



BASELIUS COLLEGE

KOTTAYAM - 686001

NAAC REACCREDITED WITH A++ CGPA 3.51

AFFILIATED TO MAHATMA GANDHI UNIVERSITY

ANNUAL QUALITY ASSURANCE REPORT (AQAR)


2022-23





6.1.1

The governance of the institution is reflective of and in tune with the vision and mission of the institution





SUPPORTING DOCUMENTS

1. Vision and Mission photographs
2. Management committee details
3. Copy of PTA executive committee reports
4. Copy of Staff meeting reports
5. Copy of college council meeting records

Vision and Mission photographs



Baselius College, Kottayam

VISION

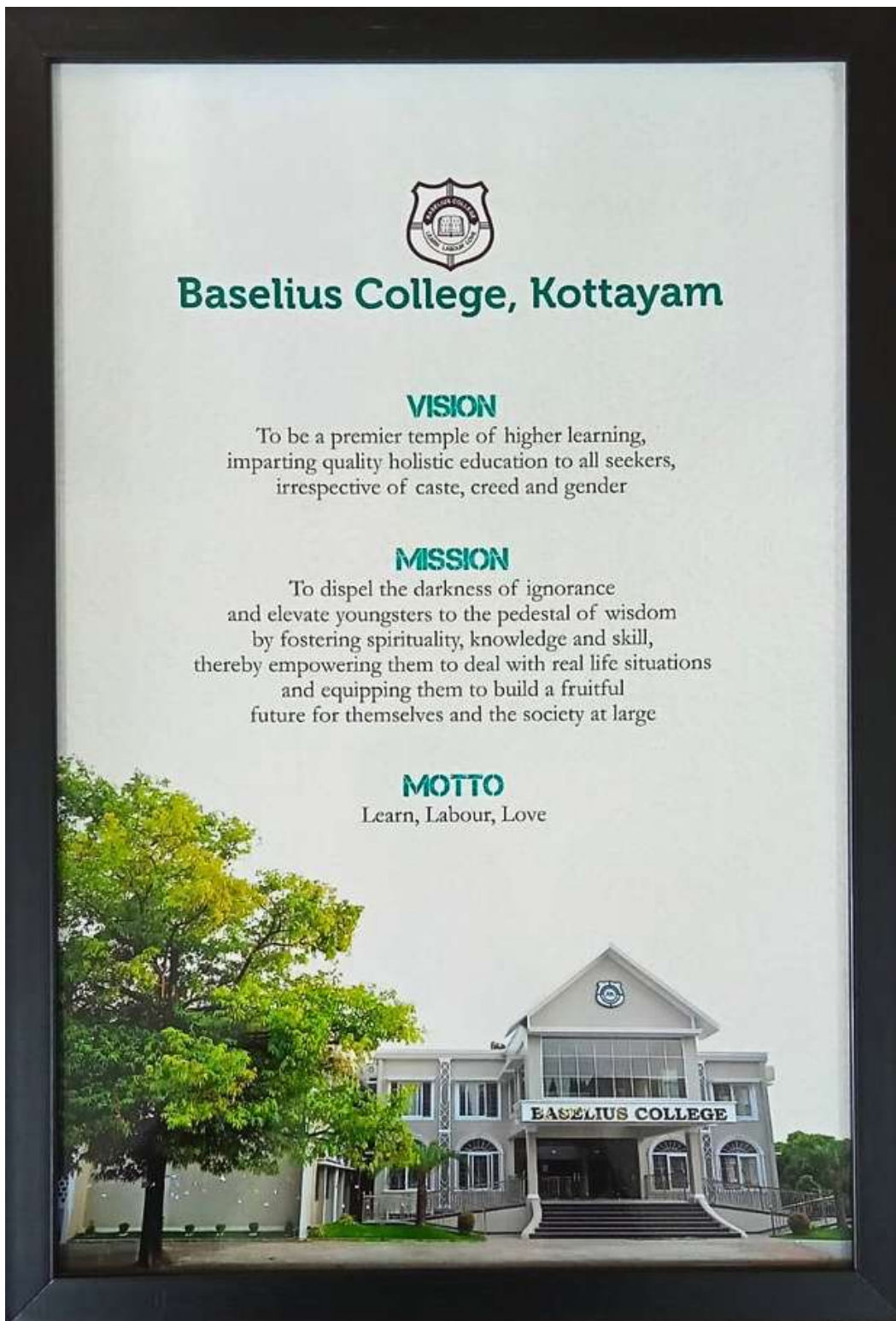
To be a premier temple of higher learning,
imparting quality holistic education to all seekers,
irrespective of caste, creed and gender

MISSION

To dispel the darkness of ignorance
and elevate youngsters to the pedestal of wisdom
by fostering spirituality, knowledge and skill,
thereby empowering them to deal with real life situations
and equipping them to build a fruitful
future for themselves and the society at large

MOTTO

Learn, Labour, Love



Management Committee Details 2022-23

4.3 GOVERNING BODY

4.3.1 MANAGEMENT

- **EDUCATIONAL AGENCY**
H.H. Baselios Marthoma Mathews III
Catholikos of the East and Malankara Metropolitan.
Ph: 0481- 2570569, 2578500
- **MANAGEMENT**
Corporate Management of M.O.C Colleges,
Devalokam P.O., Kottayam,
Ph: 0481 -2573533
- **MANAGER, M.O.C. COLLEGES**
HG Dr. Zacharias Mar Aprem Metropolitan
Ph: 0481 -2573533, 9447184303
- **SECRETARY, M.O.C. COLLEGES**
Dr. M. E. Kuriakose Ph: 9447101513
- **PRINCIPAL**
Prof. Dr. Biju Thomas Ph: 9447214457
- **BURSAR**
Dr. Joy Markose Ph: 9447356001



