



# MILAGRES COLLEGE

Kallianpur – 576 114, Udupi District, Karnataka

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## Staff Council Meetings

Staff council meeting was held on 7<sup>th</sup> October 2017 at 10.00 am in the A.V. Hall. Principal Dr. Vincent Alva chaired the meeting. Before commencing the meeting, Principal gave the invigilators guidelines to be followed by the staff members during the university examinations.

The following resolutions and discussions were made.

Agenda 1: Evaluation of activities by the Deans:

- \* The Deans of Science, Humanities, Literature Commerce and Management and Post graduate departments briefly presented the various activities undertaken and an overall critical evaluation of various activities undertaken were made.
- \* It was suggested to have activities in connection with or in line with IQAC which will benefit the students and also to channelise the activities in such a way that students get practical training.

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Agenda 2: Observation by the Principal.  
\* Congratulated all the Deans and convokers of various associations and calls for organising various fruitful programs.

\* offered condolences towards ~~the~~ <sup>the</sup> Anupama Togi on the sad demise of ~~her sister~~ Prathima Togi; sister of Mrs. Anupama Togi

\* Congratulated Dr. Heald Monis for bringing out VI semester Indian Corporate Law text book.

\* Thanked Prof. Melwin C Rego who collected 226,000 from his friends to meet the fees of the students.

\* Thanked the staff members for their co-operation in Teachers' Day Celebration organised by the management.

\* Thanked Dr. Heald Monis for towards II Internal Examinations which went on very smoothly and the number of absences were also very less. It was suggested to have only one re-exam for both the internal examinations.

\* Thanked Ms. Ashmita Core, Mrs. Sheryl, Mr. Karthik, and Mr. Sandeep for their assistance in the residential camp for

SWE members and also thanked Mr. Nisha Chetka towards the residential camp for AIEUF members which were held at Manasa, Pamboor.

\* Principal showed his happiness towards the success of Alumni meeting, Blood Donation camp, co-operative society Annual General meeting, and IBAC staff training programmes and thanked the respective convenors.

\* Principal informed the house about the availability of U.G.C. funds for the reconstruction of building, women's hostel, outdoor and indoor stadiums.

\* Thanked the services of Mr. Shawn Andrade for his assistance in uploading the website.

\* Principal requested the Deans to assist towards the attendance and discipline of the students.

\* Thanked the services of Campus Director and placed on record the services rendered by him as a campus Director and also explained to the house about the role of the Campus Minister and requested the co-operation of all.

- \* Regarding Value Education classes, Principal informed to conduct it very systematically.
- \* Informed the house regarding the dates of issuing hall tickets to the students and requested the concerned staff to be present on those dates.
- \* Towards 40 hours' workload, Principal clarified the Joint Director's letter and requested the staff to distribute tutorial work.
- \* Informed the staff to submit the work diaries on time.
- \* Requested the staff to organise programs for P.U. students and also to visit their classes.
- \* Requested the staff to visit library and sign the watch register.
- \* Regarding bringing the mobile phones by the students, it was decided not to allow unless they follow the procedure.
- \* While organising any programmes, Principal requested the staff to get the visitors' book signed by the resource persons.

- Agenda 3: Planning for the next semester:
- \* It was decided to hold sports day during the first week of January.
  - \* Informed the house that Alumni General body meeting will be held on 4<sup>th</sup> Nov. 2017 at 3.30 p.m.

Agenda 4: Any other matter:

- \* Requested the house support Mr. Vithyananda who will be contesting in Teachers' constituency and wished him well.
  - \* Requested the staff to bring eminent personalities to the college.
  - \* Regarding discretionary holidays, it was decided to follow the previous practice until any written order is received from the department.
- Principal thanked everyone and the meeting was concluded.

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Principal

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Secretary

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## Staff Council Meeting - 7-2-2018. Minutes.

