

## COLLEGE ACADEMIC MEETING MINUTES

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CO-OPERATIVE ARTS AND  
SCIENCE COLLEGE, MADAYI

# Co-operative Arts and Science College, Madayi

Payangadi RS (PO), Kannur, Kerala

NAAC Accreditation (Cycle II) - Supporting Documents

## Sample Copy of College Council Meeting Minutes

**CO-OPERATIVE ARTS & SCIENCE COLLEGE, MADAYI**  
(Aided by the Govt. of Kerala and Affiliated to Kannur University)  
P. O. PAYANGADI R.S. KANNUR. 670358 ☎ 0497-2870550, Fax: 0497-2876410 www.madayicollege.com; e-mail:cascolg@gmail.com

Date: 15-10 -


**PROCEEDINGS OF THE PRINCIPAL**


Present: Dr. N. Padmanabhan, Principal

**Sub:- Constitution of College Council for the Year 2018-19**

The Principal is pleased to re-constitute the College Council for the Year 2018-19 with following members.

1. Principal	Chairman
2. HOD English	Member
3. HOD History	Member
4. HOD Malayalam	Member
5. HOD Maths	Member
6. HOD Commerce	Member
7. Dr. Pramida.K	Member, Dept. of Hindi
8. Sri. Praveen Mathew	Member, Dept. of Physical Education
9. Smt. Pushpalatha.P.C	Member, Dept. of English--Elected Member
10. Sri. Shailendran.T.K	Member, Dept. of History--Elected Member

  
DR. N. PADMANABHAN  
PRINCIPAL  
CO-OP: ARTS & SCIENCE COLLEGE, MADAYI  
P. O. PAYANGADI-R.S., Pin-670 358  
KANNUR DIST., KERALA

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Date: 20-10 -2019


**PROCEEDINGS OF THE PRINCIPAL**

Present: Dr. N. Padmanabhan, Principal

**Sub:- Constitution of College Council for the Year 2019-20**

The Principal is pleased to re-constitute the College Council for the Year 2019-20 with following members.

1. Principal	Chairman
2. HOD English	Member
3. HOD History	Member
4. HOD Malayalam	Member
5. HOD Maths	Member
6. HOD Commerce	Member
7. Dr. G. Premkumar,	IQAC Co-ordinator
8. Dr. Pramida.K	Member, Dept. of Hindi
9. Smt. Rejina P V,	Member, Dept. of Computer Science
10. Smt. Deepa Mohan	Member, NCC
11. Smt. Prajitha V V,	Member, Dept. of Economics
12. Sri. Praveen Mathew	Member, Dept. of Physical Education
13. Smt. Pushpalatha.P.C	Member, Dept. of English--Elected Member
14. Sri. Shailendran.T.K	Member, Dept. of History--Elected Member

  
PRINCIPAL  
DR. N. PADMANABHAN  
PRINCIPAL  
CO-OP: ARTS & SCIENCE COLLEGE  
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**CO-OPERATIVE ARTS AND  
SCIENCE COLLEGE, MADAYI**

# Co-operative Arts and Science College, Madayi

Payangadi RS (PO), Kannur, Kerala

## NAAC Accreditation (Cycle II) - Supporting Documents

Meeting of Staff members held on 15/11/22  
@ 11 at Room No. 6.

- 19 Dr. Swapna Antony
- 20 Dr. Jainymol K.V
- 21 Rajina Raj.K.
- 22 Sajini V.K
- 23 Isra S.K
- 24 Asifa Ahmed
- 25 Pallavi K.
- 26 Sreeshan P.K
- 27 Dr. Shijina V

Decisions of the Meeting

- \* Meeting discussed about the retirement of Smt. P.C. Pushpalatha, and decided to appoint Dr Swapna Antony as the new Staff Secretary.
- \* Internal audit committee is reconstituted and appoint Smt. Rajina P.V (Asst. Professor, Computer Science) as the Co-ordinator

Members

1. Smt. Bijina M
2. Rajitha N.K
3. Dr. Jainymol K.V
4. Smt. Sajini V.K

- \* Decided to start a Youtube channel of the college for e-content development.

