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05.08.2024

CIRCULAR

We have begun the new semester amidst of uncertainties of FYUGP. But now we have certain clarity on the modus operandi of FYUGP & classes are on regular mode. At this juncture let me remind all of you a few things for your kind attention.

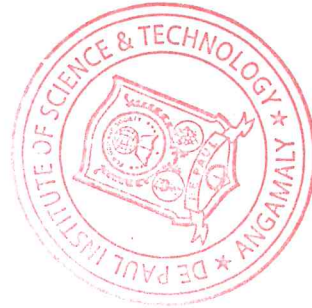
- Kindly complete the staff grading & its verification process by HoD.
- Kindly ensure that your Mentoring Registers are submitted to the auditors.
- The inaugurations of all **Departmental Associations** shall be completed within this month & please try to be creative & vibrant in organizing the activities of associations at different intervals of the year.
- This year the inauguration of all clubs of the college shall be done before September. A committee shall be constituted from the club in charges. Before that please complete the membership campaign & election process. As usual, a club will present a stage cultural event on the inaugural day based on club's mission & vision. **No club except music club is entitled for solo/group song on that day.** Please plan & practice well in advance.
- Hod's make sure that all the faculties in your department have a valid lesson plan minimum of 35 – 40 sessions and class animators may assure that the daily attendance of the student is marked properly.
- All the subject handling staff of FYUGP are hereby reminded to prepare the **Teacher Specific Content** of last module within the prescribed module to be presented in the department for its approval, then to the Academic Monitoring Committee for its final approval. No staff shall teach the **Teacher Specific Content** in the class without the approval from the Academic Monitoring Committee. It shall be submitted at the first week of September for the approval.
- The HoD's will ensure that the Major/Minor/MDC conducted by the departments are mapped and approved by the board of studies of the university. The Nodal Officer is not liable for the future complications in case of wrong selection and mapping, since he doesn't have direct contact with your board of studies and discipline. Always keep in touch with your board of studies and other colleges.
- Please issue the **Event Slip, Mobile Phone Slip, Id Card Slip, Outgoing Slip** with utmost care and in case out of stock, please contact **Code of Conduct Committee**.

- It is so sad to see that only three (as per information) of our staff out of 150 have contributed to the college fund of Wayanad disaster and we could raise only 14000 from an institution of 1500 students. So today also the NSS volunteers will be coming to the classes and staff rooms and HoD's or class animator please accompany with them to the class room for canvassing the students. If you do not have the amount instantly, you can promise an amount to pay later.

I hope that you will consider these matters seriously.



Fr. Mathew Malieckal VC
Vice Principal



N.B the points of this circular have to discussed in the nearest forthcoming departmental meetings and entered as agenda of the meeting by the HoD and Dep. Secretaries.