4.3.2 LOCAL MANAGEMENT COMMITTEE

1. H.H. The Catholicos of the East & Malankara Metropolitan
Ph: 0481-2570569, 0481-2578500 (President)
2. Mr. A. Jacob Oppoottil, Kottayam-1 Ph : 9847048953
3. Mr. Alexander Oommen, Thadathilparambil, Kottayam-1
Ph: 93887944177
4. Prof. P.K.Kurian, Plammoottil, Manganam P.O, Kottayam.
Ph: 2574131, 9447174131
5. Prof. Cherian Thomas, Panikkaruveedu, S.H.Mount. P.O, Kottayam.
Ph: 2311166, 9447123111
6. Prof. K.C George, Kakkarothu House, Thazhathangady P.O., Kottayam
Ph: 9846663260
7. Rev. Fr. Dr. Johns Abraham Konat, Principal Secretary to H.H. The
Catholicos of the East. Ph: 9447173133
8. Rev. Fr. P.A. Philip, Catholicate Aramana, Devalokam. Ph: 9496155461
9. Prof.Dr. Biju Thomas, Principal, Baselius College (Secretary)
Ph: 9447214457
10. Dr. Joy Markose, Bursar, Baselius College, Kottayam
Ph: 9447356001, 2571121

5 AT THE HELM IN THE PAST

5.1 MANAGERS

H.G. Mathews Mar Ivanios Metropolitan	(1964 -1979)
H.G. Daniel Mar Philexinos Metropolitan	(1979 -1982)
H.G. Mathews Mar Barnabas Metropolitan	(1982 - 1992)
H.G. Philipose Mar Eusebius Metropolitan	(1992 - 2003)
H.G. Dr. Yakob Mar Irenaios Metropolitan	(2003 - 2007)
H.G. Kuriakose Mar Clemis Metropolitan	(2007 - 2012)
HG Dr. Thomas Mar Athanasius Metropolitan	(2013 - 2022)

5.2 PRINCIPALS

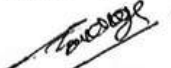
Dr. A.P. Mani	(1964-1982)
Prof E. J. John	(1982-1988)
Prof. M.J. Thomas	(1988-1995)
Dr. Alexander Karakkal	(1995-1996)
Prof. K.P. Joy	(1996-1998)
Prof. P.C. Alias	(1998-2000)
Prof. E. John Mathew	(2000-2005)
Prof. Jacob K. Mathew	(2005-2006)
Prof. Fr. E.M. Philip	(2006-2008)
Prof. Jacob Kurian Onattu	(2008-2015)
Prof. Alexander V. George	(2015-2017)
Dr. Jancey Thomas	(2017-2019)

PTA executive committee reports 2022-23

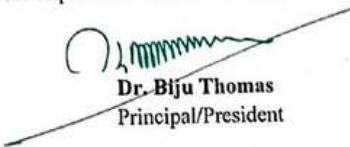
BASELIUS COLLEGE, KOTTAYAM.
Parent Teacher Association 2022- 2023

Notice

A meeting of the PTA executive committee (2022-23) of Baselius College, Kottayam will be held at 3.00pm on 3rd March 2023 at Harmony Lounge. You are requested to attend the same.


Dr. Anit M. Thomas
Secretary








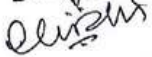



Dr. Biju Thomas
Principal/President

01/03/2023

- Agenda
1. PTA General body (2022-23)
 2. PTA Scholarship
 3. Other matters permitted by the chair

PTA Executive Committee Members

1. Prof. (Dr.) Biju Thomas (President)
2. Mr. Anuroop Kumar P K (Vice President) 
3. Dr. Anit M Thomas (Secretary) 
4. Ms. Rachel George (Joint Secretary)
5. Ms. Jaimy Sarah Jacob (Treasurer) 
6. Dr. Jyothy Susan Abraham (Teacher Representative) 
7. Dr. Sheeba Joseph (Teacher Representative) 
8. Dr. Vidya Merlin Varghese (Teacher Representative) 
9. Prof. Saju Elias (Parent Representative) 
10. Mr. Vivin Andrews (Parent Representative) 
11. Ms. Shiny Sumod (Parent Representative)

PTA executive committee reports 2022-23

Baselius College, Kottayam

Minutes of the Executive Committee Meeting 03/03/2023, Friday 2.00 PM

The PTA executive meeting (2022-23) was held on 03/03/2023, Friday 2.00 PM in Melody chamber.


The following members were present in the meeting.


1. Prof. (Dr.) Biju Thomas (President)
2. Mr. Anuroop Kumar P K (Vice President)
3. Dr. Anit M Thomas (Secretary)
4. Ms. Jaimy Sarah Jacob (Treasurer)
5. Dr. Jyothi Susan Abraham (Teacher Representative)
6. Dr. Sheeba Joseph (Teacher Representative)
7. Prof. Saju Elias (Parent Representative)
8. Mr. Vivin Andrews (Parent Representative)

The meeting started with a silent prayer. Dr. Jyothi Susan Abraham, PTA Executive Committee Member delivered the welcome speech. Dr. Anit M Thomas Secretary presented the minutes of previous meeting. Prof. (Dr.) Biju Thomas, Principal and PTA President presided over the meeting. Dr. Biju Thomas mentioned the academic as well as general requirements of the college and pointed the thrust areas.

It was decided to conduct PTA General Body on 18/03/2023 Saturday at College Auditorium and thereafter the class PTAs in the respective Departments. The PTA executive was pleased to give the PTA scholarships to the class toppers in the General Body meeting. It is also decided to purchase live streaming accessories under the PTA project additionally.

Mr. Anuroop Kumar P K., PTA Vice –President expressed his appreciation on the general functioning of the college and activities carried out by the PTA. Dr. Vidya Merlin Varghese, proposed vote of thanks. The meeting ended by 3.45pm.


Dr. Anit M. Thomas
Secretary


Prof. (Dr.) Biju Thomas
Principal/President

Proposed by - Sri Vivin Andrews.
Seconded by - Sri Anuroopkumar P.K.

PTA executive committee reports 2022-23

Baselius College, Kottayam Parent Teacher Association 2022- 2023

Notice

A meeting of the PTA executive committee (2022-23) of Baselius College, Kottayam will be held at 2.00pm on 25th November, 2022 at Harmony Lounge. You are requested to attend the same.


Dr. Anit M. Thomas

Secretary


Dr. Biju Thomas

Principal/President

Agenda

1. Budget (2022-23)
2. Other matters permitted by the chair

PTA Executive Committee Members

1. Prof. (Dr.) Biju Thomas (President)
2. Mr. Anuroop Kumar P K (Vice President) 
3. Dr. Anit M Thomas (Secretary) 
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PTA executive committee reports 2022-23

Baselius College, Kottayam

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The first PTA executive meeting (2022-23) was held on 25/11/2022, Friday at 2.00pm in Melody chamber.

The following members were present in the meeting.


