



# BISHOP BENZIGER COLLEGE

# OF NURSING

*Accredited by NAAC,*

*Member of United Nations Academic Impact Program*

*Approved Research Centre of Kerala University of Health Sciences*



## 4.5.2 - Non Teaching Meeting Minutes



# BISHOP BENZIGER COLLEGE OF NURSING

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## Minutes Of Non- Teaching Meeting held on the Month of October. 2015

Date: 06/10/2015

Time: 02.30pm

Venue: Conference Hall.

The following Members attended the meeting.

Sl No	Name	Designation	Signature
1	Prof. Anoop. K.R	Principal	
2	Mr. Anand.S	Vice Principal	
3	Mr. D. Solomon	Administrative Officer	
4	Sr. Reeni Peter	Store Keeper	
5	Mrs. Hilna Sunil	Accountant	
6	Mrs. Stancy.C	Accountant	
7	Mr. Cleetus Jose	Librarian	
8	Mrs. Sini Romeo	Assistant Librarian	
9	Mr. Tony Manuel	Data Entry Operator	
10	Mrs. Leena Livayans	Data Entry Operator	
11	Mrs. Jiji. N.H	Receptionist/ Attender	
12	Mr. John Selven	L.D.C/ Attender	
13	Mr. Maryson.A	Driver	
14	Mr. Suresh Babu	Driver	
15	Mr. Stephen	Driver	
16	Mrs. Beatree. E	Sweeper	
17	Mrs. Philomina. A	Sweeper	
18	Mr. Mariappan	Sweeper	
19	Mr. Yesudasan	Gardner/Cleaner.	





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The Non- Teaching staff meeting started at 2.30 pm on 06/10/2015 with a silent prayer. The meeting presided by Prof. Anoop. K.R (Principal BBCON). The minutes of the previous meeting was read and passed in the meeting and then discussed about the action taken in the decisions of previous meeting. Principal asked to report work done during previous months by all the sections of Administrative Department.

1. Library: Principal informed that the activities of library are doing well. Library has submitted their previous month report at right time. The Payment of photocopies are collected and remitted to Accounts sections. Library staff has requested for a net connection in library.
2. Cleaning: Regarding cleaning activities of Campus, there are some mistakes. The staff is not submitting the work schedule at correct time for signature. Administrative officer advised to submit the work schedule of cleaning activities at right time for getting signature.
3. Transportation: It is going on well. No issues.
4. Madam informed about the arrangement of a class for Non- teaching Staff.
5. Principal informed about the submission of SSR for NAAC & also discussed about the appointment of a non- teaching staff for each lab and department.
6. Principal informed that all staff must wear the College ID at the time of doing duty.
7. If any functions are conducted in the College Auditorium. Mr. Johnselvan & Mr. Mariappan must be there till the completion of that Programme. This was already discussed in the previous meeting.
8. Vice Principal informed that those who are responsible for closing the classroom are closing before scheduled time thereby the faculties are finishing the classes early.
9. Principal informed that till now, the Filing process is not properly done & Mr. Tony & Mrs. Leena are responsible for doing it properly. Daily papers should be filed on the same day itself.
10. A.O sought co-operation all non- Teaching Staff at the time of completion of data for NAAC inspection.

The meeting adjoined at 3.45 pm.

  
Signature of Principal

Dr. ANOOPA. K.R. Ph.D (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1, KERALA

  
Signature of secretary





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## Minutes of Non-Teaching staff held on 14.07.2016

Venue: - Seminar Hall

Date:- 14.07.2016

Time: -

2.30 Pm

The following members attended this meeting

1. Prof. Anoop K.R	Principal
2. Mr. Anand.s	Vice-Principal
3. Mr. D. Solomon	Administrative officer
4. Sr. Gorette	Store keeper
5. Mrs. Hilna sunil	Accountant
6. Mrs. Stacy.C	Accountant
7. Mr. Tony Manuel	Data entry operator
8. Mr. Binu Thomas	Data entry operator
9. Mrs. Jiji .N.H	Receptionist
10 Mrs. Sobhana.S	Library Assistant
11. Mr. Suresh Babu	Driver
12. Mr. Johnselvan	LDC
13. Mr. Antony Gorbachave	Computer Assistant
14. Mrs. Beatres.E	Sweeper
15. Mrs. Susy.K	Sweeper
16. Mr. Subramanayan	Sweeper
17. Mr. Yesudasan	Garden/ Cleaner

*[Handwritten signatures and initials corresponding to the list of staff members]*

The Non-Teaching meeting started at 2.30pm on 14.07.2016 with a silent prayer. The meeting presided by Principal. The minutes of previous meeting was read and passed by the members. After that the action taken report of the previous meeting was discussed.

