

Minutes of the Meeting

Date: 07-07-25

Time: 10:40A.M -11:40A.M

Venue: Gerosa Hall

Chaired by:

Principal: Prof.Uma Joseph

Vice Principal: Dr. Sr. Sherly

Student Advisor (Arts): Dr. Sinjini Bhattacharya

Student Advisor (Sciences): Ms. Sravanthi

Student Advisor (PG): Dr.Sunita Goud

Attendees:

Student Council Member: UG General Secretary Ms. Shaik Suhana

CR,VCR, SQC of all UG and PG Final Year Classes

Agenda

1. Strengthening CR Roles in Academics & Mentorship
2. Addressing Student Concerns
3. Campus Cleanliness and Discipline
4. Feedback mechanisms and reporting structure

Points Discussed

CRs must ensure:

- Lights and fans are switched off after every class
- Cleanliness in classrooms and surroundings
- Timely fee payments by students
- Regular attendance during morning assembly
- Emphasis on discipline and active participation in all college activities

Mentoring & Academic Strategy

Third Year Representatives

- CRs to find suitable peer mentors for slow learners
- Each class must develop strategies to improve academic performance and maintain class unity

Second Year Representatives



- Maintain Quality Environment
- Ensure the overall decorum and cleanliness in classrooms and corridors.
- Take initiative in preventing littering. If someone is seen throwing trash, take pictures as proof and report
- Lunch Discipline: All students are expected to come down and eat lunch in designated areas
- No one should remain in classrooms during lunch unless instructed
- Campus Cleanliness: Promote awareness about how not to litter on campus
- Encourage students to come up with creative ideas (posters, pledges, etc.) to maintain a clean environment

First Year Representatives

- Assembly Participation: CRs must ensure no student remains in class during assemblies. If anyone is found sitting inside the classroom during assembly, it must be reported immediately.
- Handbook to be used regularly
- Students to submit ideas, feedback, queries, and grievances via SG1 form

General CR Responsibilities:

- Turn off lights and fans after class
- Maintain classroom cleanliness
- Encourage timely fee payment
- Foster unity and positivity in class
- Collect academic and campus feedback regularly

Student Concerns Noted:

- Lunch Time - Students raised concerns about insufficient lunch break time.
- Request to reevaluate class schedules to ensure proper breaks.
- Class Room Shifting- Frequent shifting of rooms causes time management issues. It was explained that this is unavoidable due to the nature of combination classes.
- MES Classes (B.Sc MSCS) - No fixed classroom. Only IPR and Covid rooms are available, lacking projectors or whiteboards.
- Time tables on Linways app or website is not syncing – admin to address

- Green Campus Initiative - Avoid cutting trees unnecessarily; Implement a Green Campus Programme with tree plantation drives
- Life Sciences (SEC Course): Internet lab in library is non-functional Principal Prof. Uma Joseph, suggested that a formal letter should be submitted to address all such issues
- MSc Psychology Final Year Students: Rooms PG-218 and PG-304 have issues with projectors or computers

Conclusion & Action Plan

While the student feedback was appreciated, students were encouraged to use SG1 form for future grievances. Suggestions regarding campus improvement, academic mentoring, and green initiatives will be taken forward by respective departments. Students were asked to work on solutions that they can share with Student Advisors at the next meeting.

CLASS REPS MEETING

Date: 25th June 2024

Venue: Capitanio Hall

Time: 11: 40am to 12:40pm

Agenda:

- No litter in the Campus
- Collection of Student Fund
- College rules and regulations: Discipline & Cleanliness
- Cleanliness of Washrooms
- News updates in Assembly

Members Present:

- Dr. Uma Joseph, Principal
- Dr. Sr. Sherly, Vice Principal
- D. Sunita, Student Advisor (PG)
- Ms. P.N. Prashanthi, Student Advisor (Commerce)
- Dr. Sinjini B, Student Advisor (Arts)
- Ms. G. Priyanka, Student Advisor (Science)
- Class representatives, Vice Class representatives, SQC Reps

Resolutions:

1. Meeting started with a Welcome note by Dr. Srinjini.
2. Prayer by Dr. Uma Joseph, Principal
3. **Dr. Uma Joseph, Principal** addressed the CRs, VCRs and SQC reps and conveyed the following points:
 - Importance of Education, Academics and NEP 2020, to the students
 - All the Class Representatives are responsible for maintaining Discipline during Assembly. Reps should ensure that all the students are outside the class room for assembly and help in smooth conduct of morning prayer.
 - Respective classes who are incharge for singing in the assembly, should also speak few lines on policies or current news, related to their field.
 - Campaigning for cleanliness of campus (Litter free Campaign) would be taken care by B. Com Class representatives, coordinated by Ms. P.N. Prashanthi, Student Advisor.

