

## **MES College, Marampally**

### **Report of the staff association 2016-17**

First staff meeting of the new academic year was held on 1<sup>st</sup> June, 2016 at conference hall with the agenda of assigning current academic year duties to the staff. The meeting mourned the sad demise of S4 B.Sc. Electronics student Ajmal on his tragic accidental death. Dr. Umesh.B.T welcomed the gathering and Principal Dr. A.Biju, presided the meeting. On his speech he congratulated the staff members for the achievement during the previous academic year and reminded them of their duties and responsibilities to maintain the discipline in the college premises. Various assignments have been given to staff members for the current academic year. Dr. Sopna.V.Muhammed, Head, department of Business Administration has been elected as the Staff association secretary and Mr. VivasSalim, department of Biosciences as Joint Staff secretary. The meeting concluded by the vote of thanks by Dr. Sopna.V.Muhammed.

A general staff meeting was held on 1<sup>st</sup> July, 2016 at the conference hall with the agenda of salary revision of self-financing teachers and preparations for upcoming NAAC visit. Meeting started with the welcome address by Dr. Sopna.V.Muhammed. Principal Dr. A.Biju Presided the function. He insisted the need of active participation of all faculties in the preparations for the NAAC reaccreditation process. Jb. K.M shamsuddin, Chairman, College managing committee delivered the keynote address and emphasized the need for getting A grade in NAAC visit. Dr. K.A zakkariya, Secretary, College managing committee announces the revised basic pay of self-financing teachers. He also demanded the importance of having NET qualification for all faculties. Jb. ZakkeerHussain, treasurer, College managing committee talked about the qualities of a teacher. Principal conveyed the EID Greetings to all the staff members. The meeting came to an end with the vote of thanks by Mr. VivasSalim.

Staff meeting was held on 12<sup>th</sup> July, 2016 with the agenda of solving the service issue of the Aided staff. Staff association secretary Dr.Sopna.V.Muhammed welcomed the gathering and opened the meeting for general discussion. There are several issues discussed during the meeting. Major points of discussion was as follows

- DA arrears need to be merged for the period 2007-2015.
- GIS Number to be allotted for all aided staff
- A task group is constituted consisting of aided faculties to speed up the resolution of service related matters. The task force includes
  - Dr. sabu.M.K
  - Dr. Umesh.B.T
  - Mr. Joseph Deril
  - Lt. Ibrahim Salim
  - Mr. Haneefa.K.G
  - Mrs. Jaseena.K.U
  - Mrs. Jasmin.P.M
  - Mrs. Princy Francis
- On line PF need to get authorized by communicating the details on an urgent basis
- Earned leave need to be entered in the service book and DD should counter signed it
- Procedures related to salary Increment during the current year will be taken care by Dr. Sabu.M.K
- A staff is urgently required in the salary section of aided staff
- Form 16 should be issued for the payment of income tax
- An amount of rupees 50,000 will be donated from Ashik's fund for the treatment of Ahsana.F.F of BBA alumni (2012-2015 Batch), who is a blood cancer patient

The above grievances of the staff were reported to the principal for urgent action.

Staff association and department of Physical education jointly organized a workshop on "Yoga for better life" on 23<sup>rd</sup> July, 2016 in connection with National Yoga Day. Staff secretary Dr. Sopna.V.Muhammed welcomed the gathering and Principal Dr. A. Biju presided the function. The resource person Mr. Suresh Menon, Yoga Trainer talked about the basics of yoga and made the participants do the relaxation techniques and simple exercises. The participants interacted with the speaker. Dr.ManzurAli.P.P, Head department of Biosciences delivered the vote of thanks.



A meeting of aided teaching staff was organized on 3<sup>rd</sup> October, 2016 to explain the actions taken on the grievances submitted by the staff members. Staff secretary Dr. Sopna.V.Muhammed welcomed the gathering and Principal Dr. A. Biju explained the details with regard to the representation given by the aided staff. Principal explained the actions taken to resolve the grievance and which are as follows.

- Documents submitted to the DD office will be cross checked against the check list to avoid the rejection.
- Matters regarding the DA arrear was also discussed.
- GIS numbers for the Aided staffs will be available from the college office whose first deduction is before 2015 and afterwards the details of the staff whose deduction is coming should be entered online and its user ID and Pass word is available at the office.
- A register is opened in the bill section to record the movement of bill to the DD office.
- The details of PF was already entered online and should be verified by the DC. A representation given to DC for expediting the same.
- The responsibility of service book updation is given to an office staff
- The entry of earned leave in service book will be completed at the earliest.
- One person from the SPARK office can be called for updating the SPARK details of the staff
- For getting any approval from principal the letters should reach through proper channel.

A general staff meeting was held on 1<sup>st</sup> July, 2016 at the conference hall to discuss the requirements of various departments. Management representatives also attended the meeting. Staff secretary Dr. Sopna.V.Muhammed welcomed the gathering and Principal Dr. A. Biju presided the function. He explained the importance having an interaction with management to upgrade the facilities of the departments before the NAAC visit. Dr.Manzur Ali detailed the significance of revising mission of the college and having an institutional policy. Dr. K.A. Zakariya, Secretary, College managing committee suggested to present the requirements of the department in written form to the principal. The management will go through them and will decide as per priority. Jb. ZakeerHussain, Also insisted that all teachers should approach NAAC

visit as a team and treat all issues with a positive attitude. Principal concluded the meeting with a note that an open interaction is essential to avoid misunderstanding among faculties.

A staff meeting was held on 4<sup>th</sup> January 2017 at conference hall for giving send off to Dr. Sabu MK, Associate Professor, Department of Computer Applications. Staff secretary Dr. Sopna.V.Muhammed welcomed the gathering and Principal Dr. A. Biju presided over the function. All Heads of Departments felicitated Dr.Sabu MK who got placement as Associate Professor in Dept. of Computer Science, CUSAT. Many other faculties shared their experience with Dr. Sabu M K. Teaching staff presented a gold coin as a token of love and non teaching staff presented a memento. Dr.SabuM.K, in his return speech thanked all staff of the college. Mr.VivasSalim, Joint Staff Secretary delivered the vote of thanks.

A staff meeting was held on 28<sup>th</sup> February 2017 at conference hall with the agenda of discussing Academic activities, NAAC Reaccreditation work and exam duties. Staff secretary Dr. Sopna.V.Muhammed welcomed the gathering and Principal Dr. A. Biju presided the function. The principal declared the dates of model exams of second, fourth and sixth semester UG Programmes. The following are the main points of discussion.

- All faculties should update University Exam Portal.
- Annual Reports of various clubs,cells and departments should be handed over to principal immediately
- Monthly Reports and Tutorial Reports should be submitted by all Head of Departments.
- FIP substitution guest faculties should follow up with DD office to get their salaries.
- For conducting tours, the Heads are responsible for preparing documents.

Dr.Manzur Ali PP requested cooperation from all staff members for the upcoming NAAC visit. The principal forwarded a suggestion of the adoption of one orphan kid by one class. Mr.VivasSalim, Joint Staff Secretary delivered the vote of thanks.