

Student Staff Welfare  
Meeting Minutes Register.



9

Agenda: To discuss about the women cell programme and arrangement of FDP and Industrial visit

Venue: Seminar Hall

Date & Time: October 11<sup>th</sup> 2019

Minutes of the meeting

The following were discussed during the meeting

- a) Regarding the arrangements of resource person for the FDP and Non teaching Training programme on the use of fire extinguisher & first aid
- b) To discuss about the Industrial visit and to plan it for the V<sup>th</sup> sem and IV<sup>th</sup> B.Pharm
- c) To discuss about the arrangements to be made for the women cell programme.
- d) To welcome sonia to the group.

It is decided to call the principal of National College of Pharmacy as the resource person and to conduct the FDP on October 18<sup>th</sup>. Also industrial visit for V<sup>th</sup> sem B.Pharm is planned to Chethana pharmaceuticals, and to women cell seminar is planned on 16<sup>th</sup> Nov. IV for IV B.Pharm planned to NIS Lab, Chennai along with IPC.

Lins Mary Joy

Sini Baby

Fels Jayu

Antheiya Anne

Deeya Shaly

Sonia

Plowlet Plakho





## Agenda

To plan various activities for the academic year.

Date: July 01 2020

A meeting is conducted on online mode to plan various programmes for the academic year 2020-2021. The various programmes discussed during the meeting include FDP, ~~to~~ for teaching and non teaching, a programme for ~~new~~ girls in commercial difficulties in arranging virtual orientation on Industry ~~and~~ planned, ~~to~~ any one activity in medical care system, Meeting with student representatives through online mode, providing links of various FDP is 7 week for faculty, To check the medicine box and to replace the expired medicines ~~when~~ at the start of regular classes etc. During the meeting it is decided to arranged some guest lectures/invited talks from pharmaceutical industry and on class on moodle platform also.

→ Also decided to carry out the various feedback at the end of academic year / need basis as in case of ~~PTA~~

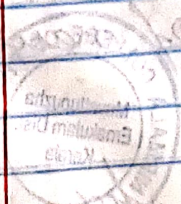
→ Also planned to arrange a training programme for Non teaching Faculties on computer aided use of excel.

## Members Present

Deepa Jose, ~~Sim~~ ~~f~~ ~~ms~~



Sini Baby Sim  
 Flowerlet Mathew Sim  
 Sonia Ninan Sim  
 Fels Syju Sim  
 Merin Joseph  
 Antriya Annie Tom  
 Dona Maria Jetto Umujo  
 Lina Mary Joy Sim  
 Tisha Thomas 11/12/2020  
 Sonia Ninan Sim





09/06/22

AGENDA

To discuss the action plan for the Academic year and the following plan was finalized.

Action Plan for Academic Year 2022-23Staff Welfare Activities Planned

- 1) Channelizing the **Staff fund Collection** and its utilization
  - a. It has been decided during last Staff Open forum to collect each month 0.2% of Salary (Non-Teaching & Ministerial Staff) and 0.3% (Teaching Staff) towards the building of corpus for staff fund.
  - b. The policies for the utilization of the funds will be finalized and documented within a month.
- 2) **Training Programs**
  - a. The following training programs will be conducted for Teaching Staff
    - i. Micro-Money Management Skills
    - ii. Essential Skills for Effective Team Building
  - b. The following training programs will be conducted for Non Teaching Staff
    - i. Detailed training on Microsoft Excel
    - ii. Training on Basic Professional Etiquettes
    - iii. Basic First aid training
    - iv. Basic Life Support Training
- 3) **Basic Medical Health Check up** for all staffs at least once in a year.
  - a. Keeping in view the increasing age of staffs, a basic health checkup is being planned to be conducted once on a year starting from this Academic Year
  - b. The planned tests include Complete Blood Count, Basic Lipid Profiling, Basic Thyroid Function tests, and urine analysis.
- 4) Conduct **Yoga Training** session for all Staff Members

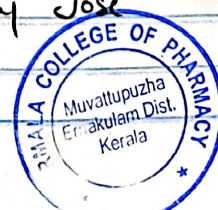
Students Welfare Activities Planned

1. Yearly **General Medical Checkup** for students
  - a. Initiate medical checkup for all students to assess their overall health quality.
2. **Happiness Index Determination**
  - a. Create a system to determine how satisfied and happy the students are for all the services Institution is providing based on the feedback analysis
3. To create more opportunities for students to foster their experiential learning through interaction with industrial experts and hospital trainings.

1) Robin Kurjuman

3- Nancy Jose

2) Dr. Merlin Gosh





## Agenda

To plan FDP for non-teaching and to ~~be~~ invited lecture from industrial persons.

Date: October 1 2020

A discussion was made regarding the topics and persons to be invited from industry sector. The topics for non-teaching FDP was decided as maintenance and calibration of laboratory equipment. It is also decided to ~~will~~ invite the resource person from Viswajothi College of Engineering and to conduct the same on online mode on Oct 17.

- Also decided to invite alumina as resource persons from industry and to arrange an interactive session during the same so that it will be helpful for students focusing on industry sector for job opportunities.
- Also Decided to convey the needs of the students to the corresponding in-charges.

- To ~~can~~ select the Union student representatives according to the information received from University.

- To reconstitute the women cell members after the ~~the~~ start of batch students.

- Also congratulate Dr. Fels Sajin for organising a FDP on moodle platform by Dr. Shaji George and also agreed to take 1 more class on the same.

All Members ~~Present~~ were present in the meeting.

Thy 1/10/2020

