

**ST. JOSEPH'S**  
**COLLEGE, MOOLAMATTOM**  
ARAKULAM P.O- 685591, IDUKKI, KERALA



**1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment**

**MINUTES AND ACTION TAKEN REPORT**  
*of*  
**TIMETABLE COMMITTEE MEETING**



*2020-2021*

# Timetable Committee Meeting Minutes

# Timetable Committee Meeting - Minutes and Action Taken Report

Date : 17<sup>th</sup> June 2018

Time : 2.00 - 3.00 pm.

Venue : Conference Hall

## Agenda

1. To make internal examination time bound and transparent

## Attendees

1. Dr. Sabukutty M. G. Chairperson
2. Rev. Dr. Thomas George CMI
3. Mr. Roby Mathew Coordinator
4. Dr. Jose James
5. Dr. Justin Joseph
6. Dr. Sr. Sijo Francis SABS
7. Dr. Anju P Mathews

*MSM*

*JG:*

*RM*

*JJ*

*SJF*

*AM*

## Decisions Taken.

The Timetable Committee meeting of St. Joseph's College, Moolamattom, held on 17<sup>th</sup> June 2018, the following decisions were taken to streamline the internal examination process.

1. Internal exams for each semester are to be conducted uniformly following a common timetable to ensure the optimum participation of all the students.
2. Two weeks prior to the conduct of internal exams, students are to be informed of the portions for the examinations.
3. The answer scripts of the examinations are to be distributed personally to the students, and obtain the signatures of the students on their answer script within 2 weeks.
4. The mark sheet and the answer script should be shown to the parents in the Class PTA meeting within one month of the completion of the internal examinations.
5. Remedial coaching and retest must be conducted to the

needy after considering their grievances.

5. The signed answer scripts are documented in the respective departments for the stipulated period of time.

### Actions Taken.

- Mr Roby Mathew, Coordinator will oversee whether the signature of the students are obtained on their answer scripts.
- Dr. Anju P Mathews and Dr. Jose James were assigned to ensure whether remedial coaching and retest are conducted for the students who have filed the grievance.

Semester	Internal Exam	Date of handing over the answer sheets	Date of completion of PTA meetings	Date of the initials of the coordinator
Odd	15/10/2018	26/10/2018	02/11/2018	05/11/2018
	22/11/2018	04/12/2018	14/12/2018	19/12/2018
Even	20/02/2019	27/02/2019	01/03/2019	04/03/2019
	22/03/2019	28/03/2019	30/03/2019	02/04/2019

Principal  
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Roby Mathew

# Timetable Committee Meeting Minutes

Date : 11th June 2019

Time : 3.00 - 4.00 pm

Venue : Conference Hall

## Agenda

1. Internal exams
2. Internal exams - portions for the internal exams.

## Attendees

1. Dr. Sabukkutty M. G. - Chairperson
2. Rev. Dr. Thomas George CMI
3. Mr. Roby Mathew - Co-ordinator
4. Dr. Jose James
5. Dr. Justin Joseph
6. Dr. Sr. Sijo Francis SABS
7. Dr. Anju P Mathews

*Manu*  
*Roby*  
*Jose James*  
*Justin Joseph*  
*Sijo*  
*Anju*

## Minutes

The meeting commenced at 3.00 pm with Dr. Sabukkutty M. G., the chairperson, presiding over the session. The chairperson welcomed all attendees and introduced the agenda for the meeting.

The Committee addressed the importance of informing students about the portions for the upcoming exams at least two weeks in advance. It was suggested that this information should be communicated clearly and in a timely manner to facilitate better preparation among students.

## Decisions Taken

The following decisions were unanimously agreed upon by the Committee:

- Internal exams for each semester will be uniformly conducted to encourage maximum student participation
- Students will be informed of the portions for the exams at least 2 weeks prior to the examination date.

## Action Taken

Dr. Jose James and Dr. Anju P Mathews were tasked with preparing a communication plan to notify students about the positions for the upcoming exams.

SEMESTER	INTERNAL EXAMINATION	DATE OF HANDING OVER THE ANSWER SHEET	DATE OF COMPLETION OF PTA MEETINGS	DATE OF THE INITIALS OF THE COORDINATOR
Odd	18/07/2019	28/07/2019	05/08/2019	08/08/2019
	20/11/2019	5/12/2019	10/12/2019	13/12/2019
Even	25/01/2020	03/02/2020	8/02/2020	11/02/2020
	20/2/2020	04/03/2020	16/03/2020	20/03/2020



Reby Mathew



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# Timetable Committee Meeting - Minutes & Action Taken Report.