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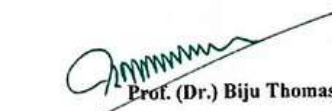
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As per the instructions of the SHO of East Police Station, Kottayam, a meeting of the representative from different student organizations and PTA executive members was held in the presence of Dr. Manoj Narayanan K S, (Returning officer, College, Union Election) to prevent any kind of mishaps during the college Union election on 29/11/2022.

The PTA executive members effectively communicated with the student representatives and sought assurance from the students that they won't resort to any undesired activity on the day of the election as well as on the days preceding and succeeding the election. The students gave their sincere assurance to the PTA executive members.

Mr. Anuroop Kumar P K., PTA Vice -President expressed his appreciation on the general functioning of the college and activities carried out by the PTA. Dr. Sheeba Joseph proposed vote of thanks. The meeting ended by 3.45pm.


Dr. Anit M. Thomas
Secretary


Prof. (Dr.) Biju Thomas
Principal/President

Proposed by - Prof. Saju Elias
Seconded by - Sri Vivin Andrews

Baselius College, Kottayam
Parent Teacher Association 2022- 2023

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Dr. Anit M. Thomas

Secretary


Dr. Biju Thomas

Principal/President

Agenda

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2. Other matters permitted by the chair

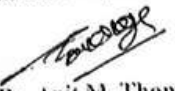
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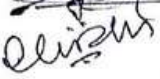



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Baselius College, Kottayam

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Prof. (Dr.) Biju Thomas
Principal/President

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Seconded by - Mr. Vivin Andrews

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Dr. Anit M. Thomas
Secretary


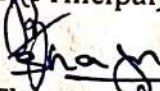





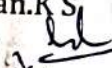
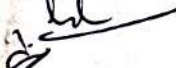





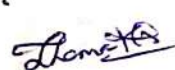





Prof. (Dr.) Biju Thomas
Principal/President

Proposed by - Sri Vivin Andrews.
Seconded by - Sri Anuroopkumar P.K.

College Council Minutes-9th June 2022

Minutes of the college council held at 3.00 pm on Thursday 9th June 2022 in the Harmony Lounge.

Members present

1. Dr. Biju Thomas (Principal) 
2. Dr. Jyothimol P 
3. Dr. M.J.Shaju 
4. Dr. Suma Bino Thomas 
5. Prof. Elsa C Maria Sebastian (HOD in charge) 
6. Dr. Annie Cherian 
7. Dr. Sindu Jones 
8. Dr. Manoj Narayanan.K S 
9. Dr. Linju Ann Jacob 
10. Prof. Jeejamol P M 
11. Prof. Abu Joseph C 
12. Dr. Priya Thampi 
13. Prof. Shibu M George 
14. Dr. Arabhi P. 
15. Dr. Thomas Kuruville 
16. Prof Sany Mary Benjamin(HOD in charge) 
17. Dr. Joy Markose 
18. Smt. Seena R Nair (Librarian) 
19. Mr. Sunni Varghese(Junior Superintendent) 

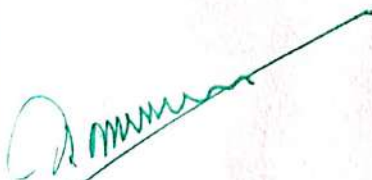
The meeting of the council began at 3.00 pm on Thursday 9th June 2022 in the Harmony Lounge. The principal welcomed all members to the council meeting. Council Secretary Dr.Linju Ann Jacob presented previous council minutes. Dr. Manoj Narayanan K S proposed, and Dr. Suma Bino Thomas seconded the passing of the minutes.

The Council felicitated Rank holders and appreciated the Head of the departments and teachers.


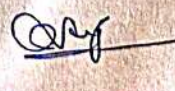
Major Decision

2. The principal suggested identification of probable rank holders and effective use of WWS and SSP and IQAC initiated orientation for bright students.
3. Dr.Shaju MJ is appointed as the Returning Officer for impending College Council Election. The date will be intimated later

4. A plan of action is to be prepared by the joint discussion of dept members and it is to be submitted by 15 June 2022. It should indicate the programme and probable week /month.
 5. Dr. Manoj Narayanan explained about DVV acceptance and spoke about the need for urgent action with regard to Department presentation. He also spoke out National Education Policy preparedness. Principal emphasized the need for class teachers and HoDs to address the issue of NAAC visit thoroughly in classes and conscientize students and also emphasized on communication ability.
 6. Regarding Baselcare, in the council it was decided to move forward with the contribution of this instalment of deferred salary to CMDRF and those teachers who are not interested to do are directed to contribute it to a welfare project for teachers which is to be decided later.
 7. D1 Semester I Internal to be done as Centralized offline written examination on 15, 16, 17th June. Semester IV exams to be conducted by Department by June 30. Common course English and Second Languages to be done on a common day.
 8. Efforts are to be taken to attract students to programmes
 9. Tutorial to be held once in two weeks, on Wednesday between 12.30-1.15pm
 10. Mentoring list is to be prepared by Departments and forwarded to Dr. Sindu Jones.
 10. All programmes organized are to bear the label of IQAC.
 11. The Ph. D thesis, Papers of teachers may be sent to the library as a pdf
 12. Librarian has suggested to hand over the books bought under MRP to the library
- Council Secretary Dr. Linju Ann Jacob proposed Vote of thanks for the meeting and the meeting came to an end by 4.30 pm.


Principal



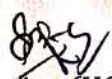

















Council Secretary

Minutes approved and passed
Subject to correction
Proposed by Dr. Sindu Jones 
Seconded by Manoj Narayanan KS 

Baselius College Kottayam
Council Minutes-20th JULY 2022

Minutes of the college council held at 3.00 pm on Wednesday 20th JULY 2022 in the Harmony Lounge.

Members present

1. Dr. Biju Thomas (Principal) 
2. Dr. Jyothimol P 
3. Dr. M.J.Shaju
4. Dr. Suma Bino Thomas 
5. Prof. Elsa C Maria Sebastian (HOD in charge) 
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8. Dr. Manoj Narayanan.K S 
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12. Dr. Sheeja Kuriakose 
13. Dr. Priya Thampi 
14. Prof. Shibu M George 
15. Dr. Arabhi P. 
16. Dr. Thomas Kuruville 
17. Dr. Anisha Mary Mathew 
18. Prof Sany Mary Benjamin(HOD in charge) 
19. Dr. Thara Thomas
20. Dr. Joy Markose 
21. Smt. Seena R Nair (Librarian)
22. Mr. Sunni Varghese(Junior Superintendent) 

The meeting of the council began at 3.00 pm on Wednesday 20th JULY 2022 in the Harmony Lounge. The principal welcomed all members to the council meeting. Council Secretary Dr.Linju Ann Jacob presented previous council minutes. The minutes was approved and passed subjected to corrections by Dr. Sindu Jones and seconded by Dr.Manoj Narayanan K S.