Staff Council meeting was held on 7<sup>th</sup> Feb. 2018 at 3.15 p.m. in the A.V. Hall. Principal Dr. Vincent Alva chaired the meeting.

The following discussions and resolutions were made.

Agenda 1: Briefing the activities by the Principal:

- \* Principal expressed his happiness towards visit to neighbouring P.U. colleges by the staff.

- \* Expressed his happiness towards the success of RTI programme by SC/ST cell, Vidhyarthi Sabha, street show by P.G. departments.

- \* Briefed about his meeting with ATACHE, Delhi

- \* Towards malpractice in Internal Examinations it was decided to charge a fine of ₹100/- and to display the names on the notice board.

- \* Regarding attendance shortage, it was decided to consider the attendance of participation in sports, cultural and extra-curricular activities and so it was

decided to give the list of such student to the office.

\* Informed the staff to give the details of the activities to be included in the College Annual report at the earliest.

\* Informed the staff to keep the documents of the activities conducted, in the prescribed manner.

\* Showed his happiness towards various certificate courses conducted by various departments and also informed to underletce at least one certificate course by every department next year onwards.

\* Principal also informed that every student should undergo at least one certificate course next year and it is to be filled up in the application form itself.

\* Informed that Monsignor B. J. D'Souza Inter-collegiate elocution competition is on 10<sup>th</sup> February, and our college is the centre for KPSC exam which will be held on 11<sup>th</sup> Feb. 2018.

\* Prof. Sophie Dies briefed about the discussions of college magazine committee and requested the staff to give at least one article department wise and also

Date

requested the staff to motivate the students to write articles, poems, short stories, interviews etc.

\* Towards Research Journal, Principal informed that Rev. Fr. Dr. Prekash Anil Castelino is nominated as Editor of our bi-annual, multi-lingual Research Journal and requested the staff to contribute research articles by mid of March.

\* Informed the staff to submit the Aadhar number and EPIC number to the office at the earliest.

\* Towards staff picnic, Prof. Joseph Fernandes and Mrs. Shylit Mathias were made incharge to make arrangements for the same.

Agenda II: College Day.

College Day is fixed on 2nd March and it was decided to invite Rev. Fr. Dionysious Vaz, Rector of St. Alloysius Mangalore as the Chief Guest. It was also decided to hold the farewell programme to the retired H.O.D of English, Prof. Cyril Mathias in the same programme.

Agenda III: Prize Distribution

It was decided to hold prize distribution programme after the college Day.

Agenda IV: IQAC Seminar:

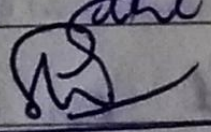
Dr. Jayaram Mettigar briefed about the IQAC seminar which will be held on 16<sup>th</sup> March 2018 and informed that Mr. Clement D'Souza, Vice-Principal St. Joseph's College, Bangalore will be the resource person.

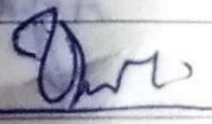
Agenda V: Any other matter:

\* offered condolences towards the sad demise of Mrs. Yamuna, grand mother of Mrs. Radhika Patkar.

\* Congratulated Mrs. Rekha U., Librarian towards the success of library seminar on ALIST - INFLIBNET.

Staff secretary thanked everyone and the meeting was concluded.

  
Secretary

  
Principal

# Staff Council Meeting - 22-2-2018 Minutes.

Staff council meeting was held on 22<sup>nd</sup>  
Feb-2018 at 3:30 p.m in The A.V. Hall.

Principal Dr. Vincent Alva chaired the  
meeting.

The meeting was held to discuss

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the preparations of the College Day Celebrations. Discussions were made towards the formal as well as cultural programmes. Discussions were made regarding felicitating the retired H.O.D. of English, Prof. Cyril Mathias, Guests of Honour Mr. Bhaskar Naik and Rev. Fr. Jephrem Monis, sports achievers, NCC and Rovers and Rangers achievers and staff achievers. It was decided to release newsletter 'Voice of Milagres' in the same programme. Food committee was made with Prof. Subramanya Joshi as the convener, Dr. Jayaram Shettigar, Mr. Karthik Nayak, Mr. Ravinandan, Mr. Nagarkar, Mr. Nagarkar and Mr. Ganesh as members. Discussions were made about the screening of cultural items like Dances, Skits etc.

