

Minutes of the Academic Council meeting of Holy Cross Institute of Management and Technology held at 02.00 pm on 25th June 2017, Monday in the Audio Visual Room.

Members Present:

Dr. Sr. Shiny George

Mr. Nimesh S

Ms. Sreelakshmi

Mr. Sachin Pavithran

Sr. Jyothi Fernandes

Mr. Jijish M

Mr. Philip C M

Ms. Rajasree V

Sr. Manju

Mr. Renab Narayanan P T

Ms. Rajalakshmi Sudev

Dr. Shiny George, welcomed the newly constituted academic council and delivered an introductory speech detailing the duties and responsibilities of the academic council and the mode of work expected from the council.

Decisions

1. Internal Examination Committee

The internal examination committee was constituted in the college for the academic year 2017-18 in order to ensure quality in the planning and conduct of internal examinations of the college. The committee was formed under Mr. Raveendran A as Convenor, Ms. Regina, Ms. Sheeba, Mr. Rimi and Mr. Robert as members.

2. Academic calendar

The academic calendar of all Departments were presented by the concerned Department Heads for the academic year 2017-18.

3. Member Secretary

Among the members Mr. Renab Narayanan P T was elected as the member secretary of the academic council

4. Certificate Course

HoDs of each department presented the details of various certificate courses planned for the academic year 2017-18.

Mr. Nimesh S proposed the vote of thanks. The meeting came to an end by 3.30pm



Mr. Renab Narayanan P T
(Member Secretary)

Minutes of the Academic Council meeting of Holy Cross Institute of Management and Technology held at 02.00 pm on 27th October 2017, Friday in the Audio Visual Room.

Members Present:

Dr. Sr. Shiny George

Mr. Nimesh S

Ms. Sreelakshmi

Mr. Sachin Pavithran

Sr. Jyothi Fernandes

Mr. Jijish M

Mr. Philip C M

Ms. Rajasree V

Sr. Manju

Mr. Renab Narayanan P T

Ms. Rajalakshmi Sudev

Mr. Renab Narayanan P.T, Secretary, presented the minutes of the meeting held on 25th June, 2018 and was followed by a discussion on the academic activities taken up in the concerned tenure..

Major Decisions

1. Evaluation of Examination Committee

An evaluation of the internal examination committee was conducted based on the quality and transparency in the planning and conduct of internal examinations of the college. The committee Convenor, Mr. Raveendran A elaborated the process and impact of the action plan and the conduct of the examination.

2. Academic calendar

Department Heads discussed the success rate of the conduct of programmes in the academic calendar. Suggestions regarding the conduct of the programmes and the strategic approaches were discussed.

3. Analysis of results

All department heads evaluated their respective departments' performance in academics and discussed the possibilities of incorporating student oriented learning tactics in their particular streams.

The meeting came to an end by 4.00pm



Mr. Renab Narayanan P T
(Member Secretary)

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Members Present:

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Mr. Nimesh S

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Sr. Manju

Mr. Renab Narayanan P T

Ms. Rajalakshmi Sudev

Dr. Sr. Shiny George, welcomed the newly constituted academic council and gave an introductory speech detailing the duties and responsibilities of the academic council.

Decisions

1. Internal Examination Committee

The internal examination committee re-constituted for the academic year 2018-19 to keep the examination conduct smoother and transparent. The committee retained itself under Mr. Raveendran A, being reelected as the convenor.

2. Academic calendar

The academic calendar for the year 2018-19 of respective Departments were presented by the Department Heads. Further discussions were held on the conduct and methodology of the same and Ms. Sreelakshmi, the teacher in charge presented the consolidated Academic Calendar. Mr. Philip C M, Head of the Department of English, gave suggestions regarding incorporating the internal exam schedule in the academic calendar.

3. Internship for students of commerce

Sr. Jyothi Fernandes, Head of the Department of Commerce and Management recommended the need of having an internship programme for sixth semester BBA students to provide experiential learning to the students. The council members discussed the case and gave approval accordingly.

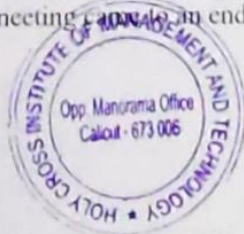
4. Semester Evaluation

A student centric approach was recommended to be incorporated after a series of discussions among the members, in order to facilitate the

5. Member Secretary

Mr. Renab Narayanan P T was elected as the member secretary of the academic council

Mr. Nimesh S, Head of the Department, Hotel Management proposed the vote of thanks. The meeting ended by 3.30pm



Mr. Renab Narayanan P T
(Member Secretary)

Minutes of the Academic Council meeting of Holy Cross Institute of Management and Technology held at 02.00 pm on 26th October, 2018, Friday in the Audio Visual Room.