Date : 10<sup>th</sup> June 2020

Time : 3:00 - 4:00 pm

Venue : Conference Hall.

## Agenda

1. Students are informed of the criteria for internal assessment stipulated by the university at the beginning of each programme.
2. One week after the conduct of the internal exams, the evaluated papers with the internal assessment's mark are distributed to the students for transparency.

## Attendees :

1. Dr. Sabukkutty M. G. Chairperson

2. Rev. Dr. Thomas George CMI

3. Mr. Roby Mathew Coordinator

4. Dr. Jose James

5. Dr. Justin Joseph

6. Dr. Sr. Sijo Francis SABS

7. Dr. Anju P Mathews

M.G.

Th. G.

Roby

Jose James

Justin

Sijo

## Minutes

The meeting was called on decide at 3:00 pm with Dr. Sabukkutty M. G. presiding as the Chairperson. The agenda items were deliberated among the attendees : Rev. Dr. Thomas George CMI, Mr. Roby Mathew, Dr. Jose James, Dr. Justin, Dr. Sr. Sijo Francis SABS and Dr. Anju P Mathews.

## Decisions Taken

- It was unanimously agreed that the internal assessment criteria, as stipulated by the H.G. University would be disseminated to students at the initiation of each academic programme.
- Dr. Anju P. Mathews, in collaboration with Mr. Roby Mathew, will

draft and finalize a comprehensive document outlining the internal assessment criteria for distribution to the students.

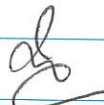
- The committee unanimously agreed that evaluated papers, including internal assessment marks, will be distributed to students within one week after the internal exams.


### Action Taken

Dr. Anju P Mathews will create a comprehensive document outlining the internal assessment criteria, to be reviewed by the committee before distribution to students. The draft will be shared within 7 days for feedback and finalized within 14 days.

Dr. Jose James and Dr. Justin Joseph will coordinate the evaluation process to ensure the timely distribution of assessed papers. All evaluated papers will be distributed to students within 7 days after the internal exams.

Semester	Internal Exam	Date of handing over the answersheet	Date of completion of PTA meetings	Date of the initials of the coordinator
Odd	14/09/2020	25/09/2020	2/10/2020	5/10/2020
	15/01/2021	23/01/2021	29/01/2021	1/02/2021
Even	19/02/2021	2/03/2021	5/03/2021	8/03/2021
	13/03/2021	22/03/2021	27/03/2021	30/03/2021

  
Roby Mathew

  
Principal





# Timetable Committee Meeting - Minutes and Action Taken Report

Date : 5<sup>th</sup> June 2021

Time : 4.00 - 5.00 pm

Venue : Seminar Hall

## Agenda

- In the case of any grievances pertinent to the conduct of an internal examination or retest.
- How to handle the grievance on internal assessment.

## Attendees

1. Dr. Sabukkutty M.G. Chairperson
2. Rev. Dr. Thomas George CMI
3. Mr. Roby Mathew Coordinator
4. Dr. Jose James
5. Dr. Justin Joseph.
6. Dr. Sr. Sijo Francis SABS
7. Dr. Anju P Mathews

Mam  
Prof:  
Dr  
Dr. Jose James  
Dr. Justin Joseph  
Dr. Sijo Francis  
Dr. Anju P Mathews

## Minutes

The meeting commenced at 4.00 pm with Dr. Sabukkutty M.G., leading as the chairperson.

## Decisions Taken

It was resolved that any grievances concerning the internal examinations or retests should be submitted to the respective class tutors in the prescribed format within 2 weeks after the exams.

Upon receiving grievances, they will be discussed in the staff council of each department. The actions taken on these grievances will be recorded in the minutes book specifically allocated for internal assessment grievances.

### Action Taken

- Ms. Roby Mathew will create a standardized format for submitting grievances and ensure its distribution among the students. This format should be made available within three working days from today.
- Dr. Anju P Mathews will coordinate with the staff council of their respective departments to ensure that all grievances received are discussed and necessary actions are recorded in the designated minutes book within two weeks of receiving the grievances.