1. Principal informed that this was the first meeting after the NAAC Inspection and congratulated all non-teaching staffs for their efforts in the successful completion of NAAC inspection. Inspectors mentioned about the cleanliness and safety of our campus.
2. Principal Informed that to take a copy of all important documents come to the office and handed over to IQA cell.
3. Principal also informed that non-teaching staff who is appointed to the concerned lab and department will involve and help in their filing work and other activities.
4. Principal mentioned that all non-teaching staff should respect and help each other's.
5. The cleaning work and transportation scheduled are going well.
6. Principal informed the librarian to submit the list of required books in the library and informed that students are not using the journals properly. If you have any suggestions to overcome that problem to do their proper use of journals in the library. Mrs. Soumya told that the Marthrubhumi newspaper could not get to the library in all days.
7. Principal informed that to make some control in the key of computer lab and also discussed about the measures to be taken in the computer lab. Principal suggested that to give a net connection to any one of the faculty room. Faculty is also appointed in the computer lab.

The meeting adjourned at 3.45pm.

Signature of Principal

Signature of Secretary





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## Minutes of Non-Teaching staff held on 14.12.2017

Venue:- IQA Office

Date:- 14.12.2017

Time: -

2.30 Pm

The following members attended this meeting

1. Prof. Anoop K.R
2. Mr. Anand.s
3. Mr. D. Solomon
4. Sr. Gorette
5. Mrs. Hilna sunil
6. Mrs. Stacy.C
7. Mr. Tony Manuel
8. Mr. Binu Thomas
9. Mrs. Jiji .N.H
10. Mrs. Sobhana.S
11. Mr. Suresh Babu
12. Mr. Johnselvan
13. Mr. Antony Gorbachave
14. Mrs. Beatres.E
15. Mrs. Susy.K
16. Mr. Subramaniyan
17. Mr. Yesudasan

- Principal
- Vice-Principal
- Administrative officer
- Store keeper
- Accountant
- Accountant
- Data entry operator
- Data entry operator
- Receptionist
- Library Assistant
- Driver
- LDC
- Computer Assistant
- Sweeper
- Sweeper
- Sweeper
- Garden/ Cleaner

*[Handwritten signatures and initials in blue ink corresponding to the list of staff members.]*

The non-teaching staff meeting was held on 14.12.2017 at 2.30pm at IQA office.

The meeting was presided by principal. The meeting started with a silent prayer.

1. Principal appreciated all the staff members for their co-operation of agriculture activities.
2. Principal informed about the feedback of outgoing students, 97% of students reported the administrative staff support as excellent /good. 37% of students reported as transport facility as good. They told that the canteen, toilet, library facilities are very good.
3. Cleaning: - Cleaning is not carried out as per schedule. Cleaning of main building will be done by Mrs. Susy from January onwards.
4. Parents of III year students suggested that it will be better to avoid the students going to outside for research work. Principal asked Mr. Antony to support students to take print out for research purpose. It is also informed that inventory report of computer lab should be submitted to principal at the first day of every month.
5. Fee details & leave details of staff entered into computer.

Principal reviewed the functioning of various departments.

1. Office:- The functioning of office will be smooth only if the staff should respect each other.
2. Library:- Mrs. Soumya told that students are not reading the journals.
3. Transport: - Pollution test must be made in time. Mr. Suresh Babu suggested for the purchase of a new vehicle.

The meeting adjourned at 3.50 pm.

Signature of Principal

Dr. ANOOPA. K.R. Ph.D (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1 KERALA



Signature of Secretary

*[Handwritten signature of Hilna in blue ink.]*



## Minutes of Non-Teaching staff held on 27.11.2018

Venue: - IQAOffice

Date: - 27.11.2018

Time: - 11 am

### The following Members attended this meeting

1.Dr. Anoop K.R	Principal
2.Sr. Lily Thomas	Store Keeper
3.Mrs.Hilna Sunil	Accountant
4.Mrs.Stancy.C	Accountant
5.Mr. Tony Manuel	Data entry operator
6.Mr. Binu Thomas	Data entry operator
7.Mrs.Jiji.N.H	Attender
8.Mrs.Soumya. D.G	Librarian
9.Mrs.Sobhana. S	Library Assistant
10Mrs.Philominaa. K	sweeper
11.Mrs.Biatres. E	Sweeper
12.Mr. Subramanian	Sweeper
13.Mr. Johns elvan	Attender
14.Mr. Maryson	Driver
15.Mr. Suresh Babu	Driver
16.Mr. Stephen	Driver
17.Mr. Antony Gorbachave	computer assistant
18.Mr. Yesudasan	cleaner

*[Handwritten signatures and initials corresponding to the list of attendees]*

The non-teaching staff meeting was held on 27.11.2018 11am at IQAC office. The meeting was presided by Principal. The meeting started with a silent prayer. The previous meeting minutes was read by Mrs.Hilna and the same passed. Principial reviewed the functioning of various departments. Principal welcomed Sr. Lilly. Thomas to BBCON family.

