

ST. JOSEPH'S
COLLEGE, MOOLAMATTOM
ARAKULAM P.O- 685591, IDUKKI, KERALA



1.1.1 The Institution ensures effective curriculum planning and delivery through a well-planned and documented process including Academic calendar and conduct of continuous internal Assessment

DEPARTMENT MEETING



Department Meeting - 1 1 2021-2022

Date : 06-09-2021 (Monday)

Time : 3.10 pm

Venue : Department of Data Science

Participants:

1. Fr. Dr. Jomon Kottarathil CM1 Shub

2. Ms. Jes Maria Shaji Shes

Agenda : Admission process

The first staff meeting of the Department of Data Science held on 06-09-2021 (Monday). The following topics are the concern of meeting

1. Create posters & video for the admission purpose
2. Inauguration of data science
3. Lab facilities.

Action taken:

- * Assigned Ms. Jes Maria Shaji, as in-charge for the poster and video making process.
- * Fr. Dr. Jomon Kottarathil took in-charge of inauguration ceremony arrangements
- * Fr. Jomon is the in-charge for collecting the information regarding data science and annual fees of the programme.
- * Installed necessary softwares in computer lab with the help of lab assistance.
- * The faculties were gone through the admission process and syllabus of the data science

from other universities (CHRIST, Amrita) to get a better clarification regarding data science course.
* Created google drive database for the data science department.

Shub

Department of Data Science
St. Joseph's College, Arakulam
Arakulam - 685 591
Kerala, India

Department Meeting-2

Date : 04-10-2021 (Wednesday)

Time : 3.10 pm

Venue : Department

Agenda:

1. Self-introduction by faculties
2. Bridge course
3. Assignment of duties to faculties
4. Syllabus discussion

The second meeting of the Faculty of the Dept. of Data Science was held on 04-10-2021. The meeting was presided over by the HoD, Fr. Dr. Jomon Kottarathil cm. The meeting started with a silent prayer. The HoD welcomed the all the faculties and they introduced by themselves.

The following decisions were taken in the meeting.

1. To conduct bridge course for the ten days with prescribed syllabus.
2. Conduct the post admission test after the completion of bridge course.
3. The following duties are assigned to the faculties.

Class tutorship - Ms. Jes Maria Sheji

Mentorship - Ms. Smrthy Sebastian

Google sheet preparation for the attendance updation - Ms. Smrthy Sebastian

4. Reviewed the syllabus and found out the lists of books necessary for references.

5. To find out ~~any~~ flaws in the syllabus and notify the concerned authorities and take ~~adv~~ suggestions from them.
6. To select the class representatives.

The following members were present in the meeting.

1. Dr. Fr. Jomon Kottarathil ~~cmi~~ *Jml*
2. Ms. Jes Maria Shoji *Jes m*
3. Ms. Snrthy Sebastian *Snr*

Department of Data Science
St. Joseph's College, Moolamattom
Arakulam - 685 591
Kerala, India

Action taken :-

1. Ten days bridge course completed successfully.
2. Conducted post admission test and analysed student's study behaviour based on their marks.
3. To sent the list of books needed based on the syllabus, to library with the permission of HoD.
4. To found out flaws in the syllabus had the discussion with other teachers of the different colleges having the same course (Nirmala college, Bharath matha college etc...)
5. Conducted a online meeting with Dr. Samitha from CPERIS9 University Lavasa campus regarding data science course benefits and job opportunities.
6. Decided to invite Principal and other teachers who are taking classes in data science ~~for~~ to the next department meeting for the discussion about syllabus revision.
7. Selected class representatives.

Jml

Department Meeting-6

Date : 03-01-2022

Time : 7.00 pm

Venue : Online

Agenda :

1. EXCELSIOR
2. Internal exam
3. PTA meeting

The sixth meeting was held on 03-01-2022 online mode. The HoD welcomed all to the meeting. The following points discussed in the meeting.

1. EXCELSIOR event heads briefed about the preparations
2. The HoD gave the instructions for the successful completion of the fest, which is going to be conduct to online mode.
3. Decided to conduct the internal exam and followed by PTA meeting for the evaluation of the students.
4. Planned to start a Association for the Data Science department.
5. Decided to keep separate register for grievance redressal related to Internal Exam.

The following members were present in the meeting.