Members Present:

Dr. Sr. Shiny George

Mr. Nimesh S

Ms. Sreelakshmi

Mr. Sachin Pavithran

Sr. Jyothi Fernandes

Mr. Jijish M

Mr. Philip C M

Ms. Rajasree V

Sr. Manju Thomas

Mr. Renab Narayanan P T

Ms. Rajalakshmi Sudev

Mr. Renab Narayanan P.T, Secretary, presented the minutes of the meeting held on 25th June, 2018 and opened the meeting for a progressive discussion.

Decisions

Study Tour/ Industrial Visits

The council discussed various study tours/ industrial visits and also shortlisted certain highly recommended areas for facilitating the tour/ visit. The visits were aimed at nourishing the first hand experience of the respective professional fields so as to engage and involve the stakeholders in a practical mode.

Semester Evaluation

The council evaluated the activities conducted in the odd semester as planned in the academic calendar and discussed the success rates and areas which needed updates and promotions. Suggestions regarding the conduct of the programmes and the strategic approaches were discussed for a better functioning of the academic activities.

Result Analysis

The council analysed the results of the university exams and meticulously conducted an evaluation of the teaching methodologies employed and to be employed.

The meeting rounded up at 3.30pm with the vote of thanks proposed by Mr. Renab Narayanan P.T, the secretary to the council.



Mr. Renab Narayanan P T
(Member Secretary)

Minutes of the Academic Council meeting of Holy Cross Institute of Management and Technology held at 02.00 pm on 27th May 2019 Monday in the Audio Visual Room.

Members Present:

Dr. Sr. Shiny George

Mr. Nimesh S

Ms. Sreelakshmi

Mr. Sachin Pavithran

Mr. Lazar Malliakkal

Ms. Bindu P Nambiar

Mr. Tom Jose

Ms. Rajasree V

Sr. Manju Thomas

Mr. Renab Narayanan

Ms. Rajalakshmi Sudev

Mr. Renab Narayanan Member Secretary welcomed the members of the academic council to the meeting

Minutes of the Previous meeting was read by Mr. Renab Narayanan P.T, Member Secretary (held on 26th October 2018)

Decisions

1. Internal Examination Committee

The Internal examination Committee was reconstituted for the academic year 2019-20 , upgrading itself to cope with the new needs and challenges of the examination conduct.

2. Open Course

Discussions were conducted on the wise use of open courses as suggested and prescribed by the university, including the productivity and level of application. The open course of various programmes were offered by the parent department to the students of other departments to develop interdisciplinary knowledge and skills.

3. New syllabus

The council discussed the new syllabus introduced by the University of Calicut for the new academic year to consider the new teaching techniques to be adopted for effective teaching learning experience.

4. Audit Course

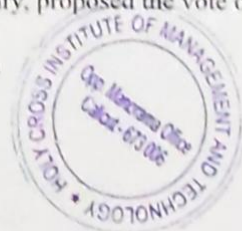
The council discussed the Audit courses introduced by the University of Calicut for the undergraduate and postgraduate students to enhance the ability of students. The evaluation technique being the same, these courses required a strategic methodology in its delivery to the students, suggested Ms Rajasree, the academic council member.

5. Certificate Course

The department HoDs presented the details of various certificate courses planned to be offered in the academic year 2019-20

Mr. Renab Narayanan, Member Secretary, proposed the vote of thanks.

The meeting came to an end by 4.00pm



Mr. Renab Narayanan P T
(Member Secretary)

Minutes of the Academic Council meeting of Holy Cross Institute of Management and Technology held at 02.00 pm on 21st October 2019 Monday in the Audio Visual Room.

Members Present:

Dr. Sr. Shiny George

Mr. Nimesh S

Ms. Sreelakshmi

Mr. Sachin Pavithran

Mr. Lazar Malliakal

Ms. Bindu P Nambiar

Mr. Tom Jose

Ms. Rajasree V

Sr. Manju

Mr. Renab Narayanan

Ms. Rajalakshmi Sudev

Mr. Renab Narayanan Member Secretary welcomed all to the academic council meeting and read the minutes of the previous meeting (held on 27th May 2019) and the members jointly agreed to approve the minutes.

Decisions

1. Semester Evaluation

The council conducted an evaluation of the odd semester based on the academic calendar planned for the academic year 2019-20. The evaluation helped in understanding the various focus areas to be taken care of for the effective execution of the academic calendar.

2. Result Analysis

The HoDs conducted the result analysis of the university results published to evaluate the academic performance of the students and planned upon initiatives to improve the academic performance of the students.