Staff Secretary thanked everyone and the meeting got ended.

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Date 22/12/2018

## Staff Council Meeting Minutes.

The staff council meeting was held on Saturday 22<sup>nd</sup> <sup>December</sup> ~~September~~ 2018 at 11:30 am in the A.V hall. Principal Dr Vincent Alva chaired the meeting.

Before commencing the meeting Prof Melwin C. Rego gave the Christmas message of truth, peace, love and brotherhood. Christmas party was arranged by the Principal for teaching and non teaching staff. Following discussions and resolutions were made in the meeting.

Agenda 1: Briefing the activities by the Principal.

- \* Principal requested the IQAC coordinator to arrange IQAC program.
- \* Principal gave the details of U.G.C. team inspection of outdoor stadium and the progress of work regarding that.
- \* He informed that new regulations regarding the discipline of the college will be implemented from 2<sup>nd</sup> week of

January

- \* He requested the staff members to enter the classroom by 9.25 AM and to close the door after the player
- \* He requested Dr Herald Monis to explain the students about credit course marks once again
- \* He requested informed IQAC coordinator Dr Jayaram Shettigar and assistant IQAC coordinator Mrs Savithri to maintain mentoring system records.
- \* Principal expressed his happiness about the visit of staff members to neighbouring P.U. colleges to motivate the students to get admitted to Milagres College for degree courses.
- \* He thanked all teaching and administrative staff for their cooperation in meticulously conducting of University semester exams.
- \* He informed that according to the circular from the education dept, sem exam duties cannot be

transferred entirely but can be interchanged.

- \* Regarding malpractice, Principal suggested the invigilators to check the students properly and it is the duty of teachers to see that such cases do not happen in future.
- \* He thanked B.C.A. teachers Mrs Wilma, Mrs Jayalakshmi, Mrs Haseena for taking classes one week earlier.
- \* He congratulated newly married lecturer Mrs Haseena.
- \* Principal thanked Mrs Wilma Fernandes, Alumni of our college for conducting two weeks skill development program for final B.Com. students.
- \* Principal expressed his anxiety towards the health of office staff Mr David and prayed for his speedy recovery. He also expressed his happiness towards the recovery of the Correspondent of Milagees college V. Rev. Fr. Lawrence. C. D'Souza from illness.
- \* He informed that library will be renovated and furniture will be changed by the help of Alumni.

- Date
- \* He informed that annual NSS camp is inaugurated and its volunteers are participating in it. He requested the staff members to participate in it actively.
  - \* He informed the staff that attendance entering will be made online.

- \* Principal ~~inst.~~ insisted the staff members to take <sup>the</sup> class even if the student strength is less and attendance should be taken.

- \* He suggested the staff members and the head of the depts to study the choice based credit system which will be implemented from next semester.

- \* Principal expressed his ideal idea of arranging alumni meet at Bangalore, Dubai, etc.

Agenda II: Fixing the calendar events.

- \* It was decided to hold various events of the college on the

Date \_\_\_\_\_

following days:

1. Sports Day - 11<sup>th</sup> and 12<sup>th</sup> of January.
2. College Day - on ~~Mar~~ 8<sup>th</sup> of March.
3. Traditional Day - on 23<sup>rd</sup> March (Saturday)
4. Prize distribution day on 29<sup>th</sup> March  
afternoon (Friday).

\* Dr Herald Monis informed that first internal exams will be conducted from February 4<sup>th</sup> to Feb. 6<sup>th</sup> and 2nd internal exams will be conducted from 18<sup>th</sup> March to 20<sup>th</sup> March.