The proposed corrections in the minutes of college council held at 3 pm on 9th June 2022 was in decision number 6. The corrections were made as follows.

*Those who have not contributed to CMDRF shall contribute to **BASEL CARE** and its utilization may be decided later.*

The Council felicitated Dr. Thomas Kuruvilla for being elected to the managing committee of Malankara Orthodox Churches. The council also felicitated the newly elected council members Dr. Anisha Mary Mathew and Dr. Sheeja Kuriakose.

Major Decision

1. The Council elected Dr. Anisha Mary Mathew as council secretary.
2. The following decisions were taken regarding student insurance:
 - a. To go forward with a Group Insurance scheme with an annual premium of Rs 100 for each student that ensure an accident coverage of Rs 25,000/-.
 - b. Premium should be collected during the admission in the case of first year students and class teachers should take initiative to collect the premium from the D2, D3 and M2 Students.

3. Regarding UG/PG Admission

Admission nodal officer Dr. Thara Thomas briefed about the admission procedures

- a. Permanent admission should be conducted in offline mode, and the respective fees will be collected at the college office.
 - b. At least one original certificate of the student must be collected by the department in the case of permanent admission.
 - c. There will be no change in the fee structures regarding department fund and it should be collected during the time of admission.
 - d. Temporary admission will continue in online mode.
- #### 4. Research activities by the department

In the view of NIRF ranking and NAAC accreditation, research output from each department should be enhanced

- a. All PG Departments should be uplifted as research centres.
- b. Efforts should be taken by all non PhD teachers to register for PhD immediately
- c. Faculty members should apply for guideship as soon as they attain the minimum eligibility.
- d. Department should make sure that at least one UGC care list publication by each faculty member is attained every academic year.
- e. Dr. Jyothimol P is nominated as college level research coordinator.

- f. All research related documents should be recommended and forwarded by the Department Head to the college level research co-ordinator.

5. Other matters

- a. Application for letter of recommendation, other certificates of students should reach the office 3 days in advance.
- b. Librarian should conduct awareness class for attracting more students to the college library.
- c. Library advisory committee should take proper steps to improve the smooth and attractive functioning of college library.
- d. PG(SEM 4) offline internal exams to be conducted by department after the ongoing first sem exam.
- e. After semester 4 university exam notification, UG (SEM4) Offline internal exams to be conducted in centralized manner,
- f. All the academic and non-academic programmes scheduled at AP Mani Hall, Mrs Mammen Mappila hall and College Auditorium are to be intimated at the college office in advance
- g. The Principal presented newly constituted IQAC

Chair Person: Dr.Biju Thomas -Principal

Co-ordinator: Jeejamol P.M

Teacher Representatives:

Dr. Jyothimol P

Dr. Manoj Narayanan K.S

Dr. Shaju M. J

Dr. Annie Cherian

Dr. Krishna Raj

Jinu Mathew

Nibu B Thomas

Dr. Kavitha Gopalakrisnan

Bursar: Dr. Joy Markose

Management Representatives: Prof. Cherian Thomas

Academician: Prof. Jacob Kurian Onattu

Parent Representative: Mathew Thykadavil


Industrialist/ Employer

Alumni Representative

Student Representative: Anoopkumar (M Com)


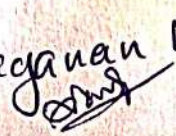
Athira Das (D3 Economics)

Council Secretary Dr. Anisha Mary Mathew proposed Vote of thanks for the meeting and the meeting came to an end by 4.30 pm.


Principal


Council Secretary














Minutes approved and Passed

Proposed by Dr. Sindhu John 
Seconded by Dr. Manoj Narayanan  K.S

Baselius College Kottayam
Council Minutes-22nd August 2022

Minutes of the college council held at 3.30 pm on Monday 22nd August 2022 in the Harmony Lounge.

Members present

1. Dr. Biju Thomas (Principal) 
2. Dr. Jyothimol P 
3. Dr. Suma Bino Thomas
4. Prof. Elsa C Maria Sebastian (HOD in charge) 
5. Dr. Annie Cherian 
6. Dr. Sindu Jones 
7. Dr. Manoj Narayanan.K.S 
8. Prof. Jeejamol P M 
9. Prof. Abu Joseph C
10. Dr. Sheeja Kuriakose 
11. Dr. Arabhi P. 
12. Dr. Thomas Kuruvilla 
13. Dr Rejitha V 
14. Dr. Anisha Mary Mathew 
15. Dr. Joy Markose 

The meeting of the council began at 3.30 pm on Monday 22nd August 2022 in the Harmony Lounge by a silent Prayer. The Vice Principal welcomed all the members to the council meeting. Council Secretary Dr. Anisha Mary Mathew presented the previous council minutes. Dr. Sindu Jones proposed and Dr. Manoj Narayanan K S seconded the passing of the minutes.

College Council Offered condolence on the sad demise of our former Co-operative bank office staff Mr. Scariakutty K K.

The major decisions taken during Council meeting are,

Onam Celebrations

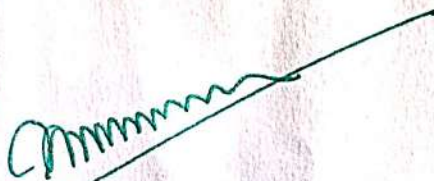
- The college level Onam celebrations shall be conducted on the last working day before the Onam vacation. The common celebrations will be held in the forenoon session (10.00 am- 12.30 pm) and the department level celebrations will be held in the afternoon session. All the celebrations shall be completed by 3.00 pm.
- If the college closes for Onam vacation on September 2, the Onam programs shall be conducted on the same day. If the closing date is September 1st, the Onam programs shall be conducted on August 31st as the commencement of first year UG classes is on September 1st as per the university calendar.

- The different programs on Onam celebrations are to be decided by the teacher in-charge of Arts club, Other allied clubs and subject Associations.

