

**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)**



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5.3.2
**Report of Student Representation and
Engagement in Various Activities and
Committees**

MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA(MACFAST)

Tiruvalla, Pathanamthitta, Kerala 689 101



MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
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**MAR ATHANASIOS COLLEGE FOR ADVANCED STUDIES TIRUVALLA
(MACFAST)**

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**Minutes of student council/college union
2019-2020**

College Union Elections 2019-2020

COLLEGE UNION ELECTION 2019-2020

Nominations received

| Sl.No | Name of the post | Name of the student | Class |
|-------|-------------------------------------|--------------------------------------|--|
| 1 | Chairperson | Swathy Sajeev | S4 MCA Regular |
| 2 | Vice Chairman | Remya S | S3 MSc Plant Biotechnology |
| 3 | General Secretary | Brijith Abraham | S3 MBA Vidyut |
| 4 | Arts Club Secretary | Gokul Shaji | S3 MSc Food Technology & Quality Assurance |
| 5 | Magazine Editor | Athira R Thankam | S3 MSc Biotechnology |
| 6 | University Union Councillor | Shibu T P | S4 MCA Direct |
| 7 | Lady Representatives | 1) Ansu Achankunju 2) Tabashu M T | S1 MBA Morpheus S4 MCA Direct |
| 8 | 3 rd Year Representative | Aiswaryalakshmi S | S4 MCA Regular |
| 9 | 2 nd Year Representative | Prince Saji | S3 MBA Zephyros |
| 10 | 1 st Year Representative | Levin John | S1 MSc Biochemistry |

COLLEGE UNION ELECTION 2019-2020

Verified nominations list

| Sl.No | Name of the post | Name of the student | Class |
|-------|-------------------------------------|--------------------------------------|--|
| 1 | Chairperson | Swathy Sajeev | S4 MCA Regular |
| 2 | Vice Chairman | Remya S | S3 MSc Plant Biotechnology |
| 3 | General Secretary | Brijith Abraham | S3 MBA Vidyut |
| 4 | Arts Club Secretary | Gokul Shaji | S3 MSc Food Technology & Quality Assurance |
| 5 | Magazine Editor | Athira R Thankam | S3 MSc Biotechnology |
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| 7 | Lady Representatives | 1) Ansu Achankunju 2) Tabashu M T | S1 MBA Morpheus S4 MCA Direct |
| 8 | 3 rd Year Representative | Aiswaryalakshmi S | S4 MCA Regular |
| 9 | 2 nd Year Representative | Prince Saji | S3 MBA Zephyros |
| 10 | 1 st Year Representative | Levin John | S1 MSc Biochemistry |

08/08/2019

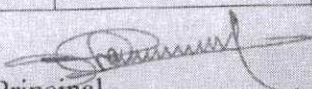



Returning Officer

Final List of Candidates 2019-2020

The details of candidates declared as elected are as follows

| Sl.No | Name of the post | Name of the student | Class |
|-------|-------------------------------------|--------------------------------------|--|
| 1 | Chairperson | Swathy Sajeev | S4 MCA Regular |
| 2 | Vice Chairman | Remya S | S3 MSc Plant Biotechnology |
| 3 | General Secretary | Brijith Abraham | S3 MBA Vidyut |
| 4 | Arts Club Secretary | Gokul Shaji | S3 MSc Food Technology & Quality Assurance |
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| 10 | 1 st Year Representative | Levin John | S1 MSc Biochemistry |


Principal



**Proceedings of the Principal, Mar Athanasios College For Advanced
Studies, Tiruvalla(MACFAST)**

Present: Fr. Dr. Cherian J Kottayil, Principal

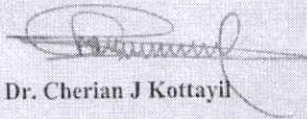
Order No: 3270/1/2019/Elen. Dated 09/07/2019

Sub:-College Union elections, 2019-20 –Appointment of Returning officer-reg

Ref No: 3270/1/2019/Elen. Dated 09/07/2019 of the Registrar, Mahatma Gandhi University Kottayam

The schedule of election to the college union for 2019-20 was notified by the Mahatma Gandhi University, Kottayam, vide the reference cited. The election is in to be conducted on 21/08/2019.

