೆಂಗಳೂರು-560 025, ಕರ್ನಾಟಕ, ಭಾರತ

Date : 11/03/2024

Staff Council meeting held on Monday 11th March 2024 at 11.00 a.m.

Sl. No	Names	Signature
1	Dr. Charles Lasrado, SJ	<i>Charles Lasrado</i>
2	Fr. Praveen Martis, SJ	<i>Praveen Martis</i>
3	Fr. Joel Fernandes, SJ	<i>Joel</i>
4	Dr. Subhashini Muthukrishnan	<i>Subhashini</i>
5	Dr. Ruqsana Anjum	<i>Ruqsana</i>
6	Dr. Veenu Joy	<i>Veenu</i>
7	Dr. Nischitha K	<i>Nischitha K</i> 11/3/24
8	Dr. Christina Aroojis	<i>Christina Aroojis</i> 11/3/24
9	Ms. Sumithra Sreenivasan	<i>Sumithra</i> 11/3
10	Dr. Komal A Dave	<i>Komal A Dave</i> 11/03/24
11	Mr. Vinay Kambipura	<i>Vinay Kambipura</i> 11/3/24
12	Dr. Jhumur S Roy	<i>Jhumur S Roy</i>
13	Ms. Maryanne Antoinette Pais	<i>Maryanne Antoinette Pais</i>
14	Dr. T H Lavakumar	<i>T H Lavakumar</i>
15	Dr. Antony Oliver	<i>Antony Oliver</i> 11/3/24
16	Dr. Poornima Vijaykumar	<i>Poornima Vijaykumar</i> 11/3/24
17	Ms. Nancy Christina	<i>Nancy Christina</i> 11/3/24



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Date :.....

Sl. No	Names	Signature
18	Ms. Nikhath Asrar	
19	Dr. Sridhar LS	
20	Dr. D Raja Jebasingh	
21	Mr. Ravi R A	
22	Dr. Suganthi Pais	
23	Dr. Preemal Maria D'Souza	
24	Mr. Giridhar Naidu B	
25	Dr. K N Lakshmipati	
26	Ms. Natya Bopann	
27	Dr. Asha	
28	Mr. Vinay Pradeep	
29	Mr. Merwin A Mathew	
30	Ms. Ronisha Priyanka D'Silva	
31	Dr. Theresa Rathi Rani	
32	Dr. Paulami Guha Biswas	
33	Mr. Jeffin Lijo	
34	Ms. Divya Hari Rao	



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Date :.....

Minutes for the Staff Council Meeting on Monday 11th March 2024, held in Board room No. 108

1. The meeting started with the prayer by Mr. Jeffin Lijo
2. Fr. Charles Lasrado welcomed the members of the meeting
 - I. The last council meeting for the academic year
 - II. The agenda of the meeting is grouped into 4 categories
 - i. Information sharing by principal
 - ii. Sharing of information by coordinators
 - iii. Update by COE
 - iv. Aob
3. Started the discussion on the agenda
 - I. Information sharing by principal
 - i. Admission 2024-2025 (Phase-2) Details:
 1. Phase 2 Admission dates:
 - Friday 5th April, 2024 - Session 2 (only)
 - Saturday 6th April, 2024
 - Sunday 7th April, 2024
 - Monday 8th April, 2024
 2. BCOM ACCA, SF AND ANALYTICS
 - The entrance test will happen in three sessions on Friday
 - Announcement of results of round one by Friday evening
 - round two to be conducted on Saturday, and
 - final interview on Sunday
 3. BBA, BA, BSC
 - entrance exams from 8am on Saturday for all the programmes
 - Round 2 on Sunday,
 - Final round on Monday
 - ii. Closure of College Activities by March 10, 2024
 - Exception only for Speil 2024
 - iii. Completion of Attendance Credit by March 15, 2024
 - Attendance of the recent events only to be credited
 - iv. Attendance Shortage List
 - The final attendance shortage list to be generated on Monday, March 25th 2024