Other Matters


- For D2 students, semester 3 is ongoing and hence semester 2 portions must be completed. Department HODs should ensure that the second semester UG portions are completed and a portion completion communication is to be send to the vice-principal's mail this week itself.
- The UG fourth semester internal exam mark lists are to be submitted to the internal exam coordinator on or before 25th August 2022.
- Since a new AMA Software is being installed, the existing software will not be available from August 31st onwards. Hence the A and B forms of the fourth semester UG and PG students are to be completed and uploaded on Ama software before 29th August 2022.
- NAAC has approved our SSR and the tentative dates of NAAC visit is between 29th September 2022 and 31st October 2022. All departments are to be ready with all the required files.
- Final SSR is uploaded in the college website and all teachers are expected to read it. All teachers have to ensure that the students get familiarized to PSO and POs of the respective programmes.
- UG second Semester Internal exams are to be conducted centrally after Onam vacation and their attendance should be monitored strictly.

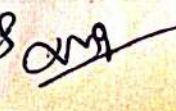
Council Secretary proposed Vote of thanks for the meeting and the meeting came to an end by 4.15 pm.


Principal


Council Secretary

Minutes approved and passed

Proposed by Sundu Jones 






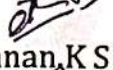
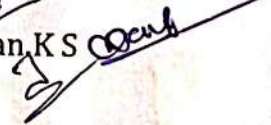


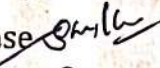
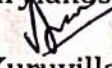
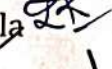


Seconded by Manoj Narayanan 

Baselius College Kottayam

Council Minutes-21st October 2022

Minutes of the college council held at 3.00 pm on Friday 21st October 2022 in the Harmony Lounge.

Members present

1. Dr. Biju Thomas (Principal) 
2. Dr. Jyothimol P 
3. Dr. Suma Bino Thomas 
4. Prof. Elsa C Maria Sebastian (HOD in charge) 
5. Dr. Annie Cherian 
6. Dr. Sindu Jones 
7. Dr. Manoj Narayanan K S 
8. Prof. Jeejamol P M 
9. Prof. Abu Joseph C 
10. Dr. Sheeja Kuryiakose 
11. Dr. Arabhi P. 
12. Dr. Thomas Kuryvilla 
13. Dr. Rejitha V 
14. Dr. Anisha Mary Mathew 
15. Dr. Anju Linda Varghese (Special invitee)
16. Dr. Thara Thomas (Special invitee)
17. Dr. Viju Kuriyan (Special invitee)
18. Dr. Joy Markose

The meeting of the council began at 3.00 pm on Friday 21st October 2022 in the Harmony Lounge with a silent Prayer. The principal welcomed all the members to the council meeting. Council Secretary Dr. Anisha Mary Mathew presented the previous council minutes. Dr. Sindu Jones proposed and Dr. Manoj Narayanan K S seconded the passing of the minutes.

The Council felicitated Dr. Viju Kurian for being elected as the MG University Best NSS Programme officer and also for Baselius College NSS winning 4 awards such as the Best Unit, best female volunteer and certificate of appreciation for best male volunteer.

The principal appreciated Shibu Sir for successfully completing the 3 months NCC Pre-commission training and he recommended to arrange a welcome meeting for Lt. Shibu M George at 9.45 am on coming Tuesday.

The principal appreciated Dr. Thara Thomas and her team for the successful and smooth conduct of UG and PG Admission process of the academic year 2022-2023.

The council felicitated Dr. Manoj Narayanan K S, IQAC coordinator for the A++ grade in NAAC 4th cycle accreditation.

The Major decisions are,

1. Victory day

The council proposed to conduct the Victory Day on 04/11/2022 at 5.30 pm. Jeejamol P M is to be the coordinator of the programme.

2. Future Plans

- Academic activity to be augmented and a plan of 100% pass is to be the target. Morning hours to be engaged and not let free. HODs must ensure that teachers have to reach classes before the prayer. Wearing ID cards and making students wear id cards is also important.
- External programmes to be regulated and it is to be conducted only after 3.00 pm.
- Departments should start add on courses.
- AMA software is updated and so HODs should ask class teachers to update the student details in it.
- Regarding autonomy, serious thought is necessary.

Dr Manoj Narayanan K S and Dr Shaju M J remarked that the students prefer autonomous colleges since the exams and results are conducted on time. Moreover, we have to design new courses that leads to employment which helps to keep the meritorious students here. So, it is better for us to boldly move to autonomous status. Biju Sir commented that moving to autonomous status is very challenging to us. So final decision regarding the same will be based on the decision by the management.

3. Research Development Cell

Compulsory publication of two papers per year is to be necessary. It is to be followed up by Research Development convener. Teachers who have PhD must apply for guideship and retain centers which are already there. Research Guides have to fill up the vacancies. Science departments have to submit projects for fund generation. Mandatory following up of the same will be done centrally by the Convener of Research and Development cell.

4. Fresher's Day

Welcome programmes for first year students to be conducted department wise keeping it in the afternoon and it is to be strictly monitored by teachers.

5. Club and Association activities

All Club and association activities shall be conducted not by compromising academics. For club activities, other than NSS, NCC etc. an hour in a month can be set apart and further decisions may be taken jointly by the teachers in charges of different clubs. Association activities have to be conducted in the afternoon without taking a lot of time off from academic activities.

6. Institution Innovation Council (IIC) Plans

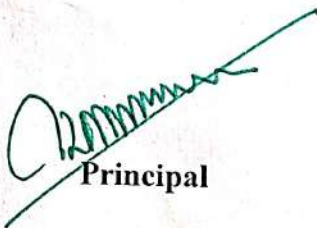
Dr. Anju Linda Varghese, IIC convener briefed about the working of IIC in the institution.

Institution's Innovation Council (IIC) is established at the college with a main focus to create a vibrant local innovation ecosystem and to have Start-up supporting mechanism in the campus. All programs related to design thinking, innovation, Intellectual Property Right, Entrepreneurship conducted in the campus should be convened under the aegis of IIC. Brochure of such programs should have IIC logo. Necessary steps should be taken to conscientize faculty members and students about 'Innovation Ambassador Programme' conducted by MoE's innovation Cell & AICTE in online mode. All Depts may take care to link their activities to IIC.