In the above circumstance, Sri. Tiji Thomas, HOD, Department of Computer Applications is appointed as returning officer for conducting the election, as per the guidelines issued by the University. He will be assisted by Dr. Sudeep B Chandramana, HOD Department of Management Studies and Sri. Biju Dharmapalan HOD, School of Biosciences



Fr. Dr. Cherian J Kottayil

Principal



21/08/2019

To
The Registrar,
Mahatma Gandhi University,
Kottayam

Sir,

Sub: College Union Elections 2019-2020-report-reg

Ref: that officer letter no. 3270/1/2019/Elen. Dated 09/07/2019

Please refer to the above.

As per the instructions contained in the above letter, Mr. Tiji Thomas, HoD, Department of Computer Applications was appointed as the Returning Officer, 20/07/2019, for conducting the MACFAST College Union Elections.

Notification for conducting the election was published on 01/08/2019 and the electoral roll was published on 02/08/2019. No objection was received on the electoral roll.

Nominations for the various posts were received in the prescribed format and they were subjected to scrutiny and the list of valid nominations was published on 07/08/2019.

No candidate withdrew their nomination. Hence the final list of candidate was published on 08/08/2019.

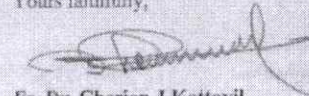
Only one nomination each was received for each post and so there was no need for conducting the polling. The candidates as per the final list were declared elected on 21/08/2019.

The election was conducted as per the Parliamentary mode.

Mr. Shibu T P of S4 MCA Direct was elected as the University Union Councilor. His detail, in the prescribed format, with 2 photographs duly attested by me, is enclosed herewith.

Copies of election notification declaring the result of the election is enclosed herewith.

Yours faithfully,



Fr. Dr. Cherian J Kottayil

Principal



Minutes of College Union 2019 meeting held on 5th January 2019

Members Present

- Principal
- Administrator
- HoD's of all departments
- Members of College Union 2019
- Coordinators of TIRUVALLA MINI MARATHON

Agenda of The Meeting is coordination and smooth conduct of MACFIESTA presents TIRUVALLA MINI MARATHON, REBUILD KERALA jointly organised by MACFAST & KERALA POLICE.

After the discussion the following matters are raised by the members present in the meeting

THIRUVALLA MINI MARATHON

CHECKLIST

BEFORE THE EVENT

1. Chest numbers & pin (pin- 4 for each)
2. Check the route
3. Arrangement for drinking water
4. Decide Starting and Finishing points
5. Arrange Volunteers and brief them
6. Arrange Escorts with bike 15-20
7. Decide check points and Trained officials of volunteers
8. Decide and arrange prizes
9. Invite guests and arrange mementos if needed
10. Ambulances & pick up vehicles
11. Announcement vehicles (2 or 3 no's)
12. Mike Sets at Starting point, Finishing point & Stage
13. Photography
14. Clipboard, pen/pencil, carbon etc
15. Token for finish
16. Comparing & Announcements
17. Flags for flag off (2 no's)
18. T-shirts or other compliments if needed
19. Vehicles for volunteers
20. Arrange combined meeting of officials & volunteers
21. Communication systems
22. Insurance to all & everything
23. Route making
24. Request for police protection
25. Publicity



26. Separate uniform for volunteers and officials
27. Badges- different category
28. Facility for video recording. Compulsory at finishing point and if possible during race
29. Small flags (25-30) size: 50-60cms (L) 25-30cms (W)
30. Assign duties to officials & volunteers with clear instruction & reporting time. Prepare the list clearly. If possible arrange separate pavilion tents for them assemble 2 hrs before starting time.
31. Brief to the announcer the announcements to be performed in a bullet form (tips and points only).
32. Computer programming (if possible).
33. Arrange an information booth (only for officials) to pass information to officials via sms or calls.
34. Remind press & media
35. An overall check to ensure everything is in order.

ON EVENT DAY

1. Distribution of chest numbers
2. Distribution of volunteers & officials to different points with necessary equipments
3. Setting up water points with volunteers
4. Arrangements of announcement vehicle (minimum 200-300m in front of 1st runner)
5. Refreshment at Finishing point
6. Qualified Officials at finishing point
7. Start distribution of officials and volunteers one and half hrs before starting time.
8. Arrange bike escorts (rider & supporters) in the right way.
9. Activate information booth.
10. Doctor's booth for fitness verification.
11. Arrangements for prize distribution
12. Overall coordination and supervision.