3. Study Tour/ Industrial Visit

The council discussed the need to organise study tour / industrial visits for the students to enhance the practical knowledge of the students. The council decided to offer the final year undergraduate and postgraduate students study tour/ industrial visit by the month of January to equip them with professional knowledge.

Mr. Renab Narayanan P.T proposed the vote of thanks. The meeting came to an end by 4.00pm



Mr. Renab Narayanan P T
(Member Secretary)

Minutes of the Academic Council meeting of Holy Cross Institute of Management and Technology held at 02.00 pm on 25th May 2020 on an online platform.

Members Present:

Dr. Sr. Shiny George

Mr. Nimesh S

Ms. Sreelakshmi

Sr. Ramya

Mr. Martin Bernard

Ms. Bindu P Nambiar

Mr. Saji Joseph

Ms. Rajasree V

Sr. Manju

Mr. Renab Narayanan

Ms. Rajalakshmi Sudev

Mr. Renab Narayanan Member Secretary welcomed all to the academic council meeting

Minutes of the Previous meeting

Mr. Renab Narayanan, Member Secretary read the minutes of the previous meeting (held on 21 st October 2019) and the members jointly agreed to approve the minutes with some progressive suggestions.

Decisions

● **Academic planning**

Planning for the academics due to the covid and how it can be conducted was discussed by all members. The methods can be adopted as per the convenience of teachers and students

Google classroom , Zoom, Webex Platform

● **Internal Examination Committee**

The committee was constituted for the academic year 2020-21 to ensure the proper conduct of the internal examination during the pandemic times through online medium.

● **Certificate course / Add on course**

Each Department head gave a brief description of the certificate courses to be conducted from June 2020 to March 2021 with each semester having one certificate course for the students.

Mr. Renab Narayanan P T, Member Secretary, proposed the vote of thanks. The meeting came to an end by 4.00pm



Mr. Renab Narayanan P T
(Member Secretary)

Minutes of the Academic Council meeting of Holy Cross Institute of Management and Technology held at 02.00 pm on 23rd October 2020 on an online platform.

Members Present:

Dr. Sr. Shiny George

Mr. Nimesh S

Ms. Sreelakshmi

Sr. Ramya

Mr. Martin Bernard

Ms. Bindu P Nambiar

Mr. Saji Joseph

Ms. Rajasree V

Sr. Manju

Mr. Renab Narayanan P T

Ms. Rajalakshmi Sudev

Mr. Renab Narayanan P.T, Member Secretary, welcomed all to the academic council meeting

Minutes of the Previous meeting

Mr. Renab Narayanan P T, Member Secretary read the minutes of the previous meeting (held on 25th May 2020) and the minutes were jointly approved by the council members.

Decisions

• **Evaluation of the Academic Calendar:**

The department Heads evaluated and produced a holistic outcome based strategic gauge based on the action plan decided over in the previous meeting. Suggestions on amendments and improvements were evaluated and their productivity was discussed. The evolving challenges of Covid-19 were included in the academic preview for the upcoming semester.

• **Academic planning**

Considering the pandemic restrictions and imminent need to cater the academic knowledge of the stakeholders, the council decided to organise, conduct and ensure participation of students in online webinars and classes held globally as per the access possibilities.

• **Certificate course evaluation**

The departments gave a brief description on the ongoing certificate courses, learning from the implementation process, and duly placed recommendations and progressive measures to evolve better outputs from online platforms.


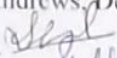
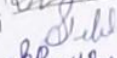
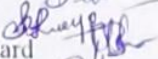
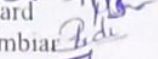
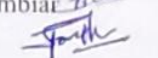
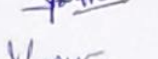
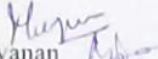

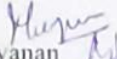

Mr. Renab Narayanan P.T proposed the vote of thanks. The meeting came to an end by 4.00pm



Mr. Renab Narayanan P T
(Member Secretary)

Minutes of the Academic Council meeting of Holy Cross Institute of Management and Technology held at 02.30 pm on 7th June, 2021 on an online platform.

Members Present:

Dr. Sr. Shiny George 
Dr. Sr. Sheeba Andrews, Department of Economics, Providence College 
Mr. Nimesh S 
Ms. Sreelakshmi 
Sr. Ramya 
Mr. Martin Bernard 
Ms. Bindu P Nambiar 
Mr. Saji Joseph 
Ms. Rajasree V 
Sr. Manju 
Mr. Renab Narayanan 

Mr. Renab Narayanan P.T, Member Secretary, welcomed the members to the meeting and initiated the meeting.