Semester	Internal Examination	Date of handing over the answersheet	Date of completion of PTA meeting	Date of the initials of the coordinator
Odd	18/10/2021	28/10/2021	03/11/2021	06/11/2021
	28/02/2022	7/03/2022	15/03/2022	17/03/2022
Even	28/02/2022	7/03/2022	16/03/2022	17/03/2022
	16/05/2022	23/05/2022	10/06/2022	13/06/2022

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Roby Mathew

# Timetable Committee Meeting - Minutes and Action Taken Report

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Date : 9<sup>th</sup> June 2022

Time : 4.00 - 5.00 pm

Venue : Conference Hall

## Agenda

- Unresolved Grievances - The Principal
- Assignments

## Attendees

1. Dr. Sabukutty M.G. Chairperson
2. Rev. Dr. Thomas George CMI
3. Mr. Roby Mathew Coordinator
4. Dr. Jose James
5. Dr. Justin Joseph
6. Dr. Sr. Sijo Francis SABS
7. Dr. Anju P Mathews

*Mathew*  
*Prof:*  
*Jose James*  
*Justin Joseph*  
*Sijo*  
*Anju*

## Decisions Taken

- It was decided that in the event a grievance is not addressed satisfactorily within the department, students are empowered to escalate the issue to the principal for further necessary action.
- All assignments submitted by students will be evaluated, and upon completion of evaluation, these assignments will be presented to students for their signature, acknowledging the assessment and feedback received.

## Actions Taken

Mr. Roby Mathew will coordinate and ensure the establishment of a clear protocol for students to follow in case their grievances are not resolved within the department. This protocol should be made available to students within 5 working days from today.

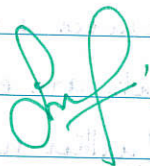
Dr. Jose James & Dr. Anju P Mathews will collaborate to institute a process for promptly evaluating assignments & organising a system to have students sign off on their assessed assignments with a week -

after submission.

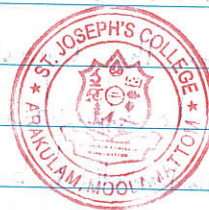
Semester	Internal Exam	Date of handing over the answersheet	Date of completion of PTA meetings	Date of the initials of the Coordinator
Odd	01/12/2022	12/12/2022	23/12/2022	26/12/2022
	19/01/2023	28/01/2023	10/02/2023	13/02/2023
Even	23/05/2022	02/06/2022	16/06/2023	19/06/2023
	15/03/2023	25/03/2023	30/03/2023	31/03/2023



Roby Mathew



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Timetable Committee Meeting - Minutes and Action Taken Report

Date : 7<sup>th</sup> June 2023

Time : 4.00 - 5.00 pm

Venue : Conference Hall

Agenda

- A forms of an internal exams
- Disparity in A forms

Attendees

- |                               |                |                    |
|-------------------------------|----------------|--------------------|
| 1. Rev. Dr. Thomas George CMI | - Chairperson  | <i>[Signature]</i> |
| 2. Mr. Roby Mathew            | - Co-ordinator | <i>[Signature]</i> |
| 3. Dr. Jose James             |                | <i>[Signature]</i> |
| 4. Dr. Justin Joseph          |                | <i>[Signature]</i> |
| 5. Dr. Sr. Sijo Francis SABS  |                | <i>[Signature]</i> |
| 6. Dr. Anju P Mathews         |                | <i>[Signature]</i> |

Minutes

- The meeting was called to order at 4.00 pm, chaired by Rev. Dr. Thomas George CMI. Attendees included Mr. Roby Mathew, Dr. Jose James, Dr. Justin Joseph, Dr. Sr. Sijo Francis SABS and Dr. Anju P Mathews.

Decisions Taken.

It was decided that two weeks before the commencement of University exams, A forms should be prepared and made available for students to sign.

In the event of any disparities noticed in the A forms, students are allowed to submit their grievances to the Head of their respective department for resolution

## Action Taken

Mr. Roby Mathew will oversee the timely preparation of the A-forms and ensure that they are available for signing by students at least two weeks prior to the commencement of University exams.

Dr. Justin Joseph will collaborate to formulate and communicate a clear process for students to submit grievances related to disparities observed in the A-forms. This process will be communicated to students within three working days.

Semester	Internal Exam	Date of handing over the answersheet	Date of completion of PTA meetings	Date of the initials of the Coordinator
Odd	05/09/2023	15/09/2023	03/10/2023	05/10/2023
	20/10/2023	4/11/2023		
Even				



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