1. Dr. Ja. Pomon Kottarathil (M) Shmb
2. Ms. Amal J Azhathu J
3. Ms. Jes Maria Shofi Ples m
4. Ms. Shreethy Sebastian Sethu

Action taken:

1. The EXCELSIOR conducted on 4th & 5th January 2022. Students from different higher schools were participated and the event was successful.
2. Internal exams were conducted and published the result.
3. Decided to conduct PFA meeting on 28-02-2022.
4. Grievance redressal register for internal exam prepared and informed students via notice.

Shubh

Department of Data Science
St. Joseph's College, Arakulamattom
Arakulam - 685 531
Kerala, India

Department Meeting - 1

Date : 01-06-2022 (Wednesday)

Time : 3.10 pm

Venue : Department

Agenda :




1. Welcome new faculties
2. Assignment of duties
3. Department calendar preparation
4. Internal examinations

First staff meeting of the current academic year was held on 01-06-2022. The meeting was presided over by the HOD and was started with a silent prayer. The HOD welcomed all the new faculties.

The following decisions were taken in the meeting.

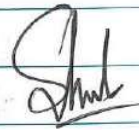
1. HOD assigned class tutorship of first year Data Science (DI) to Ms. Jes Maria Shoji and selected Ms. Almonie Joseph K as mentor.
2. Decided to conduct internal examinations in the last week of this month.
3. Discussed the activities to be conducted for the current academic year and nominated Ms. to prepare department calendar.

The following members were present in the meeting:

1. Ex. Dr. Jomon Kottarathil CMD 
2. Ms. Almonie Joseph K 
3. Ms. Jes Maria Shoji 

Action Taken

1. Internal examinations were conducted.
2. Ms. Jes Maria shoji prepared academic calendar and HoD approved the same.



Department of Data Science
St. Joseph's College, Noolimattor
Arakulam - 685 591
Kerala India

Department Meeting - 4

Date : 01-09-2022 (Thursday)

Time : 8:10 pm

Venue : Department.

agenda :

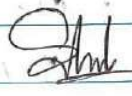

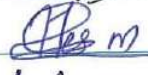

1. Onam celebration
2. Bridge Course
3. Post admission test
4. Exhibition.

Fourth departmental meeting was held on 01-09-2022. The HoD presided over the meeting and started with a silent prayer. The HoD welcomed newly joined staff in the department.

The following decisions were taken in the meeting:

1. Decided to celebrate onam at the department.
2. Decided to conduct bridge course after Onam vacation, for newly joined first year students.
3. Decided to conduct post admission test in 3rd week of this month.
4. Decided to direct students to participate exhibition to be conducted at St. Savio public School, Kozhikode.
5. Ms. Jes Maria Shaji is selected as the co-ordinator for exhibition and directed to inform students about the event.
6. The HoD selected Ms. Almie Joseph as class teacher and Ms. Sneha CS as mentor for first year data science.

The following members were present:

1. Fr. Dr. Tomon Kottarathil CMD 
2. Ms. Almie Joseph K. 
3. Mr. Jes Maria Shoji 
4. Ms. Sneha C.S. 

edction Taken.

1. Onam celebrated at the department.
2. Bridge course and past admission test conducted.
3. Students participated in the exhibition conducted at



Department of Science
St. Joseph's College, Arakulam,
Arakulam - 686 597
Kerala, India

Department Meeting - 7

Date : 15-11-2022 (Tuesday)

Time : 3:10 pm

Venue : Department

Agenda:


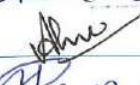
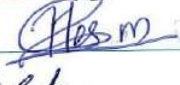

1. Freshers day
2. Association Day
3. Disciplinary practices.

Seventh departmental meeting was held on 15-11-2022. The HoD was presided over the meeting and started with silent prayer.

The following decisions were taken in the meeting :

1. Decided to conduct freshers day, as per the request from senior students.
2. Decided to conduct association day celebration.
3. HoD informed class-incharge to direct the first year students to wear proper uniform and ID card.
4. Decided to conduct external exams for ^{1st} 2nd year students.

The following members were present:

1. Fr. Dr. Thomas Kottarathil CMI 
2. Ms. Almee Joseph K. 
3. Ms. Jos Maria Shaji 
4. Ms. Sneha C. S. 

Action Taken

1. Freshers day was conducted on 24th November afternoon.
2. Association day inauguration was conducted on 27th November forenoon. Mr. Sebastian Lyraal, Assistant professor, Department of Computer Science, Santhogal College was the chief guest.
3. Tokusal examinations were conducted from 01-12-2022 to 05-12-2022.