Co-ordinators - Dr Sindhu K.V

Members

1. Dr. Ramya K.P
4. Dr. Uvais
5. Sri Shijith V

held on 15.11.22

- 1.
2. Dr. Pramida.k
3. Prajitha.v.v
4. Bijina.M
5. Dr. Rajasree.k
6. Shijithu
7. Dr. Uvais M
8. Rajith Kumar.P
9. Deepa Mohan
10. Rajitha N.K
11. Rajina P.V
12. Smta Chandrakumari
13. SREESHU.V.V
14. Dr. Ramya K.P.
15. Jeeva S
16. Johnny M.V
17. Dr. Sindhu K.V
18. Dr. Alias Kutty Poylose

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staff meeting held on 1/6/2022  
in room NO. 5

agenda:

1. class arrangements/online classes
2. other matters

members Present

1. Pravin Mathew
2. Johnny M.V.
3. Dr. Sindhu K.V
4. Dr. Pramida.k
5. Rajina P.V
6. Swapna Antony
7. Sajini V.K
8. Pravin Mathew
9. Sreeshan P.K
10. Rajitha N.K
11. Dr. Shalima M.C
12. Dr. Deepa K
13. Ramya K.P

Decision:

1. On line meeting on Google meet, google class room
2. matter time table
3. campus present

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A meeting of the teachers is convened in Room No. 5 on 06/06/2019 at 11:30 PM.

All teachers are requested to be present.

Agenda:

1. inauguration of academic calendar
2. other matters, if any.

members Present

1. Latha E.S.
2. Asifa K
3. Dr. Pramida.k
4. P.C. Pushpalatha
5. Johnny M.V.
6. Shalendra T.K
7. Pravin Mathew
8. Sushritha
9. Sreeshu V.V
10. Dr. Chandrakumari
11. Deepa Mohan
12. Prajitha V.V
13. Rajina P.V
14. Smta L
15. Dr. Sindhu K.V
16. Anand M.P
17. Dr. Shijina V
18. Sreeshan P.K
19. Rajina M.K
20. Rajitha N.K
21. Rajasree K

Notice

A Council meeting will be held today (27-3-18 Tuesday) at 2.30 pm in the principal's Room. All members are requested to attend the meeting without fail.

Members:

1. HoD English
2. HoD History
3. HoD Malayalam
4. HoD Maths
5. HoD Commerce
6. HoD Management Studies
7. Dr. Mshamood V.V
8. Dr. Prasanna K
9. Sri. Praveen Mathan
10. Smt. Pushpaletha P.C
11. Dr. Praveen Kumar G.

Members present

1. E.S. Latha
2. P.C. Pushpalatha
3. Rajina P.V
4. Dr. Sugathia P
5. Nisha P.V
6. Rajitha N.K
7. Dr. G. Prankumar
8. Dr. Pramida K

The concerned departments staff look into the project-work of 5<sup>th</sup> semester. All heads shall cooperate with the Principal for the smooth functioning of the college.

Notice

A Council meeting will be held today (17-9-2018) at 2.30 pm in the principal's Room. All Council members are requested to attend the meeting without fail.

Agenda:-

1. WWS and SSP classes regarding.
2. Formation of Advisory Committee
3. Forth coming Semester Examination
4. Malpractice in the last semester
5. Attendance - Continuous Absence.
6. AQAR (AQAC)
7. Any other matters.

To All members.

1. HoD English
2. HoD History
3. HoD Malayalam
4. HoD Maths
5. HoD Commerce
6. HoD Management Studies
7. Dr. Prasanna K
8. Sri. Praveen Mathan
9. Smt. Pushpaletha P.C
10. Dr. Praveen Kumar G.

Members present

1. Rajitha N.K
2. Nisha P.V
3. P.C. Pushpalatha
4. Latha ES
5. Rajina P.V
6. Praveen Mathan
7. Johny M.V
8. G. Prankumar
9. Dr. Sugathia P

Decisions Taken:

- 1) Decided to nominate Latha ES and Johny M.V. as coordinators for SSP and WWS programmes. A Monitoring Committee for both these programmes will be constituted for monitoring the activities of SSP and WWS.
- 2) Two Saturdays will be working days to compensate the holidays in connection with the imminent weather (declared by the collector). 29/9/18 will work with Thursday's order. 29/10/18 will work with Friday's order.
- 3) Malpractice to be strictly avoided. Students to be told about the consequences.
- 4) Continuous Absence to be reported to the office. And the names to be removed from the rolls.
- 5) AQAR to be prepared at the earliest and uploaded by QAAC coordinator.
- 6) Council has decided to send three representatives to meet the manager and do things immediately that are needed urgently for the examinations.