- Assembly discipline would be ensured by BA Class representatives, coordinated by Dr. Srinjini, Student Advisor.
- Washroom hygiene campaign would be undertaken by Representatives of Sciences, coordinated by Ms. Priyanka, Student Advisor.
- Awareness of Proper Disposal of Sanitary napkins to be inculcated in students to avoid contamination and unhygienic situations.
- Students can suggest any kind of activities or programs they want during zero hour classes.
- College student fund of Rs 50/- to be collected by CRs and paid using the QR Code. The fund would be exclusively utilized for student related activities.
- A proposal of fine on littering in the campus was suggested by Dr. Uma Joseph, Principal.

4. **Dr. Sr. Shirley, Vice Principal** communicated the following points:

- Class representatives need to ensure switching off, the fans and lights in the classrooms after their classes.
 - Water facility, Proper functioning of Sanitary napkin vending machines etc., would be taken care by the management.
 - Food/ Lunch not be consumed in the classrooms.
5. The student advisors, **Dr. Sinjini and Ms. Priyanka** also shared their opinions in matter of discipline and cleanliness of the campus.
6. Students also expressed their difficulties faced, related to water, sanitary napkin dispensers, hand wash etc. in the washrooms.
7. The Class representative need to convey all the points discussed in the meeting, to their respective classmates.



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Class Representatives Meeting

Date: 23rd October 2024
Time: 12:00 PM
Venue: Correspondent's Office

Members present:

Sr. Carmely
Dr.Sr. Sherly
Sr. Sunitha
Sr. Jacintha
Dr. Usha Praveena
Ms.Tabitha (Joined online)
Ms.Carol Alexander
Students of MA 2nd Year

Agenda: Canteen Hygiene and Related Issues

Key Discussion Points:

- Canteen Hygiene Concerns: Students reported an incident involving cockroaches on a plate, raising significant concerns about the cleanliness of the canteen.
- Pricing Issues: Concerns were voiced regarding the high prices of food items, with students indicating that the costs were unreasonable.
- Additional Concerns: Other hygiene-related issues and general dissatisfaction with the management of the canteen were also discussed.
- Proposed Solutions:
 - After thorough discussion, it was decided that the canteen will be temporarily closed.
 - A new vendor will be sourced to manage the canteen, ensuring improved hygiene
 - Standards and reasonable pricing.

Resolution:

The canteen will remain closed until a suitable replacement vendor is identified to address the concerns raised.

Recorded by: Carol Alexander
President, Student Council

10/10/2024

CLASS REPS MEETING

Date: 25th February 2025

Venue: Capitanio hall

Time: 2:00 PM – 2:30PM

Agenda:

Student grievances in general, related to college and suggestions of improvement.

Members Present:

Ms. D. Sunita, Student Advisor (PG)

Ms. Priyanka, Student Advisor (Sciences)

Ms. Sinjini, Student Advisor (Arts)

Ms. Prashanthi, Student Advisor (Commerce)

Ms. Manjiri Prashanth, Dean of Arts

Class Reps, VCRs, SQC Reps of UG and PG Classes

Resolutions:

- Students reported that last benches of class room numbers U316 & U308 to be repaired.
- M.Sc 2nd year students expressed that dates of 2nd IA exams and project thesis submission dates are very near by. They requested if any time gap could be given between both.
- Room nos. P101, P211 and U30, projector not working properly.
- A Noise issue reported by students writing exams in P211 Class.
- Timetable of B.Sc ANZC and ANBC, have no common free hour, to schedule an extra class.
- U 311 room has no ventilation and no speakers.
- Students requested class picnic for 1st & 2nd year students of UG and 1st year students of PG.
- Students need handwash to be provided in washrooms.
- Students should submit Medical certificates, immediately after coming back from the medical leave.



A handwritten signature in green ink, appearing to be a stylized 'M'. Below the signature, the date '25/2/25' is written in a smaller, more standard font.