Shml

Department of Data Science
St. Joseph's College, Marthoma
Arakulam - 685 501
Kerala, India

Department Meeting - 8

Date : 05-12-2022 (Monday)

Time : 3-10 pm

Venue : Department.

Agenda :

1. PTA Meeting
2. Career Development Coaching
3. Workshop
4. Christmas Celebrations
5. Add-on course

Eighth departmental staff meeting of current academic year was held on 05-12-2022. The meeting was presided over by the HoD and started with a silent prayer.





The following decisions were taken in the meeting:

1. Decided to conduct parents meeting for both batches.
2. Decided to start career development coaching classes for students.
3. Decided to organize a Workshop on Fullstack development.
4. Decided to celebrate Christmas in the department.
5. Decided to start Add-on course on 'Data Analytics for Beginners'. Ms. Jes Maria Shoji was nominated to prepare the syllabus for the add-on course.

Action Taken:

1. Parent-Teacher Meeting was conducted on 9th December 2022.
2. Career development coaching classes started on 20th December 2022. From 3.15 pm to 3.35 pm. The classes are scheduled on Tuesday and Thursday of the week.
3. Workshop on full stack web development was conducted on 19th December 2022. Mr. Sathesh Kumar, Dept. of Computer Application, Marian College Kuttikkanam lead the workshop.
4. Ms. Jes Maria Shoji prepared the syllabus for Add-on course and approved by the HoD and decided to start from January 2023.
5. Christmas was celebrated at the department, on 23rd December 2023.

The following members were present:

1. Fr. Dr. Jomon Kottarathil CMD 
2. Ms. Alencie Joseph K 
3. Ms. Jes Maria Shoji 
4. Ms. Sneha C-S 

Department Meeting - 1

Date : 01-06-2023

Time : 3:10 pm

Venue : Department

Agenda :

1. Welcome new faculties
2. Assignment of duties
3. Lab and Library facilities
4. Department calendar preparation
5. Time table preparation

The first meeting of department of data science, for the academic year 2023-24 was held on 01-06-2023. The meeting was presided over by the HoD Fr. Dr. Tomon Kottarathil CMI and was started with a silent prayer. HoD welcomed new faculties to the department.

The following decisions were taken :

1. Decided to assign duties as follows
 class in-charge of D3 - Sr. Jissi Jose
 class in-charge of D2 - Ms. Alvin Joseph K
 Mentor for D3 -
 Mentor for D2 -
2. HoD directed the faculties to check and verify the software requirements for lab is satisfied.
3. HoD asked the teachers to make a list of necessary books for reference as per the syllabus and make sure that they are available at the library.

4. Decided to prepare department calendar for the current academic year based on the discussion on the programs and activities to be conducted.
5. Ms. Almee Joseph K was nominated for department calendar preparation.
6. Decided to prepare time table for the current academic year. Sr. Jimsi Jose was nominated for time table preparation.

The following members were participated:

1. Fr. Dr. Tomon Kottasathil CMI *Shub*
2. Sr. Jimsi Jose *Jimsi*
3. Ms. Almee Joseph K *Al*
4. Ms Sneha C.S *Sneha*

Action Taken :

1. Installed necessary softwares for lab with the help of lab assistant.
2. List of books to be purchased are prepared and submitted to HoD.
3. Department Calendar prepared and submitted to HoD.
4. Time table was prepared and after the approval of HoD, distributed among students.

Department Meeting - 2Date : 10-07-2023Time : 3:10 pmVenue : Department.Agenda :

1. Welcome New faculty
2. Assignment of duties.
3. NAAC file preparation.

The second staff meeting of department of data science for the academic year 2023-24 was held on 10-07-2023. The meeting was presided over by the HOD and started with a silent prayer. HOD welcomed newly joined faculty.

The following decisions are taken :

1. The following duties are assigned -
class in-charge of DI - Ms. Sneha C.S
Mentor of DI - Ms. Sruthy Sebastian
2. HOD briefed NAAC criteria and its files required.
3. The following duties are assigned for file preparation.
Criteria I - Sr. Jimsi Jose and
Ms. Sneha C.S
Criteria II - Ms. Valarie Joseph K
Ms. Sruthy Sebastian.

