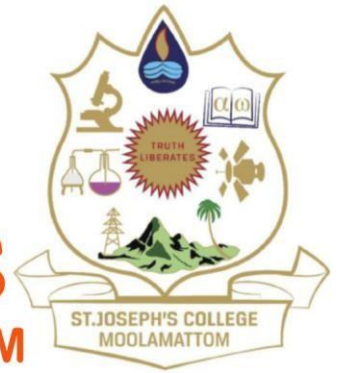


**ST. JOSEPH'S**  
**COLLEGE, MOOLAMATTOM**  
ARAKULAM P.O- 685591, IDUKKI, KERALA



**6.2.1 The Institutional perspective plan is effectively deployed and functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment, service rules, and procedures, etc.**

**STRATEGIC PLANNING COMMITTEE-  
MINUTES**





*Aaron*  
*Deluxe Book*

**STRATEGIC PLANNING  
COMMITTEE –MINUTES BOOK**

# MINUTES OF STRATEGIC PLANNING COMMITTEE

Date : 2nd June 2018

Time : 2:00 pm - 3:00 pm

Venue: Conference Hall

- Agenda :
1. Formulation of task force
  2. Instituting of scholarships
  3. Membership in IPCAI

- Attendees :
1. Dr. George V Thomas - Principal George
  2. Rev. Fr. Jobin Thajil Bursar Jobin
  3. Dr. Sabukutty M. G. IAAC Coordinator Sabukutty
  4. Dr. Roy Sebastian K. HOD, Physics Roy
  5. Mr. Justine Joseph HOD, Economics Justine
  6. Dr. C.T. Francis HOD, Management Studies Francis
  7. Mr. Roby Mathew HOD, English Roby
  8. Dr. Ebey P Koshy Assoc. Professor, Chemistry Ebey
  9. Ms. Droupathy Devi C.G. Librarian Droupathy
  10. Mr. Thomas Sebastian Head Accountant Thomas

Minutes : The meeting commenced at 2:00 pm with Dr. George V Thomas as the president of the session. The president welcomed all the members present and introduced the agenda of the meeting.

The committee addressed the matters including :

1. The formulation of task force to cope with the natural calamities occurring in the district.
2. Instituting more scholarships with the assistance of alumni and other well-wishers.
3. Membership in institution for person centered approach in India

Decision Taken : In the meeting regarding Strategic Planning, constituted in St. Joseph's College Moolamattom. Following members were nominated to the committee :

1. Dr. George V Thomas -
2. Rev. Fr. Jobin Thajil

3. Dr. Sabukitty M.G
4. Dr. Roy Sebastian K.
5. Mr. Justine Joseph
6. Dr. C.T. Francis
7. Mr. Roby Mathew
8. Dr. Ebey P. Koshy
9. Ms. Droupathy Devi C.G
10. Mr. Thomas Sebastian

Action Taken : Mr. Roby Mathew & Dr. C.T. Francis were tasked to initiate and ensure that every faculty members have taken the membership in IPCAI before 10<sup>th</sup> June 2018.

Mr. Justine Joseph & Dr. Roy Sebastian K. were assigned to analyse and institute more scholarships with the assistance of alumni and other well-wishers

Next



## MINUTES OF STRATEGIC PLANNING COMMITTEE

Date : 04 June 2019

Time : 2.00 pm - 3.00 pm.

Venue : Seminar Hall

### Agenda :

1. Application for Integrated Msc. Programmes in Computer Science, Data Science and Bsc. Psychology (Honours) Programme.
2. Regarding Quality audits like AQAR, NIRF & Submission of AIACHE.

### Attendees :

1. Dr. Saju M. Sebastian, Principal
2. Rev. Fr. Libin Valyaparambil, Bursar
3. Dr. Joseph George, IQAC Coordinator
4. Dr. Roy Sebastian K., HOD Physics
5. Dr. Ebey P. Koshy, HOD Chemistry
6. Mr. Justine Joseph, HOD Economics
7. Dr. Sabukutty M.G., HOD Mathematics
8. Dr. C.T. Francis, HOD Management Studies
9. Mr. Roby Mathew, HOD, English
10. Ms. Droupathy Devi, Librarian
11. Mr. Thomas Sebastian, Superintendent

*Sajuli*

*Libin*

*Joseph*

*Roy*

*Ebey*

*Justine*

*M.G.*

*C.T.*

*Roby*

*Thomas*

### Minutes :

Strategic Planning Committee Meeting held on 4th June 2019 commenced at 2.00 pm in the Seminar Hall.