Agenda III : Any other matter.

\* IQAC coordinator Dr Jayaram Shettigar informed that a workshop on 'Goal and Objectives' of the college will be held at the time of 1st internals and staff enrichment program will be held at the end of academic year.

\* He expressed his idea of sending S.S.R. proposal of 2017-18 in the month of February. So he requested

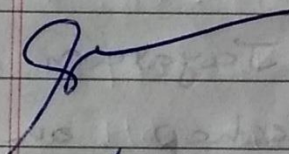
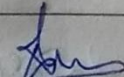
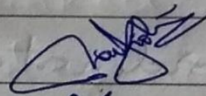
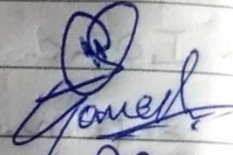
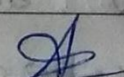
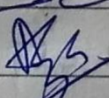
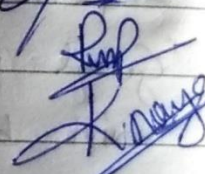
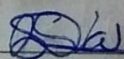
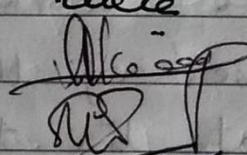
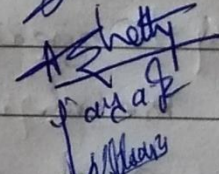
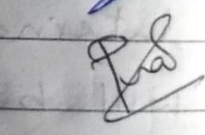
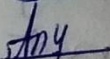
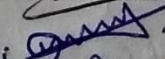
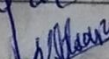
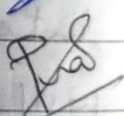

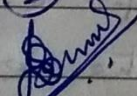
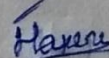


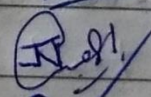

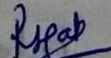

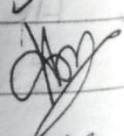

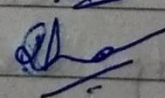

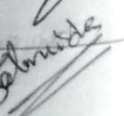
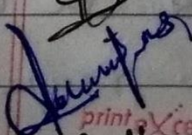
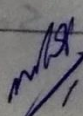
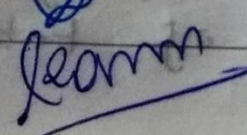
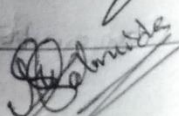
the heads criterion to be prepared for that, by getting supporter documents from other departments.

- \* Principal suggested the staff members to give the personal achievement lists and records to IQAC coordinator and also to keep the records of passed out students.

Staff secretary thanked everyone and the meeting was concluded.

01/02/2019

Principal

			
	Rekha		
			
			
			
Vasija.M			
Aranya			
			
			

Date

# Staff Council Meeting 01-02-2019

## Minutes.

The staff council meeting was held on Saturday 1<sup>st</sup> February 2019 at 3.30 p.m. in the A.V. Hall. Principal Dr Vincent Alva chaired the meeting. Meeting began with the prayer by Rev. Fr. Prakash Anil Castelino. Following discussions and resolutions were made in the meeting.

Agenda - 1. Briefing the activities by the Principal.

- \* Principal asked Sae-office staff Sweeney to circulate the informations about credit course.
- \* He asked to give suggestions about new sample racks and tables in the library.
- \* Principal said that rules regarding the entry of the students to the campus must be regulated.
- \* He informed about his visit to Dubai to participate in Alumni meeting.
- \* Principal welcomed Rev. Fr. Dr Prakash Anil Castelino to the college as a

Asst. Professor

Lecturer in the dept of Chemistry.

\* He informed that Mr Ankilth is <sup>as a system</sup> employee of our college now.

Supervisor.

\* He congratulated ~~Convenor~~ of Sports Mr. Nikhil D'Souza, Convenor of sports day for sports day activities.