College Council meety held on 8/10/2020 at 11:30 am at Principal's Room.

Members Present:

1. Principal
2. HoD English
3. P.C. Pushpalatha (member)
4. Dr. Pramida K
5. Dr. Sugathia P
6. Dr. Shrijina V
7. Rajina P.V
8. Praveen Mathan
9. Johny M.V
10. Pranjitha V.V
11. Deepa Mohan
12. G. Prankumar
13. Rajasree K
14. Mohalaxham T.K

Decisions:

1. Online classes are being conducted as per Government Order.
2. The issue regarding WiFi connectivity will be resolved as early as possible.
3. The Council has decided to seek quotations for the conduct of classes through an Online Content Platform (Google meet / moodle etc).
4. All necessary steps will be taken for the oncoming University Exam in this College.

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Meeting

College Council Meeting held on 4/1/2022 at 1:30 am in Principal's Room.

Members Present:

1. Latta E.S.
2. P.C. Pappalatha
3. Dr. Syalappa
4. Rajasree.K
5. Dr. Shijina.V
6. Rejine P.V
7. Deepa Mohan
8. Prajitha.V.V
9. Phallextran J.K
10. Franco Mathew
11. Johnny.M.V
12. Dr. G. Ramkumar

Decisions

1) Regarding the appointment of guest lecturers since a clarification is awaited from the DD, the Principal and the Council has decided to appoint faculty by paying them 5000/- per month per head until further orders come. The appointed faculty will not have any claim whatsoever to the appointment of guest teachers at a later stage. They are also to complete the syllabus of the 2<sup>nd</sup> & 3<sup>rd</sup> semesters. The same amount will be paid from the PTA account.

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Meeting

An urgent meeting of the College Council convened in connection with the untoward happenings in connection with the scrutiny of nominations for the elections to be held on 27/10/2022.

Members Present:

1. Latta E.S.
2. Sunil Kumar M.P
3. Dr. Uvais M
4. Dr. Rajasree.K
5. Johnny.M.V
6. Dr. Shijina.V
7. VARSHA.K
8. Dr. Swapna Antony
9. Rejine.P.V
10. Deepa Mohan
11. Prajitha.V.V

Decisions taken:

The elections scheduled for 27<sup>th</sup> October has been put off. Depending upon the further circumstances, decision will be taken. Election put off in view of the violence that has taken place in the campus. The matter has been referred to the University.

Latta E.S.  
27/10/2022

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College Council meeting held on 13/3/2023 to ratify the decision to utilize P.D account for purchase of books for the Library.

Members Present:

1. Latta E.S.
2. Dr. Pramida.K
3. Sunil Kumar M.P
4. Varsha.K
5. P.C. Pappalatha
6. Dr. Uvais.M
7. Shethi Chandrakaran
8. Johnny.M.V.
9. Deepa Mohan
10. Prajitha.V.V
11. Phallextran.J.K
12. Dr. Swapna Antony
13. Dr. Rajasree.K

Minutes:-

- 1) The Council has decided to ratify the decision of withdrawing Rs 350,000/- for the purchase and maintenance of library books.
- 2) Also to withdraw 50,000/- for the purchase of medical kit.
- 3) To wind up the classes by 15/3/2023 for final years.

Latta E.S.  
13/3/2023

College Council meeting convened at 12:30 pm.

Members Present:

1. Latta E.S.
2. Johnny.M.V.
3. Rejine.P.V
4. Dr. Swapna Antony
5. Dr. Uvais.M
6. Prajitha.V.V
7. Deepa Mohan
8. Shethi Chandrakaran
9. Franco Mathew

Sevoni has been implemented with the Govt's support. The clinical psychologist Greetha Grapadheran will be in the Campus on Tuesdays and Thursdays. A separate room with necessary furniture and stationery will be provided. Students of B.A. History/M.A. History/B.A. Polity and BA Malayalam can visit the Counseling Centre on Tuesdays and BBA/B.Com/M.Com and B.Sc Maths will avail of the services on Thursdays. Any other students who want the service can contact the psychologist and meet her at any time.

Latta E.S.  
22/8/2023