COMMITTEES REQUIRED

1. Technical Committee
2. Ceremony & Programme
3. Transportation
4. Medical
5. Media
6. Results & Tabulation
7. Refreshment
8. IT Committee
9. Publicity
10. Organisation Committee
11. Medical Committee



Minutes of College Union 2019 meeting held on 31st November 2019

Members present:

Members of College union 2019

Class Representatives of each batch

The agenda of the meeting is preparation of action plan in year wise list of programmes and events in the college.

Such as MACFIESTA, Onam and Christmas celebrations, socially responsible activities, NSS,MAKS.

Beyond that ensure students participation from each batches.



Minutes of College Union 2020 meeting held on 24th January 2020

Members present

- Principal
- Administrator
- HoD's of all department
- Coordinators of Sports meet 2020
- Union Members 2019

The main agenda of the meeting is Sports 2020.

MACFAST SPORTS 2020
COMMON RULES AND REGULATIONS
SELECTION OF CAPTAINS & VICE CAPTAINS

- Captains & Vice-Captains from Boys and Girls will be selected for each house.
- From each class, provide the list of names of 4 Boys and 4 girls representing the 4 houses.
- ☐ The representatives should not hold major positions in other activities.
- **Selection Procedure :**
- ☐ The house can unanimously elect house captain and vice-captain from senior and junior batches respectively.
- ☐ If the above fail, the selection will be based on lot.
- The other representatives, except elected captains and vice-captains will be the volunteers for all the different events.
- The list of representatives must be submitted before 12.00pm on 17th January, 2020.
- Selection will be conducted on 17th January, 2020 at 3.30pm.

COMMON RULES

- An individual can participate only in 3 group events and 1 individual event.
- In order to conduct the event, at least 3 teams must register prior.
- For caroms & shuttle :
- ☐ 2 teams per house can participate separately from boys and girls.
- ☐ Among the 4 members from the teams, 3 students must be from the 3 departments (MBA, MCA, and Bioscience) and remaining 1 student can be from any department based on the interest.
- For other group events, participation from 3 departments must be proportionally equal.
- ☐ Make sure about the participation from junior batches.
- Captain has to submit the team list prior to the event. (one day before)
- No changes will be entertained after the submission of the list.



- In case if a single person has to appear in multiple event finals at the same day & at same time, then a substitute is allowed to participate with the concern of the individual and corresponding team captain by forwarding a letter. This must be informed **2 hours prior to the event**.
- Any misbehavior found from any member of the team may lead to disqualification of the team and the other team will be opted as the winner.
- For any complaints, team captain and house captain only has the right to make the grievance.
- Events will be conducted based on **International Rules**. Modifications can be made by faculty coordinators, event rules should be submitted **one day** before the actual event.
- Corresponding faculty in charge is having **complete authority** to choose student volunteers from volunteers list for conducting the events, and it is the responsibility of the faculty in charge to bring the final result once the event is over.
- **Smooth conduct and discipline** of each event should be thoroughly monitored by the corresponding Faculty.
- Event rules and regulations have to be finalized by faculty in charge, based on international games rules.
- **Event meeting (games)** has to be conducted by the corresponding faculty in charge and has to produce the requirement list (items), one day before the event.
- **External referee** will be provided only for Football, Volleyball and Basketball (if necessary) and requirement should be reported on or before 22-01-2019.

POINTS

- For Group Events:

| Position | Marks |
|-----------------|-------|
| 1 st | 10 |
| 2 nd | 5 |
| 3 rd | 3 |

- For Individual Events:

| Position | Marks |
|-----------------|-------|
| 1 st | 5 |
| 2 nd | 3 |
| 3 rd | 1 |



Requirement list must be submitted by faculty coordinators on 17th January, 2020.

HOUSE FACULTY IN CHARGE

| HOUSE | HOUSE MASTER | HOUSE MISTRESS |
|--------|---------------------|-------------------------|
| Red | Dr. V P Vijayamohan | Mrs. Vidhya V Kumar |
| Blue | Mr. Thomas Mathew | Mrs. Sini Kurien |
| Green | Mr. Tiji Thomas | Mrs. Preecha G Panicker |
| Yellow | Mr. Stephan James | Dr. Ashalakshmi R K |

PROGRAMME COMMITTEE

Mrs. Phijo J Cherickal

Mrs. Ranjini Mariam Philippose

Ms. Samitha Sara Abraham

Dr. Neethu Ann Georgie

Duties : Final day scheduling, Certificates, Announcements.