Minutes of the Previous meeting

Mr. Renab Narayanan P.T, Member Secretary, enumerated the minutes of the previous meeting held on 23rd October 2020) and initiated the discussion on the same and the members jointly agreed to approve the minutes.

Decisions

1. Academic planning

Adopting to Corona specific academic conveyance, there were discussions on sharing the digital information towards a wider and easily accessible platform alongside the monitoring systems applicable to the technical supports taken by the institution. Dr. Sr. Sheeba Andrews, Department of Economics, Providence College contributed her academic experience by updating academic trends and updates to be added to the plan.

2. Study tour/ Industrial visit

The council discussed the best possible firms and organisations where the students can amass experience and exposure .

3. Certificate course / Add on course

Each Department head gave a brief description of the certificate courses to be conducted from June 2021 to March 2022. The system was found effective in bringing up a skilled crowd, according to the departments.

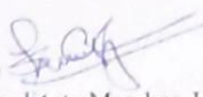
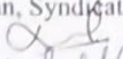
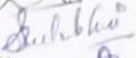






Mr. Renab Narayanan PT proposed the vote of thanks. The meeting came to a conclusion by 4.00pm.



Mr. Renab Narayanan P T
(Member Secretary)

Minutes of the Academic Council meeting of Holy Cross Institute of Management and Technology held at 02.30 pm on 26th October, 2021 on an online platform.

Members Present:

Dr. Sr. Shiny George 
Mr. Jayakrishnan, Syndicate Member, University of Calicut
Mr. Tinto Anil 
Ms. Sreelakshmi 
Sr. Ramya 
Mr. Martin Bernard 
Ms. Bindu P Nambiar 
Mr. Saji Joseph 
Ms. Rajasree V
Mr. Renab Narayanan P T 
Mr Martin Bernard 

Mr. Renab Narayanan P.T, Secretary, presented the minutes of the meeting held on 7th June, 2021 and initiated a discussion on the academic activities.

Decisions

Semester Evaluation

An evaluation on the various activities planned and executed in the previous semester was conducted to have a holistic understanding of the effectiveness of the plan executed. The evaluation helped in understanding the drawbacks and points to be taken care of in the upcoming semester.

Study Tour/ Industrial Visits

The council discussed the importance of providing study tours/ industrial visits for the final year students as it helps in providing a practical experience for the students through a first hand experience.

Certificate course evaluation

The evaluation of the certificate courses introduced by each department in the academic year 2021-22 were discussed. The effectiveness, drawbacks and measures to improve, were matters under consideration. Mr. Jayakrishnan, Syndicate Member, University of Calicut enlightened the organisation of the certificate courses through strategical upgrades and curricular independence.

Result Analysis

Academic performances of the students were analysed through a detailed evaluation on the university results in order to understand the student's proficiency and efficiency of various initiatives taken to support the academic proficiency of the students.

Mr. Renab Narayanan P.T proposed the vote of thanks. The meeting came to an end by 3:45pm



Mr. Renab Narayanan P T

Minutes of the Academic Council meeting of Holy Cross Institute of Management and Technology held at 02.30 pm on 22nd June 2022 on an online platform.

Members Present:

Dr. Sr. Shiny George

Mr Tinto Anil

Ms. Sreelakshmi

Sr. Ramya

Mr. Martin Bernard

Ms. Bindu P Nambiar

Mr. Saji Joseph

Ms. Rajasree V

Sr. Manju

Sr Rani

Mr. Renab Narayanan P T

Mr. Renab Narayanan P.T, Secretary, started the meeting with a discussion over the minutes of the meeting held on 26th October, 2021 and welcomed suggestions, observations and recommendations for a better strategic approach.

Decisions

Semester Evaluation

The members conducted a meticulous scrutiny of the semester results with reference to the past results and brought up a comparative analysis to decode the graph of progress. Upgrades to new syllabus oriented teaching methodologies were discussed.

Study Tour/ Industrial Visits

Study tours/ Industrial visits were to be conducted as part of the curriculum expansion into practical experience and productive learning. The post pandemic care and adhering risks and responsibilities were to be taken care of as directed by the health department, suggested Mr. Martin Bernard, member of the council.

Certificate course

Certificate courses were designed focusing on the outcome based teaching- learning methods , grading the courses adhering to the standards of learning processes, assisted by the human resources and digital aids.

Result Analysis

Academic results were gauged on the predetermined criterion to ensure the best results, and the same was evaluated with reference to the prior performances of the students and a student specific upgrade strategy was recommended and agreed upon by the council.

Mr. Renab Narayanan P.T proposed the vote of thanks. The meeting came to an end by 3:45pm



Mr. Renab Narayanan P T
(Member Secretary)