The committee addressed two important point of concerns; i.e Application for Integrated Msc. Programmes and one UG Programme.

The committee also discussed on participating in quality audits like AQAR, NIRF and Submission of AIACHE

### Decisions Taken :

In the meeting, the institution discussed and decided to

apply for Integrated Msc. Programme in Computer Science - Data Science and Bsc. Psychology (Honour) Programme.

Dr. Saju M. Sebastian, Rev. Fr. Libin Valyaparambil, Dr. Joseph George, Dr. Roy Sebastian K., Dr. Ebey P. Koshy, Mr. Justine Joseph, Dr. Sabukaly M.G., Dr. C.T. Francis, Mr. Roby Mathew, Mr. Thomas Sebastian, Ms. Droupathy Devi C.G were nominated to the committee.

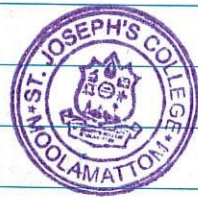
It was decided to make necessary arrangements for the timely submission of AIACHE.

### Action Taken.

Dr. Joseph George and Dr. Sabukaly M.G were tasked to analyse and work on the matters needed to apply for Integrated Msc. Programme in Computer Science - Data Science and Bsc. Psychology (Honour) Programme.

File works related to the submission of AIACHE were assigned to the faculties to complete it within a time frame.

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## MINUTES OF STRATEGIC PLANNING COMMITTEE

Date : 03 June 2020

Time : 2:00 pm - 3:00 pm

Venue : Seminar Hall.

### Agenda

1. Wifi - Facilities
2. Indoor Stadium Construction
3. Observation of Azadi Ka Amrit Mahotsav
4. Implementation of Online-teaching learning activities

### Attendees

1. Rev. Dr. Thomas George CMI, Manager *Inf*
2. Dr. Ebey P. Koshy, Principal *Est*
3. Dr. Joseph George, IQAC Coordinator *Joseph George*
4. Dr. Sabukuty M.G., HOD Mathematics *Math*
5. Mr. Justine Joseph, HOD Economics *Justine*
6. Rev. Sr. Sijo Francis, HOD Chemistry *Sr*
7. Mr. Roby Mathew, HOD English *Roby*
8. Dr. Anju P Mathews, HOD Physics *Anju*
9. Ms. Droupathy Devi C.G., Librarian *Drupathy*
10. Mr. Thomas Sebastian, Supdt. *Thomas*

### Minutes

The committee meeting on Strategic Planning, held on 3rd June 2020, commenced at 2:00 pm in the Seminar Hall.

The committee addressed matters like implementing wifi and related technological facilities to support Online teaching-learning activities in the departments.

Strategies to observe Azadi Ka Amrit Mahotsav were also discussed.

Matters like construction of Indoor Stadium & Filling up of vacancies in teaching and non-teaching posts were also the point of discussion.

### Decisions Taken :

In the meeting, the committee discussed on the implementation of WIFI facilities and installation of internet switches in each department to equip the departments with online teaching-learning activities.

It was decided to complete the construction of indoor stadium within a time bound.

Mr. Roby Mathew & Dr. Anju P Mathews are assigned to find strategies to observe 'Azadi Ka Amrit Mahotsav'.

It is decided to fill up the vacancies in teaching and non-teaching posts.

### Actions Taken :

Arrangements are made to implement the Wifi and related internet facilities in every department as a part of online-teaching learning activities.

Dr. Anju P Mathews and Roby Mathew were tasked with the planning and organizing of programmes related to 'Azadi Ka Amrit Mahotsav'.

Arrangements were made to complete the construction of indoor stadium within a time bound.