7. Other Matters

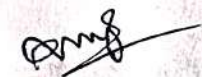

- It may be advised to avoid AC halls for department activities and for external programmes a nominal fee is to be charged for AC halls.
- College discipline is very important. Teachers have to be very vigilant and must try to know the pulse of students to avoid issues. For all disciplinary issues, parents meeting is to be conducted.
- PTA General body will be done in consultation with PTA Committee soon.
- Probable dates of general events such as Baselius trophy, Arts fest, sports etc will be announced soon
- Jeejamol PM remarked about the current year IQAC activities. AQAR is to be uploaded in December along with supporting documents. A brief report of every programme conducted in the department along with brochure, geotagged photos, participation list is to be submitted to IQAC mail at the end of every month.
- Mentoring reports of the academic year 2021-2022 is to be given to Dr. Sindu Jones and she has to submit it to IQAC.

Council Secretary proposed Vote of thanks for the meeting and the meeting came to an end by 4.15 pm.


Principal


Council Secretary

Minutes approved and passed.





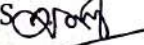

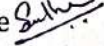





Proposed by Dr Manoj Narayanan KS 
Seconded by Dr Shibu M George. 

Baselius College Kottayam

Council Minutes-31st OCTOBER 2022

Minutes of the college council held at 3.00 pm on Monday 31st October 2022 in the Harmony Lounge.

Members present

1. Dr. Biju Thomas (Principal) 
2. Dr. Jyothimol P 
3. Dr. M.J.Shaju 
4. Dr. Suma Bino Thomas 
5. Prof. Elsa C Maria Sebastian (HOD in charge)
6. Dr. Annie Cherian
7. Dr. Sindu Jones
8. Dr. Manoj Narayanan.K S 
9. Dr. Linju Ann Jacob
10. Prof. Jeejamol P M 
11. Prof. Abu Joseph C
12. Dr. Sheeja Kuriakose 
13. Dr. Priya Thampi
14. Prof. Shibu M George
15. Dr. Arabhi P. 
16. Dr. Thomas Kuruville
17. Dr. Anisha Mary Mathew 
18. Prof. Sany Mary Benjamin (HOD in charge) 
19. Dr. Thara Thomas 
20. Dr. Joy Markose
21. Smt. Seena R Nair (Librarian)
22. Mr. Sunni Varghese (Junior Superintendent) 

An urgent meeting of the college council was convened in order to resolve a student unrest which had happened on Monday 31st October. The council unanimously decided to make classes online for a week from Tuesday to Friday for avoiding more issues. No further matters were considered in the council.


Principal


Council Secretary

Baselius College Kottayam
Council Minutes-29th March 2023

Minutes of the college council held at 11.30 am on Wednesday 29th March 2023 in the Harmony Lounge.

Members present

1. Dr. Biju Thomas (Principal) ✓
2. Dr. Jyothimol P (Vice-Principal) ✓
3. Dr. M.J.Shaju
4. Dr. Suma Bino Thomas
5. Ms. Elsa C Maria Sebastian (HOD in charge) ✓
6. Dr. Annie Cherian ✓
7. Dr. Sindu Jones
8. Dr. Manoj Narayanan.K S ✓
9. Ms. Jeejamol P M ✓
10. Mr. Abu Joseph C
11. Dr. Sheeja Kuriakose ✓
12. Dr. Shibu M George ✓
13. Dr. Arabhi P. ✓
14. Dr. Thomas Kuruvilla ✓
15. Dr. Rejitha V ✓
16. Dr. Anisha Mary Mathew
17. Dr. Joy Markose
18. Ms. Seena R Nair (Librarian)
19. Mr. Sunni Varghese (Junior Superintendent)

The meeting of the council began at 11.30 am on Wednesday 29th March 2023 in the Harmony Lounge with a silent Prayer. The Council Secretary welcomed all the members to the council meeting and presented the previous council minutes. Dr. Manoj Narayanan K S proposed and Dr. Shibu M George seconded the passing of the minutes.

The Council felicitated Dr. Shibu M George for being elected as M G University Senate member.

The principal appreciated the program conveners and the committee members of all major events that conducted recently like "Laurels Day, PTA General Meeting, Baselius Trophy etc. for the successful and smooth conduct.

The Major decisions of the meeting are,

- All Departments may take care to link their activities to IIC.
- A nominal fee is to be charged for AC halls for conducting external programs.

- Vacation Classes to be done offline in April and Dr. Rejitha^V is entrusted to prepare the schedule of classes for the same.

- Regarding Students attendance

Any matters regarding student's attendance must be primarily handled at the department. Periodic monitoring of the attendance is compulsory. It was suggested to remind the students regularly and inform the parents properly if they have any shortage of attendance.

- Regarding Research and Development

All PG departments should move to Research Centers. Publications by teachers in UGC care list Journals are mandatory and at least one is compulsory before May 31st 2023.

- Department meetings with Principal

Principal's meeting with departments is to be held on April 11 and 13. All matters related to department functioning, results, important activities, plan of action for next year, Parents attendance in PTA meeting etc. are to be discussed in the meeting.

- Proposal for Diamond jubilee Programs.

An year long programs should be charted out for Diamond Jubilee of the college from July 2023 to July 2024. It is coordinated by Vice Principal, Dr. Jyothimol P.

Major events that wish to implement in conjunction with diamond jubilee celebrations are to be discussed are

- Constructing houses for deserving students in our college
- Exemplary personalities in different fields of society are to be given awards instituted by the college.
- Renovation and construction of Auditorium.
- Get together of the whole Baselian Family.

Every department must do at least one program and programs should be multidisciplinary for making it more effective. Inauguration and valedictory is more important and budget plan is necessary.

- Inclusion of Single faculty in council

For the time being, inclusion of single faculty to council is not possible as per MG University statutes.

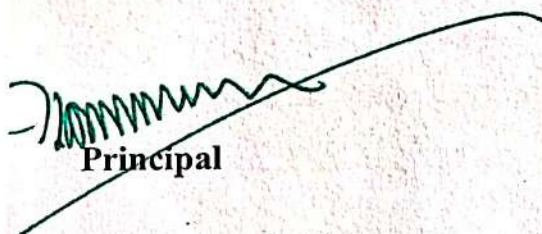
- Other matters allowed by the chair

Teacher's Appraisal is to be submitted to the Management twice a year in a 7-point rating scale with specified criteria and is purely confidential.