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Minutes of student council/college union
2018-2019

College Union Elections 2018-2019

COLLEGE UNION ELECTION 2018-2019

List of Elected Candidates

| Sl.No | Name of the post | Name of the student | Class |
|-------|-------------------------------------|------------------------------------|--|
| 1 | Chairman | Jojo John Varughese | S3 MBA BATCH I |
| 2 | Vice Chairman | Thushara S | S4 MCA Regular |
| 3 | General Secretary | Athira P Anil | S3 Msc Bioinformatics |
| 4 | Arts Club Secretary | Anoop C Mathew | S4 MCA Lateral Entry |
| 5 | Magazine Editor | Anju Vijay | S3 MBA Batch 2 |
| 6 | University Union Councillor | Akshay B Chandran | S3 Msc Biochemistry |
| 7 | Lady Representatives | 1) Akhila O V 2) Veena Upendran | S3 MBA BATCH I S4 MCA Lateral Entry |
| 8 | 3 rd Year Representative | R Sreeparvathy | S4 MCA Regular |
| 9 | 2 nd Year Representative | Athira Rajan | S3 Msc Food Science & Technology |
| 10 | 1 st Year Representative | Abin K Ninan | S1 MBA BATCH I |



Principal



Minutes of College Union 2018 meeting with Technitrous 2k 18 coordinators held on 3rd January 2018

Date : 3rd Jan 2018
Time : 2.00 PM
Location : Room No.102

Members present

Faculty Coordinators
Student representatives (S5 Regular & S5 Lateral) & Union Members 2018

Topics/Discussions

The core committee meeting of Technitrous 2k18 was conducted under the supervision of all faculties of MCA department. The meeting was started with the addressing of Mr.Tiji Thomas. He invite all of the corresponding core committee heads for presentation.

The INVITATION COMMITTEE head Thejas Krishna presented about the invitation strategy they are following. She concluded with the confirmation of 200+ students as current status.Tiji Thomas gave an advice that they should collect individual college details and prepare a cue sheet.

The PROGRAM COMMITTEE head Vipin K Das presented about the guest is confirmed as per previous discussion and also about the pool and corresponding events related to the pool. He also presented about the registration process in detail.

The FINANCE COMMITTEE head Neethu Elsa Varghese presented about budget and expense details.They collected Rs.3,01,890 /- from students and 6lakh+ amount are expecting . Sponsorship amount aggremented Rs.,97,200/- as on 3/1/2018. The amount deposited on the bank is Rs.2,38,259,-

The PUBLICITY COMMITTEE head Anisha Sumila presented about what they currently done as part of the publicity of Technitrous 2K18.Currently online promotion for online events are doing.They are orgnizing roadshow on Jan 8th and Queen movie team promotion on this week.

The EVENT COMMITTEE head Aghil Suku presented that all the events are confirmed. They want lab facility for 4 events and are discussed about that.They prepare 90%questions for the preliminary round and decided to conduct OMR type style valuation.

The CULTURAL COMMITTEE head Delna presented about the program details and the programs time scheduling (6.00pm to 9.00pm),etc. There are 19 programs are decided to conduct.

The FOOD COMMITTEE head Joby Jose presented their expense details.They required Rs.2,50,000/- if there are 1000 students were participted.



The HOSPITALITY COMMITTEE head Shorn Chacko Rajan presented about their current status that they created countdown model and started the decoration works. They are planning to create sign boards and F1 car model.

Later chairman, vice chairman and lady representatives talked about their opinions and the meeting was ended.



Minutes of College Union 2018 meeting held on 18th October 2018

Members Present:

- 1) Principal
- 2) HoD's of all departments
- 3) All Union Members 2018

Agenda of the meeting is **Formation Electoral literacy club 2018.**

After the discussions following matters are suggested

Subject: Formation Electoral literacy club regarding (Ref. No: E-9589/2017)

1) Letter regarding Chief Electoral officer 4175/EE2/2016 dated on 20.12.2017

2) Letter regarding District Collector Pathanamthitta EI-154254/18 dated on 27.01.2018

As per the direction from the letter we formed an Electoral literacy club in our institution.