The following members were present :

1. Fr. Dr. Jomon Kottarakkyl (M.P)
2. Sr. Jimsi Jose




3. Ms. Alomic Joseph K *Almic*
4. Ms. Sneha C.S *Sneha*
5. Ms. Southy Sebastian. *Southy*

action Taken

1. Files for NAAC Accreditation (Criteria I and II) prepared and verified by the college authorities on 20th July 2023.



Department of Home Science
St. Joseph's College, Moolamadom
Arakulam - 685 591
Kerala, India

C25 Department Meeting

Department of Chemistry

**MINUTES OF
DEPARTMENTAL MEETING**








Minutes of VI Meeting

3/1/18

The sixth departmental meeting for the 2017-18 year was convened on 3 January 2018 at 3.20 pm. Dr. Saju Sebastian, HOD addressed the following matters:

- 1) A traffic awareness programme sponsored by Dr. Saju Joseph Memorial Charitable Trust will be conducted by the department on 8th January 2018. Sri. Jolly George, Joint RTO Thodupuzha & Sri. CK Abraham, MVI Thodupuzha will be the chief guests.
- 2) The blessing of the M.Sc Physical Chemistry lab which is renovated as part of Silver Jubilee celebrations of the department will be on 11 January 2018 by Rev. Fr. Sebastian Henjickal, Provincial, CMI Kottayam.
- 3) The department was chosen by KSLSTE for conducting certain series programme in association with 80th Kerala Science Congress. The event will be held on 22 January 2018.
- 4) Dr. Saju Joseph Memorial lecture series III will be conducted on 16 February 2018. Dr. Subi Jacob George, INCASR Bangalore, Dr. Jayasree K., Kerala University, Dr. Arund K., SB Changanassery are expected to be the resource persons.

The following members were present.

- Dr. Saju M Sebastian 
- Dr. Saju P Koshy 
- Ms. Tisha Raj 
- Ms. Deena Paul 
- Mr. Albin Joy 
- Ms. Radhika 
- Ms. Gopika Saju 

Minutes of VII Meeting

21/2/18

The seventh departmental meeting was conducted on 21 February 2018 at 9.00 am. Dr. Sajju M Sebastian, HOD, discussed the following matters:

- 1) The HOD welcomed Tipsa Joseph, the new faculty who joined the Department in place of Brojisha John who went on to pursue PhD after qualifying UER-NET.
- 2) First intenal of second semester B.Sc students will be on 5, 6, 7 March 2018.
- 3) College PTA meeting will be on 25 March 2018. Power Quiz final will be on 27 March of college day on 28 March.
- 4) Seminar by Dr. Arvind K as part of lecture series III will be on 27 March 9.30-12 pm. This will be followed by sent of III year Chemistry from 12-12.45 pm.
- 5) Chemfest will be on 3 March 2018.
- 6) C₃ round will be on Monday, 5 March. Exams will begin for C₃ on 16 March.
- 7) C₂ class will be conducted till 15 March of exams begin by 5 April.
- 8) C₅ portion & project should be completed time bound.

The following members were present -

Dr. Sajju M Sebastian Sajju

Dr. Eday P Koshy Eday

Ms. Tisha Raj Tisha

Ms. Deena Paul Deena

Mr. Albin Jony Albin

Brojisha J.

Ret

Tipsa Joseph. T Joseph



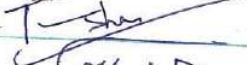
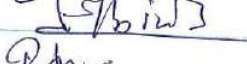


Minutes of the I Meeting

4/6/18

The first departmental meeting of the academic year 2018-19 was held on 4 June 2018 at 1.20 pm. Dr. Saju M Sebastian, Head of the Department presided over the meeting. The agenda was to discuss the year plan for 2018-19 academic. The following matters were discussed in the meeting:

- 1) A year plan for 2018-19 academic year was prepared with a variety of programmes for students. A minimum of two events are proposed every month.
- 2) B.Sc second year practical examination will be held in the third week of June.
- 3) II M.Sc practical examination will begin towards the end of June.
- 4) NAAC visit will be held on 12, 13 July 2018. The departmental NAAC files need to be completed before that.

The following members were present:

Dr. Saju M. Sebastian	
Dr. They P Koshy	
Ms. Tirka Raj	
Mr. Albin Day	
Ms. Deena Paul	
Mr. Radhika S.	



Minutes of II Meeting

4/7/18

The second departmental meeting for academic year 2018-19 was convened on 4 July 2018 at 9.30 am.

Dr. Sajin M Sebastian, HOD presided over the meeting.

The agenda of the meeting was to discuss about the last round preparation of the forthcoming Peer Team visit scheduled on 12, 13 July 2018. The following suggestions were made:

- 1) There will be a Mooc visit on 5/7/18.
- 2) The target for file completion was proposed to be 9 July 2018.
- 3) Departmental Roll of Honour & faculty list need to be updated.
- 4) Publication file can be made to a book.
- 5) Research lab should be cleaned.
- 6) A new MoV on water analysis is under consideration.