The next installment of RUSA funding is utilized for common facilities of College such as SOLAR, Books, Computers, Lab equipments etc.

College timing is to be rethought towards morning 8.00 am to 1.00 pm and serious discussions are to be needed with students and Stake holders.

College Council bid farewell to Dr. Suma Bino Thomas, Associate Professor and Head of the Department of Chemistry, and presented her a memento appreciating her contributions in College Council. After the meeting, a lunch is arranged with regards to the farewell of Dr. Suma Bino Thomas. Council Secretary proposed Vote of thanks for the meeting and the meeting came to an end by 1.15 pm.

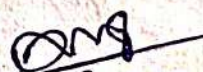

Principal


Council Secretary

Minutes approved and passed

proposed by Dr Manoj Narayanan





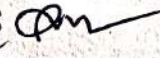

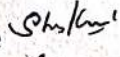




Seconded by Ms. Jeejamol PM


KS

Baselius College Kottayam
Council Minutes-11th May 2023

Minutes of the college council held at 2.30 pm on Thursday 11th May 2023 in the Harmony Lounge.

Members present

1. Dr. Biju Thomas (Principal) 
2. Dr. Jyothimol P (Vice-Principal) 
3. Dr. M.J.Shaju
4. Dr. Suma Bino Thomas
5. Ms. Elsa C Maria Sebastian (HOD in charge) 
6. Dr. Annie Cherian 
7. Dr. Sindu Jones
8. Dr. Manoj Narayanan.K S 
9. Ms. Jeejamol P M 
10. Mr. Abu Joseph C
11. Dr. SheejaKuriakose 
12. Dr. Shibu M George
13. Dr. Arabhi P. 
14. Dr. Thomas Kuruvilla 
15. Dr. Rejitha V 
16. Dr. Anisha Mary Mathew 
17. Dr. Joy Markose
18. Ms. Seena R Nair (Librarian)
19. Mr. Sunni Varghese(Junior Superintendent)

The meeting of the council began at 2.30 pm on Thursday 11th May 2023 in the Harmony Lounge with a silent Prayer. The Council Secretary welcomed all the members to the council meeting and presented the previous council minutes. Dr. Manoj Narayanan K S proposed and Ms. Jeejamol P M seconded the passing of the minutes.

The major decisions taken during Council meeting are

- Inauguration of Diamond Jubilee celebrations of the college is fixed on 15th July 2023 and Dr. C V Ananda Bose, Governor of West Bengal to be considered as the chief guest.
- The Principal summarized the major events to be organized in connection with diamond jubilee celebrations and they are
 - Constructing houses for deserving students in our college
 - Exemplary personalities in different fields of society are to be given awards instituted by the college.

- Renovation and construction of College Auditorium.
- Digital theatre by Alumni.
- Get together of the whole Baselian Family.
- The duty allotments of teachers for the coming academic year were discussed and the finalized duty chart is to be circulated at the earliest.

Some of the main duties allotted are;

IQAC coordinator	-Smt. Jeejamol P. M
UGC Planning Board Convener	- Dr. Rejitha V
RUSA coordinator	- Dr. Annie Cherian
Unnath Bharath coordinator	- Ms. Sany Mary Benjamin
SC-ST Monitoring Nodal Officer	- Dr. Sajish P. R
College Hostel Warden (Girls)	-Dr. SelvyXaiver
Hostel Warden(Boys)	-Dr. Anit M Thomas
Returning Officer, College Union Election	- Ms.Jeejamol P. M
Staff Advisor, College Union	- Dr. Parvathy Mohan
College Magazine in – charge	-Dr. VijuKurian
Handbook & Calendar	-Ms. Jaimy Sarah Jacob
Internal Examination coordinator	-Smt. TissyEruthickal

- The Principal remarked the importance of monitoring the academic activities of the college and for monitoring the academic activities such as internal assessment, attendance, results etc, properly an **academic monitoring committee** is to be framed and Dr. Manoj Narayanan K S is the convener.
- For the academic year 2023-2024, the existing tutorial program is to be reframed by discussing it with the concerned teacher in-charge.
- Marginal increase is applied for MSc Chemistry and MSc Data Analysis course only for this year.
- Students for Blood donation are to be sent only with the Principal's permission.
- Ms. Jeejamol P M, IQAC coordinator described the future plans of IQAC and the submission procedure of AQAR for the academic year 2021-2022. IQAC coordinator presented the AQAR report before the council and the Council approved the report for submission. A new format for Master Register satisfying the requirements of AQAR is implemented for the next year.

- For the appointment of Guest lectures, the workload and time table is to be given before interview.

Council Secretary proposed Vote of thanks for the meeting and the meeting came to an end by 4.00 pm.


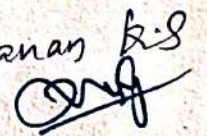


Principal



Council Secretary

Minutes approved and passed.

Passed by Dr. Sindu Jones 
Seconded by Dr. Manoj Narayanan 

Copy of staff meeting register 2022-23

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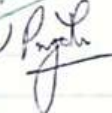
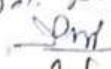
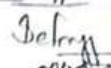


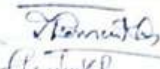





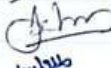





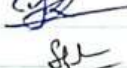


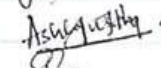










Combined Staff meeting held on 09/11/23
Thursday, Venue: AP Mani Media Centre, 12.30pm