\* He expressed his happiness about NSS annual camp and thanked Mr Ravinandan and Mrs Anupama Jogi for that.

\* He thanked Prof Annamma and Dr Herald Monis, conveners of SWC for the smooth conduct of annual retreat.

\* He also thanked Mr Nagaraj for Republic day celebrations.

\* He requested Mrs Clara Meneses to take necessary steps regarding selection of uniforms for next semester.

\* Principal requested the staff members to conduct association activities.

\* He congratulated M.com students for <sup>their</sup> fruitful visit to Mumbai

to visit RBI, SEBI.

- \* He thanked Mr Jayaprakash Shetty Alumni of the college for arranging lunch to those students.

### Agenda - II - Discussion about results.

- \* He requested the staff to conduct remedial coaching classes for weak learners and to encourage highest scorers to get rank.
- \* He discussed about 1<sup>st</sup> internal exams which will be held from 11<sup>th</sup> February to 14<sup>th</sup> February and exams on 18<sup>th</sup> February.

### Agenda III College day celebrations.

- \* Discussions were made about fixing the chief guest and guest of honour for college day.
- \* Discussions were made also about farewell program of Prof Subrahmanya Joshi on that day and also about felicitations to sports achievers and

achievers of various activities of the college.

\* Discussions were made about cultural program.

Agenda IV : Any other matter.

\* It was decided to remind the students not to bring mobile phones to the college.

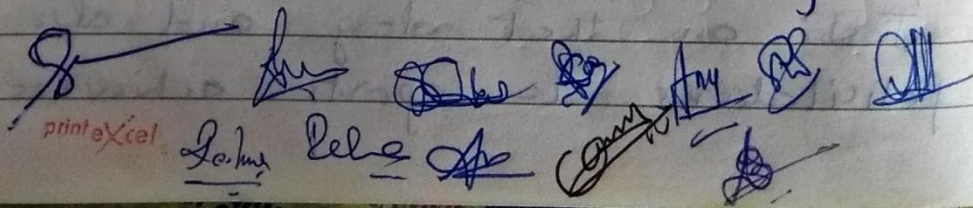
\* It was decided not to relax the rules regarding entry of the students to the college in future.

\* Principal informed that he and Rev. Fr. Dr. Prakash Anil Costello will attend the conference at Jabarlha in the month of March and Fr. Prakash will present a paper there.

Principal thanked everyone and the meeting was concluded.

Date 5/3/2019.

Principal



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## Staff Council Meeting 01-01-2020 Minutes

Staff Council meeting was held on 01-01-2020 Wednesday at 3.30 P.M. in the A.V. Hall. Meeting began with the prayer by Rev. Fr. Dr. Anil Prakash Castelino and he gave the message of New year. Principal Dr. Vincent Alva welcomed the staff.

Principal rendered his prayers towards the family of Late David Crasta, the office staff and thanked for his sincere work.

The following discussions and resolutions were made in the meeting.

Agenda 1 : Briefing the activities by the Principal.

\* Principal thanked Mr Sandeep Shetty of English dept. for his service and said that his work service will be remembered.

\* He welcomed Mr Ceaser Gonsalves, newly appointed lecturer to the English Dept, congratulated Rekha Madam and thanked her

for Sweets.

\* He thanked office staff and teaching staff for their cooperation in smooth conducting of university semester examination.

\* He gave necessary instructions about semester exam duties.

\* He expressed his happiness about NSS Annual Camp and thanked NSS coordinators Mrs Anupama Jogi, Mr Melroy, Mr Ravinandan for that.

\* He suggested NSS coordinators not to send seniors to the camp.

\* He thanked the staff who visited the camp and supported financially.

\* He thanked Fr Dr. Anil Prakash for value education classes and retreat.

\* He expressed his happiness over grand success of MPL match and thanked all organizers, Alumni and Physical director, Mr Nikhil, the staff, and Mrs Anupama Jogi for prayer song.