- v. Last Teaching Day for Even Semester
 - The last teaching day for the semester would be Friday, March 22nd 2024
- vi. Details of Upcoming BOS, Academic Council, and Governing Body:
 1. The Board of Studies Meeting dates
 - B. Com - Monday 1st April 2024
 - BBA - Monday 1st April 2024
 - PG - Monday 1st April 2024
 - BA (English) - Monday 1st April 2024
 - BSc (Economics) - Monday 1st April 2024
 - Psychology - Monday 1st April 2024
 - Hindi - Tuesday 5th March, 2024
 - Kannada - Saturday 16th March, 2024
 2. Academic Council Meeting on Tuesday, 16th April, 2024 at 2:30 p.m.
 3. Governing Body Meeting on Tuesday, 23rd April, 2024 at 10:00 a.m.
 - It was decided that all the BOS meetings (BCOM, BBA, PG, BA, BSC) will happen on the 1st April, 2024
 - The registrar and the vice-principals' will attend all the Pre-BOS meetings and based on the timings and clashes of BOS meeting, one person to attend the respecting BOS
- vii. Staff FDP - Saturday, 27th April, 2024
 - A three-hour session ending with lunch
 - The session to be led by Captain _____
- viii. Staff Recreation Day- Monday, 29th April, 2024
 - For all staff and faculty
 - Place and timings to be communicated
- ix. Last Signing Day - Tuesday, 30th April, 2024
- x. Staff Gratitude Session - Tuesday, 30th April, 2024 ending with lunch
- xi. Staff Summer Break (May 2024 in 3 separate slots - Details will be communicated by Ms. Ronisha)
 1. The summer break will be in blocks of 15 days
 - 1-15 of May
 - 5-20 of May
 - 10-25 of May
 2. During that 15 days the staff will not be called for any college work
 3. Before or after the block of the summer break, if there is work to be completed in college, those respective teachers to be available on call to report to college

4. If any concerns, mail to be sent to father for the decision to be told to the faculty
- xii. Staff reporting back for the next academic year (2024-2025)
The staff will report back to college for the academic year 2024-2025 on Monday, 27th May, 2024
- xiii. Requirements for generating of Hall ticket for the ESE:
 1. Submission of ABC ID to the Computer Department
 2. Clearance of any fees outstanding for the academic year 2023-2024
 3. No library dues for final-year students: Hall ticket will be issued, but results withheld
 4. Completion of Staff Evaluation
 5. Completion of the Student Satisfaction Survey
 6. Validation of CIA and MTT marks
- II. Sharing of information by coordinators
 - i. Council valedictory
 - The update was given by Dr. Preemal
 - The council valedictory will be on the 15th of march, 2024 in the Loyola Hall from 2:00pm
 - The chief guest has been finalized for the day
 - Invitations to Sister institutions and other institutions prepared and to be sent
 - Prize list finalized, plaques getting ready, list will be put on the notice board today, e-certificates for all prizes
 - The dry run for the event will happen on 13th March, 2024 at 11.00 a.m. in Loyola Hall
 - ii. College Day
 - The update was given by Dr. Jhumur
 - The College day will happen on the 21st of march, 2024 in Loyola Hall at 4:30pm (the formal programme)
 - Tea and snacks will be served from 4:00pm, all participants will be served snack boxes at the beginning and end of the event and all staff and family of retiring staff would be served dinner.
 - The dry run for college day would happen from 18th March, 2024 in the Loyola Hall
 - iii. Farewell Day
 - The update was given by Dr. Rath
 - The Farewell will happen on the 23rd March, 2024 in the college football ground
 - The reporting time for teachers and final year students will be 2:00 p.m.

- Class rooms sessions to be coordinated by the class mentor and the assigned teachers
 - Class photograph with class mentor and two other teachers as per allotted to the class
 - Alumni will be having a session with the class during the class room session
 - Address by Principal, Valedictorian speech by one UG and one PG student
 - Snacks and dinner will be served at 4 and 6.30pm respectively
 - A suggestion was made to invite Rector as the chief guest for the event
 - Rehearsal on the 22nd of March, 2024.
- iv. Annual report
1. Briefing done by Dr. Paulami, Mr. Jeffin, Ms. Divya
 - Update about the progress of the annual report
 - The designing work is going on
 - Some information yet to be submitted
 - Emphasis on events like Tedx, Vividha, samsara
 - Latest update by 12th March 2024
 2. College day video update by Mr. Jeffin
 - Dr. Neeti is working on the script
 - Most of the events will be shown as video
 - Father to give Introduction and Conclusion
 - First screening of the video by the end of the week
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