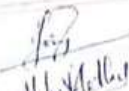



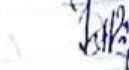



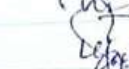



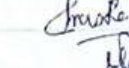


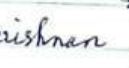




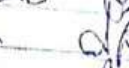








1.	Prof. Dr. Biju Thomas (Principal)	<i>[Signature]</i>
2.	Prof. Dr. Jyothimol. P (Vice Principal)	<i>[Signature]</i>
3.	Dr. Raju John	<i>[Signature]</i>
4.	Dr. Viju Kurian	<i>[Signature]</i>
5.	Nidhin John	<i>[Signature]</i>
6.	Dr. Shaju M.J.	<i>[Signature]</i>
7.	Manoj Narayanan KS	<i>[Signature]</i>
8.	Dr. Niba A George	<i>[Signature]</i>
9.	Dr. Sarah P. Math	<i>[Signature]</i>
10.	Dr. Kushneraj MV	<i>[Signature]</i>
11.	Dr. Thomas Kuruville	<i>[Signature]</i>
12.	Dr. Nibul M.N.	<i>[Signature]</i>
13.	Akash M.A	<i>[Signature]</i>
14.	Dr. Anil of Thomas	<i>[Signature]</i>
15.	Dr. Toji M. Philip	<i>[Signature]</i>
16.	SUNNY VARAHESE	<i>[Signature]</i>
17.	NIDHIN JOHN	<i>[Signature]</i>
18.	Lijo Sebastian	<i>[Signature]</i>
19.	Alan Vaughese	<i>[Signature]</i>
20.	SHARON K SEBASTIAN	<i>[Signature]</i>
21.	JOPPACHAN TOM	<i>[Signature]</i>
22.	Dr. Janine Thomas	<i>[Signature]</i>
23.	Snehal Elizabeth Thomas	<i>[Signature]</i>
23.	Sejammal P.M.	<i>[Signature]</i>
24.	Ashly Thomas	<i>[Signature]</i>
25.	Dr. Thera Thomas	<i>[Signature]</i>
26.	Dr. Remya Maham	<i>[Signature]</i>
27.	Devika KJ	<i>[Signature]</i>
28.	Richard O	<i>[Signature]</i>
29.	Chilkumat O.A	<i>[Signature]</i>
30.	Ashly Susan Itty	<i>[Signature]</i>
31.	Sherin Toj	<i>[Signature]</i>

32.	Jinu Mathew	JM
33.	Christina Marlam Mathew	christina.M.
34.	Elsa Raju	Elsa
35.	Alphy Mathew	Alphy
36.	Akhila M.H	Akhila
37.	Riya Mary Roy	Riya
38.	Ross Cyriac	Ross
39.	Jaany Sarah Jacob	Jaany
40.	Preetha Mathew	Preetha
41.	Anna George	Anna
42.	Meera Elizabeth James	Meera
43.	Anya John	Anya
44.	Dr. Parvati S	Parvati
45.	Josyph T.J	Josyph
46.	Liza Alex	Liza
47.	Dr. Sheela Yampal	Sheela
48.	Sunni Aravam	Sunni
49.	Dr. Parvathy Mohan	Parvathy
50.	Dr. Jyothi Susan Abraham	Jyothi
51.	Dr. Kavitha Jeyalakshmi	Kavitha
52.	Susanna Thomas	Susanna
53.	Dr. Ambalica D.	Ambalica
54.	Dr. Apama Thankappan	Apama
55.	Tissy Emthuckel	Tissy
56.	Dr. Udaya Meera Varghese	Udaya
57.	Dr. Resmi Annie Thomas	Resmi
58.	Neha P.R	Neha
59.	Dr. Kirya Ann Jacob	Kirya
60.	Dr. Geetha Lakshmi	Geetha
61.	Sany Mary Benjamin	Sany
62.	Dr. Rejitha V.	Rejitha
63.	Dr. Maryjisha V. Parickel	Maryjisha
64.	Uma Surendran	Uma

65.	Dr. Selvy Xavier	Selvy
66.	Annele Cheeran	Annele
67.	Sinda Jones	Sinda
68.	Dr.	

Staff meeting held on 18.12.23, Monday
 Venue: A.P Mani Media Centre, 3:45 pm

1. Prof. Dr. Biju Thomas (Principal) 
2. Prof. Dr. Jyothimal P. (Vice Principal) 
3. Dr. Raju John 
4. Dr. Selvy Xavier 
5. Dr. Nibulal N.M 
6. Dr. Nibu A George 
7. Dr. Thomas Kuduvilla 
8. Fr. Griby. K Paul 
9. Akash. n. A 
10. Dr. Sarathi P. Nath 
11. Dr. Viju Kurian 
12. Jithin John 
13. Dr. John. K. Babu 
14. Nibu B Thomas 
15. Dr. Sajesh P 
16. Dr. Anil H. Thomas 
17. Alen Varghese 
18. NIDHIN JOHN 
19. JOPPACHAN TOM 
20. Shital Elizabeth Thomas 
21. Dr. Praya Thambi T 
22. Ashly Susan Itty 
23. Dr. Sharon K Sebastian 
24. Jeejamol PM 
25. Ashly Thomas 
26. Nithara Thomas 
27. Dr. Remya Mohan 
28. Inu Matthew 
29. Elsa Raju 
30. Athula H.M 
31. Riga Mary Ray 
32. Dr. Shreya Kumbakon 

- | | | |
|-----|----------------------------|---|
| 33. | Saimy Sarah Jacob |  |
| 34 | Alphie Mathew |  |
| 35. | Ross Cyrene |  |
| 36. | Shirine Joy |  |
| 37. | Dr. Resmi Annie Thomas |  |
| 38 | Dr. Justhe Thomas |  |
| 39. | Devika Raj |  |
| 40. | Chikkumol. O.A |  |
| 41 | Ruthamul U |  |
| 42. | Rinta Abraham |  |
| 43 | Dr. Geetha Lakshmi |  |
| 44 | Tissy Emthekal |  |
| 45. | Josphole. T.J |  |
| 46. | Dr. Prasanna S |  |
| 47. | Dr. Suma Anandam. |  |
| 48. | Dr. Sheeba Joseph |  |
| 49. | Dr. Michel Elizabeth Jacob |  |
| 50. | Dr. Misha Ann |  |
| 51. | Maera Elizabeth James |  |
| 52 | Anne George |  |
| 53. | Anju John |  |
| 54. | Susanna Thomas |  |
| 55. | Dr. Kavitha Gopalakrishnan |  |
| 56 | Dr. Ansha Mary Mathew |  |
| 57. | Dr. Ambika D |  |
| 58 | Dr. Misha Hazi |  |
| 59 | Dr. Linzy Ann Jacob |  |
| 60 | Samy Mary Benjamin |  |
| 61 | Uma Surendran |  |
| 62. | Dr. Vidya. Merla Varghese | |
| 63. | Dr. Aparna Thanthappan | |
| 64. | Dr. Anju Linda Vazhese | |
| 65. | Dr. Annie Cheeran | |

65. Dr. Arabhi P

66. Dr. Majusha V Parickal Majusha

67. Dr. Shaju M.S. Shajomy



Bijumon
Dr. BIJU THOMAS
PRINCIPAL
BASELIUS COLLEGE
KOTTAYAM