\* He gave the details of fund collection for that and thanked Mr Allen Lewis, the Alumni for the support.

- \* He requested the staff to maintain bridge course, remedial coaching, advanced learners coaching records.
- \* He gave necessary instructions about internal assessment marks.
- \* He said that NSS, NCC students will be given a proforma for recording the leaves and asked the staff to insist on the leave notes.

### Agenda II - Planning for the Semester.

- \* Calender of Events was discussed and recorded as follows:

- (1) Sports day - 10<sup>th</sup> and 11<sup>th</sup> <sup>January.</sup> ~~January~~  
(Friday and Saturday)
- (2) I<sup>st</sup> internal Exams: from February 8<sup>th</sup> to Feb. 12<sup>th</sup>. and re exams from 15<sup>th</sup> February.
- (3) II internal exams from March 14<sup>th</sup> to March 18<sup>th</sup>, Reexams from 21<sup>st</sup> March.
- (4) College Day on 7<sup>th</sup> March (Saturday)
- (5) Traditional Day and Prize distribution day on 28<sup>th</sup> March Saturday.
- (6) Last working day on 11<sup>th</sup> April.

\* Discussions were made about guest for sports day. Principal said that Physical Director Mr. Nikhil will distribute duties for sports day.

\* It was decided to conduct internal assessment exams in the old system itself.

\* Principal requested the staff to conduct National, State, University level seminars. He also requested the staff to present research papers in various seminars.

### Agenda III . AQAR Report.

\* IQAC coordinator Dr. Jayaram Shettigar presented AQAR 2019.

The soft copy of AQAR also mailed to all members of the staff. AQAR has been accepted by the staff council.

\* Principal appreciated the work of IQAC AQAR coordinator Dr. Jayaram and the Heads of 7 criteria.

\* Dr. Jayaram Shettigar briefed the changed rules for uploading

AQAR and discussed about applying for NAAC assessment.

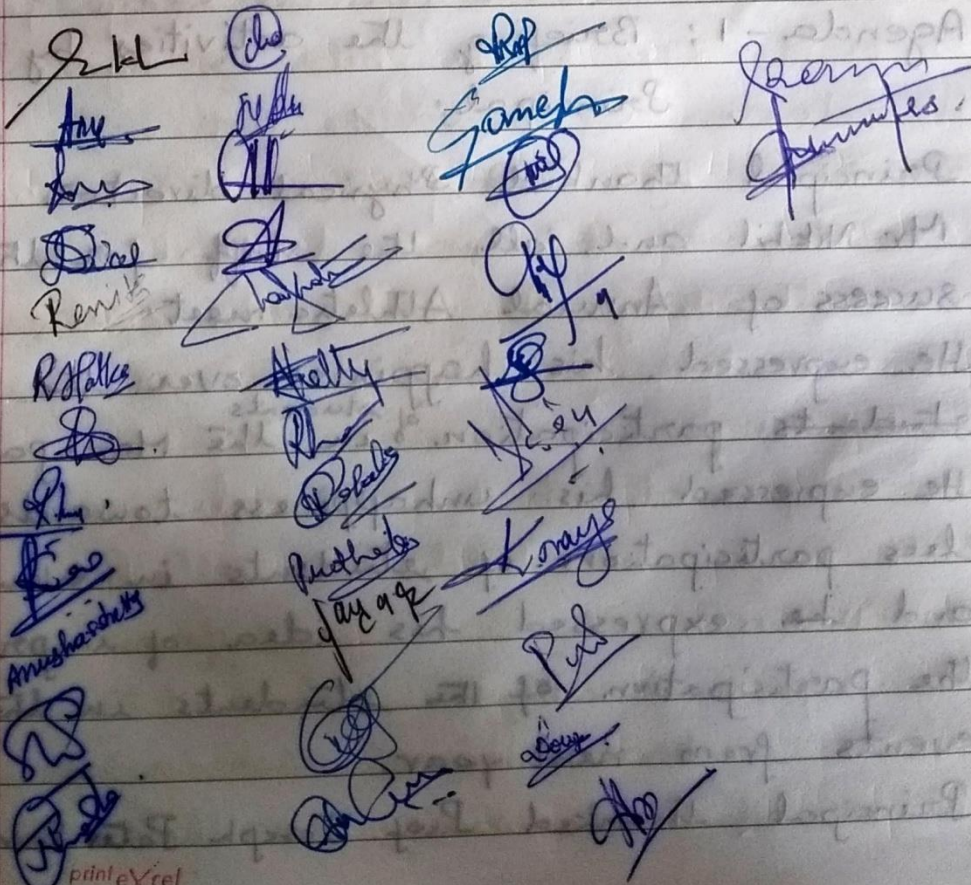
\* He discussed about major changes in the S.S.R.