The following members were present:

Dr. Sajin M Sebastian

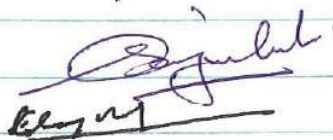
Dr. Ebey P Keshy

Dr. Sijo Francis

Sri. Jose James

Ms. Deena Paul

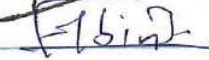
Mr. Albin Tony



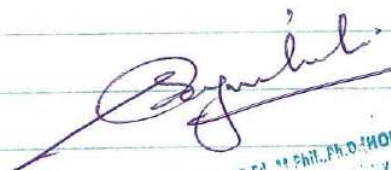












Minutes of the III Meeting

19/7/18

The third departmental meeting for the academic year 2018-19 was held on 19 July 2018 at 3.00pm. Dr. George V Thomas, Principal, presided over the meeting. Principal appreciated the teamwork of Chemistry department which received special mention during the NAAC visit and reminded to work together with Spurs on the future. The following matters were discussed:

- 1) All the departmental files need to be updated in time henceforth.
- 2) Teachers were given the following new duties:
 - Library in-charge - Sr. Sijo Francis
 - Instrumentation in-charge - Ms. Deena Paul, Sr. Sijo Francis
 - Processing grants from SARD, #157 - Shri. Jose James, Sr. Sijo Francis
 - DRL in-charge - Shri. Jose James
 - Chemnews & reporting of news to IBAC - Shri. Jose James
 - Updation of IBAC files - Ms. Deena Paul.
- 3) Extension activities like soil analysis and water analysis need to be initiated.

The following members were present:

Dr. George V Thomas	<u>George</u>
Dr. Sajju M Sebastian	<u>Sajju</u>
Dr. Ely P Koshy	<u>Ely</u>
Sr. Sijo Francis	<u>Sijo</u>
Mr. Jose James	<u>Jose James</u>
Ms. Deena Paul	<u>Deena</u>
Ms. Radhika S.	<u>Radhika</u>

Sajju

Dr. SAJU M. SEBASTIAN M.Sc., B.Ed., M.Phil., Ph.D. (HOD)
 Research & Post Graduate Department of Chemistry
 St. Joseph's College Moolamattom, Arakulam P.O, 689500
 Mob: 9447205649 E-Mail: sajumannaparambil@gmail.com

Minutes of V Meeting

23/10/18

The fifth staff meeting for the academic year was convened on 23 October 2018 at 1:25 pm. Dr. Saju M. Sebastian HOD presided over the meeting. The following matters were discussed in the meeting:

- 1) The HOD welcomed the new staff, Aswathy R to the departmental community.
- 2) A PTA meeting will be held for C₂ & C₃ in the following week.
- 3) Internal marks of C₃ needs to be uploaded.
- 4) II Pbr exams are expected in November & I Pbr in December.
- 5) CV camp of II Semester Degree Exam will begin by Nov. 5.
- 6) Apparatus and chemicals for the lab needs to be purchased.
- 7) Intercollegiate quiz competition can be organised in association with Dr. Siby Joseph Memorial Charitable Trust every year. The event can be sponsored through the interests from fixed deposit of the trust.
- 8) Principal advised that the Association programme needs to be organised mainly in subject house.
- 9) The yearly seminar, Dr. Siby Joseph Memorial Lecture Series will be conducted in between 10-24 February 2019. A paper presentation competition can also be organised along with the seminar. Brochure of same needs to be prepared in Dr.

Dr. George V Thomas

Dr. Saju M. Sebastian

Dr. Ebey P. Koshy

Sr. Sijo. Franco

Mr. Jose James

Ms. Deena Paul

Ms. Aswathy R

*[Signature]**[Signature]**[Signature]*

Minutes of VI Meeting

26/11/18

The sixth departmental meeting was convened on 26 November 2018 at 1:15 pm. Dr. Sajin M Sebastian, HOD presided over the meeting. The following matters were discussed:

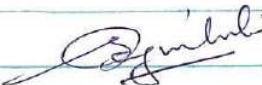

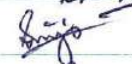



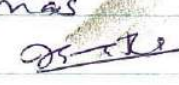
i) II M.Sc students ~~have~~ ^{will} demonstrate microscope experiments to II B.Sc students on 18/12/18.

ii) B.Sc students will be going for a study tour to Udipi, Chikmagalur, Coorg on 12-15 december 2018.

iii) M.Sc students will be going to Hyderabad for excursion in January after their 3 semester exams.

iv) Christmas celebration will be organized at department level by the Chemistry association on 21/12/18 before Christmas holidays.