The details are the following

| Sl. No | Name of the Institution | Name of the Nodal Officer (Mob. No. & email id) | Name of the campus ambassador (Mob. No. & email id) | Nominee for the district committee (Mob. No. & email id) |
|--------|---|--|--|---|
| 1 | Mar Athanasios College For Advanced Studies, Tiruvalla (MACFAST) | Mr. Tiji Thomas (9447918374, tiji@macfast.org) | 1. Mr. Rabin Joseph Elvis (8110861901, 2. Ms. Heera Maria Vilson (8547214101 Heeramaria96@gmail.com) | Mr. Biju Dharmapalan (9447121718, biju@macfast.org) |





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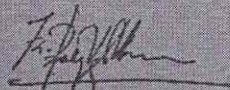
**Minutes of student council/college union
2017-2018**

College Union Elections 2017-2018

COLLEGE UNION ELECTION 2017-2018

List of Elected Candidates

| Sl.No | Name of the post | Name of the student | Class |
|-------|-------------------------------------|---|--|
| 1 | Chairman | Mr. Sibin Babu | S3 Msc Food Science & Technology |
| 2 | Vice Chairman | Ms. Rini Sara Thomas | S3 MBA(Batch A) |
| 3 | General Secretary | Mr. Akhil Mohandas | S4 MCA(2 YEAR) |
| 4 | Arts Club Secretary | Mr. Bibin John Babu | S1 MBA(Batch B) |
| 5 | Magazine Editor | Ms. Blessy Elsa T Damian | S4 MCA(3 YEAR) |
| 6 | University Union Councillor | Mr. Vipin Das | S4 MCA(3 YEAR) |
| 7 | Lady Representatives | 1) Ms. Sonia Philip 2) Ms. Shyno Sajan | S3 Msc. Biochemistry S3 MBA(Batch B) |
| 8 | 3 rd Year Representative | Ms. Neethu Elsa Varghese | S4 MCA(3 YEAR) |
| 9 | 2 nd Year Representative | Mr. Jubin J Kurichiyil | S3 Msc. Phtomedical Science and Technology |
| 10 | 1 st Year Representative | Ms. Divya Ann Varghese | S1 MBA(Batch A) |


Principal



Minutes of College Union 2017 meeting held on 13th January 2017

Members present:

1. Mr. Sibin Babu(S3 Msc Food Science & Technology)
2. Ms. Rini Sara Thomas (S3 MBA -Batch A)
3. Mr. Akhil Mohandas (S4 MCA -2 YEAR)
4. Mr. Bibin John Babu (S1 MBA -Batch B)
5. Ms. Blessy Elsa T Damian (S4 MCA -3 YEAR)
6. Mr. Vipin Das (S4 MCA -3 YEAR)
7. Ms. Sonia Philip (S3 Msc. Biochemistry)
8. Ms. Shyno Sajjan (S3 MBA(Batch B)
9. Ms. Neethu Elsa Varghese(S4 MCA -3 YEAR)
10. Mr. Jubin J Kurichiyil(S3 Msc. Phlomedical Science and Technology)
11. Ms. Divya Ann Varghese(S1 MBA -Batch A)

Agenda of the meeting is It has been decided to conduct The National Level IT Fest, TECHNITROUS 2K18 on 9th February 2017.