Two M.Sc. students of 2016-18 batch got rank in university examinations. B.Sc nursing student also had good results in their university examinations' B.sc students research work completed successfully with the





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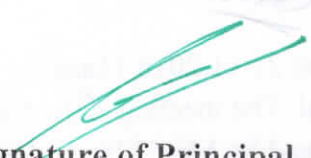
*technical assistant*

help of Mr. Antony Gorbachave. Principal informed Mr. Antony to submit AV aids Inventory register regularly to principal office.

1. Office -: Mrs. Stancy suggested that university exam fee should be remitted to office at least two days before the registration, so that delay in registration process can be avoided. Mr. Tony reported that some of the teachers are approaching office for computer work even though all the departments have their own computer. Mr. Binu Thomas suggested that if there is use for LCD Projector to conduct classes by external faculty, it should be informed earlier. Mr. Antony said that two computers are required for computer lab. Principal informed that stationery will be issued only department wise from January onwards. Mrs. Stancy suggested that non-teaching staff may be permitted to avail annual leave at any time other than Christmas and onam vacation. Principal said that matter can be discussed with Administrative officer
2. Transport -: The drivers had again suggested for Purchase of new vehicle so that, transportation can be done properly as per scheduled.
3. Library -: If students from different batches came to library at a time it is very difficult to handle them properly. Mrs. Soumya suggested that the duty time of library staff should be rearranged. Principal said that the time should be adjusted with the staff itself without any difficulty for students.
4. Mrs. Beatres told that some of their items in the nutrition lab is missing.

Principal requested the cooperation of all staff members for the conduct of National Conference.

The meeting adjourned at 12.40 pm.

  
Signature of Principal

Dr. ANOOPA. K.R. Ph.D (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM - 1, KERALA



  
Signature of Secretary



## Minutes of Non-Teaching staff held on 18.05.2019

Venue: - IQAoffice

Date: - 18.05.2019

Time: - 10 am

### The following Members attended this meeting

1.Dr. Anoop K.R	Principal
2.Mr.D. Solomon	Administrative officer
3.Mrs.Hilna Sunil	Accountant
4.Mrs.Stancy.C	Accountant
5.Mr. Tony Manuel	Data entry operator
6.Mr. Binu Thomas	Data entry operator
7.Mrs.Jiji.N.H	Attender
8.Mrs.Soumya. D.G	Librarian
9.Mrs.Sobhana. S	Library Assistant
10Mrs.Philominaa. K	sweeper
11.Mrs.Mary	Sweeper
12.Mr. Subramanian	Sweeper
13.Mr. Johnselvan	Attender
14.Mr. Maryson	Driver
15.Mr. Suresh Babu	Driver
16.Mr. Stephen	Driver
17.Mr. Antony Gorbachave	computer assistant
18.Mr. Yesudasan	cleaner

*[Handwritten signatures and initials corresponding to the list of attendees]*

The non-teaching staff meeting was held on 18.05.2019 10am at IQAC office. The meeting was presided by Principal. The meeting started with a silent prayer. The previous meeting minutes was read by Mrs.Hilna and the same passed. Principal appreciated the whole hearted support rendered by staff for the conduct of National conference. Staff members were appreciated for their cooperation and team work during the National Conference organized by the college. Principal revived the functioning of various departments.

1. Office: - Mrs. Stancy suggested that the remuneration payable to visiting faculty should be informed to the office at an earlier date so the payment





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can be arranged without difficulty. Departments stationery requirement request may be reduced to one month instead of three months. In case of emergency, stationery can be issue with the permission of Principal\ Administrative Officer. Tony reported that university exam registration is delayed due to delay in payment of exam fee by students. Administrative Officer suggested that computer lab must be closed at 5 Pm. Lab must be closed for lunch break from 1 pm to 2 pm. If a staff takes leave unexpectedly, leave form must be submitted to the office in the next working day itself. Principal informed the need to print new admission register for B.Sc. and M.Sc. The charges were given to Tony, Hilna and Staancy.

2. Transport: - Administrative Officer suggested that BBH vehicle can also be arranged at the time of clinical posting. Teachers and Students should know the correct time of vehicle arrival and departure. Principal madam said that the observation visit time can be re schulde.
3. Cleaning: - Principal also welcomed Mrs. Mary to BBCON Family. Instruction regarding her duty was given.
4. Library: - Mrs. Soumya said that the OPAC monitor not functioning properly. Fine collected from students should be remitted to the office on or before 5<sup>Th</sup> day every month.

Principal also informed that report related to NAAC should be submitted in the month of July. Non-teaching staff should also have annual appraisal form just like teaching staff. All staff are expected to have active participation in the cleaning of college store which is scheduled on June 5.

The meeting adjourned at 12.10 pm.

Signature of Principal

Dr. ANOOPA. K.R. Ph.D (N)  
PRINCIPAL  
BISHOP BENZIGER COLLEGE OF NURSING  
KOLLAM- 1, KERALA



Signature of Secretary