\* He requested the staff to involve in NAAC work.

Staff secretary Dr. Surekha thanked the staff and the meeting was concluded.

Date 13-01-2020

*Dr.*  
Principal,



# Staff Council Meeting

07-06-2021

Online			
Date			

Online staff council meeting was held on 07-06-2021, Monday at 11:45 am on Google meet platform. Principal Dr. Vincent Alva prayed for the well being of the staff and their family during this pandemic and welcomed the staff.

Following discussions were held in the meeting.

\* Principal congratulated and thanked Commerce Association for conducting various activities <sup>on online mode.</sup> He expressed his happiness about the program on stock exchange. He thanked Mrs Clara Menezes for encouraging the students to participate in various competitions conducted by the dept and he also thanked Mrs Shylet Mathais, Dean of Commerce faculty and staff members.

\* Principal thanked NSS coordinators, Mrs Anupama Jogi and Mr Nelson for organizing programs on covid awareness, World environment day etc.

\* Principal informed about the newly constructed well and thanked everyone.

\* He informed about the work done in the campus such as cutting the branches of trees etc.

Agenda 1 :- Online classes.

\* Principal expressed his happiness over online classes which was started on

10<sup>th</sup> of May.

- \* He informed to conduct first internal exams from 28<sup>th</sup> of June and instructed Mrs Poornima, the examination coordinator to do the needful.

Agenda II : Credit Course classes.

- \* Principal informed Physical Director, librarian and other lecturers who are incharge of credit course activities to give assignments to students and to have the online record of the same.
- \* Principal asked the other associations to conduct activities.
- \* Principal discussed about elective and open elective classes.

Agenda III : Admission to first year degree courses.

- \* Principal said that brochure for the admission to the college is ready and PRO Ravinandan has posted online admission information. He requested the staff to circulate it.

Agenda IV : IQAC report.

IQAC coordinator Dr Jayaram Shettiger informed about the presentation done

by four criteria heads. He requested the other criteria heads to present them as soon as possible.

Agenda V : Any other matter.

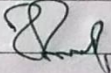
\* Principal discussed about the salary of Management staff and gave the details of it.

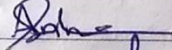
\* He also reminded the staff to fill the online gradation list.


\* Principal expressed his deep condolences over the sad demise of Mr Gopalakrishna Biadya, the retd. staff of library. He prayed for the eternal rest of the departed soul.


Dr Surekha, the staff secretary thanked every one and the meeting was concluded.


Date 07-06-21

Principal. 

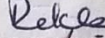
Mrs Surekha - 


Mrs Harinalakshi - 


Mrs Annamma - 

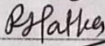
Mrs. Shylkt Mathial - 

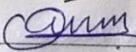
Mrs Sophia Dias - 

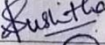
Mrs. Rekha U - 

Mrs. Roshma - 

Mrs. Anupama, M. Jogi - 

Mrs. Radhika Patkar - 

Mrs. Chandrika - 

Ms. Sushmita - 

Mrs. Chaitra U - 