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MINUTES OF STRATEGIC PLANNING COMMITTEE

Date : 03 June 2021


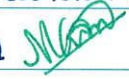

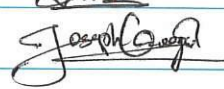




Time : 2.00 - 3.00 pm

Venue : Seminar Hall

Agenda :

1. Preparation for NAAC reaccreditation
2. AQAR Submission 2020-21
3. Faculties registration for PhD programmes.

Attendees :

1. Rev. Dr. Thomas George Vengaluvakkel CMI, Manager 
2. Dr. Sabukutty M.G, Principal 
3. Rev. Dr. Jomon Sebastian Kottarathil CMI, Bursar 
4. Dr. Joseph George, IQAC Coordinator 
5. Dr. Sr. Sijo Francis 
6. Mr. Roby Mathew 
7. Ms. Deoupathy Devi C.G 
8. Mr. Paul C Abraham. 

Minutes :

The meeting of Strategic Planning Committee was held on 3rd June 2021 at 2.00 pm.

The committee discussed matters including NAAC reaccreditation and submission of AQAR for the year 2020-21

Application for research guidance by qualified faculty members and teacher's registration for Ph.D programmes were also matter of concern of the meeting

Decisions Taken :

In the Strategic Planning Committee meeting, the committee decided to start prepare for NAAC reaccreditation.

Rev. Dr. George Thomas Vengaluvakkel CMI, Dr. Sabukutty M.G, Rev. Dr. Jomon Sebastian Kottarathil CMI, Dr. Joseph George, Dr. Sr. Sijo Francis,

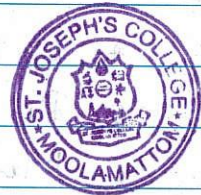
10  
Mr. Roby Mathew, Ms. Droupathy Devi C.G, Mr. Paul C Abraham were nominated in the committee.

### Actions Taken :

The committee discussed and works were allotted to the faculties for NAAC reaccreditation process.

Mr. Roby Mathew and Dr. Joseph George were tasked with file works contributing to the AQAR submission for The Academic year 2021-2022

*MGM*








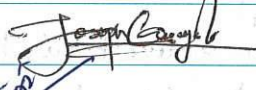


## MINUTES OF STRATEGIC PLANNING COMMITTEE

Date : 03 June 2022

Time : 2.00 pm - 3.00 pm

Venue : Conference Hall

- Agenda :
1. Classroom allocation - Msc. Data Science
  2. Construction of Sophisticated library, Spacious Auditorium & Administration block, Educational Theatre.
  3. Instituting Vivekananda Chair, Kalam Corner & Student IQAC.
  4. Installation of Interactive board in classrooms
  5. Submission of AQAR for the Academic Year 2021-22.

- Attendees :
1. Rev. Dr. Thomas George Vengalivakkal CMI, Manager 
  2. Dr. Sabukuly M. G., Principal 
  3. Rev. Dr. Jomon Sebastian Kottarathil CMI, Bursar 
  4. Rev. Fr. Tison Thomas Kocheril CMI, Fin. Admin. 
  5. Ms. Roby Mathew, IQAC Coordinator 
  6. Dr. Joseph George 
  7. Dr. Sr. Sijo Francis 
  8. Ms. Droupathy Devi C. G. 

Minutes : The meeting commenced at 2.00 pm at the Conference Hall. The main points of discussion were concerning the construction of Spacious auditorium, library, administration block, and Educational theatre.

Institution of Vivekananda Chair, Kalam Corner and student IQAC and installation of interactive board in classrooms were also the matter of discussion.

The committee discussed on the AQAR submission for the Academic Year 2021-22 and regarding the allocation of classroom for Msc. Data Science students.

### Decisions Taken :

In the Strategic planning Committee meeting, the members discussed and decided to submit AQAR 2021-22 on time. The committee also decided to install interactive board in the classroom as part of ICT enabled teaching learning process. The committee decided to complete the construction of library, auditorium, administration block, educational theatre, by the end of this academic year.

### Action Taken :

The committee assigned Dr. Joseph George and Rev. Fr. Tison Thomas Kocheril CMI to assess and ensure that the construction of auditorium, library, educational theatre will complete within the time span. Ms. Deoupathy Devi C.S was tasked with the implementation of Kalam corner. Faculties were assigned with various file works associated with AQAR submission for the Academic year 2021-22. Arrangements were made for the installation of interactive board in the classrooms, thereby enabling the ICT enabled teaching learning mechanism.

*Thomas*

**THOMAS  
GEORGE**

Digitally signed by  
THOMAS GEORGE  
Date: 2023.11.14  
16:44:39 +05'30'