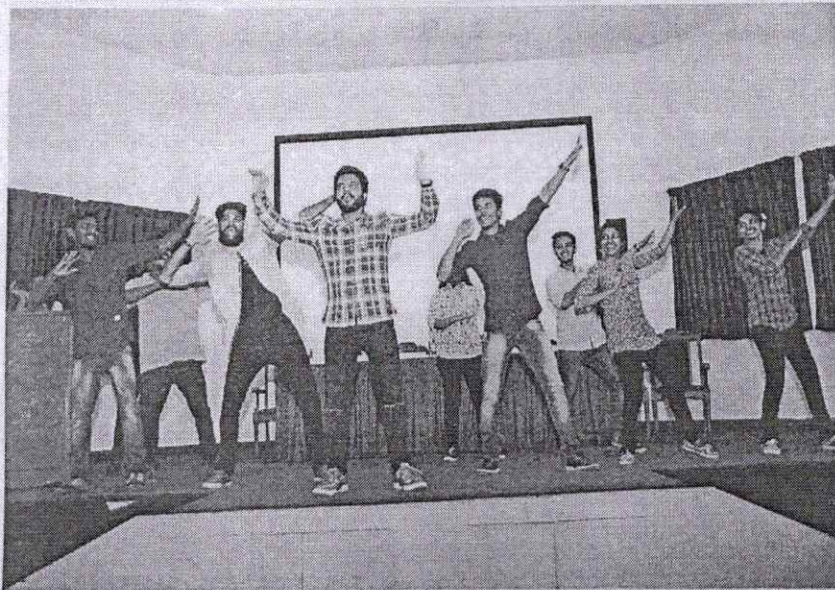
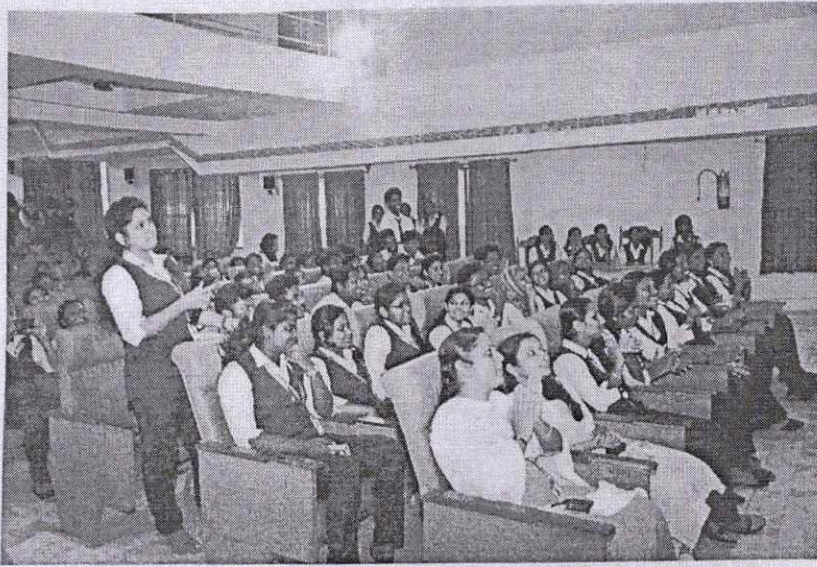
Minutes of College Union & Arts club Inauguration 2017 held on 28th November 2017

The College Union & Arts club Inauguration on 28th November 2017 Tuesday by 10.00 am at our college auditorium. The function will be inaugurated by Film Actor Mr. Neeraj Madhavan and Ms Reba. They are also doing the promotion activity of their recent film.

The program will be coordinated by Faculty members Mrs Phijo and Mrs. Vidhya [MCA Department] , PRO Mr. Chintu and our Chairman Student Council.

After the inauguration there was a joint meeting with coordinators of PRANAH 2017 for the detailed discussion on various events.







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Minutes of student council/college union
2016-2017

Minutes of College Union 2016 meeting held on 21st October 2016

Members present:

1. Anandhu Anil (S1 MBA)
2. Jyothi Ajai Nair()
3. Salu T S(S1 MBA)
4. Akhil A Pillai(S3 MCA Regular)
5. Osheen Oliver(S1 Msc Food Science & Technology)
6. Bonny Mathew (S3 Msc Food Science & Technology)
7. Anish Varghese(S3 MBA)
8. Sissi Mary Shibu(S1 MBA)
9. Akhila Ravi(S3 Msc Biotechnology)
10. Sreenath P Nambiar(S5 MCA(L.E))
11. Ajin Babu(S3 MBA)
12. Vipin K Das S1 MCA(Regular)

The objective of the meeting is PRANAH in collaboration with NSS MACFAST Unit is conducting a free medical camp at YMCA Hall, Tiruvalla (8/11/16) at 9 am to 3 pm. The medical camp comprises of eye check up and check up for lifestyle diseases such as diabetes, blood cholesterol and blood pressure.

Our College is also invited the students of Vikas School for attending the wednesday gathering and we are glad to give a donation collected from the students of our college during the gathering.