Following members were present:

Dr. Sajin M Sebastian	
Dr. Ebey P Koshy	
Dr. Siji Francis	
Ms. Jose James	
Ms. Deena Paul	
Ms. Jain Maria Thomas	
Ms. Aswathy R.	

Minutes of VII Meeting

2/2/19

The seventh departmental meeting was held on 1/1/19 at 2:00 pm. Dr. Paji M. Sebastian, HOD presided over the meeting. The following matters were discussed.

- 1) The chemicals for the current year was purchased for more than Rs. 1 lakh. Next bulk purchase will be in May.
- 2) Chemicals should not be kept near balance after use. If chemicals are less, note it down with Babuchattan for next purchase.
- 3) Stock of chemicals will be taken in February. Library books' physical verification & re-entry of books under the Trust needs to be done. Missing books are to be found. Library cards need to be printed to avoid such issues.
- 4) Department in future will need 2 shelves (one to physical lab & one to dept), steel stools for students in physical lab. Such requirements are communicated to Bursar.
- 5) National seminar under the Trust will be organised in February. Jose James Sir will be the coordinator of the seminar. Paper presentation can also be included in the seminar. Samej Sir from IIT-B & Dr. Saby Thomas from MBU will be the resource persons.
- 6) A seminar by CNR Rao can also be arranged. Trust shall provide a budget of more than one lakh for the same.
- 7) Chemnews needs to be published this year. Activities for the same are to be reported regularly.

- 2) M.Sc projects can be completed by March itself if possible. B.Sc III year classes should be completed by the end of February.
- 1) Internal marks of 1 M.Sc students need to be uploaded soon.

Following members were present.

Dr. Sajin M Sebastian	<u>Sajin</u>
Dr. Eby P Koshy	<u>Eby</u>
Sr. Sijo Francis	<u>Sijo</u>
Mr. Jose James	<u>Jose</u>
Ms. Deena Paul	<u>Deena</u>
Ms. Aswathy P	<u>Aswathy</u>
Ms. Jain Maria Thomas	<u>Jain</u>

Minutes of VIII meeting.

29/1/19

A staff meeting of the members of the department was convened on 29/1/19 at 2:45 pm. Dr. Saju M Sebastian, HOD presided over the meeting. The main agenda of the meeting was to discuss about Operation Tifee - which was introduced to plan the functioning of the department as per the guidelines given by UAC. Under Operation Tifee, 23 points to be proposed by UAC was discussed among the staff. Teachers were assigned duties for the coming year based on this discussion & a report of this meeting was forwarded to principal. The following matters were also discussed.

- 1) 4th Dr. Saby Joseph Memorial National Lecture Series will be held on 18 February 2019. The inauguration will be done by Prof. Saby Thomas, VC, MGU & sessions will be handled by Dr. R B Sunoj, IIT Bombay.
- 2) Yearly activity report of department & associate should be send to igac & Principal by February 4.
- 3) Following dates are proposed for various college activities
Food fest - Feb 12
Sports day - Feb 8.
Arts day - Feb 19
College day - Feb 21.
- 4) IIIrd DC classes should be completed by Feb 22. On 23 February (Saturday), Chemifest will be conducted.
- 5) M.Sc classes should be completed by March. Otherwise special classes will be arranged in April & May.

b) Stock of chemicals & library books should be taken.

Following members participated in the meeting.

Dr. Sajin M Sebastian

Spilubi

Dr. Eby P Koshy

Elmy

Pr. Sijo Francis

Sajo

Mr. Jose James

Joe Jan

Ms. Aswathy R

AS-OR-1

Ms. Deena Paul

Paul

Minutes of IX Meeting

15/2/19

A staff meeting of the members of the department was convened on 15/2/19 at 1:20 pm. Dr. Saju M Sebastian, HOD, presided over the meeting. The main agenda of the meeting was to discuss about the upcoming 'Fourth Dr. Siby Joseph Memorial Lecture series'. The following matters were discussed in the meeting:

- 1) The IV Dr. Siby Joseph Memorial Lecture Series will be held on 18th February, 2019. Prof. Dr. Sabu Thomas, acting Vice-Chancellor MCA University will inaugurate the function. Dr. R. B. Sunoj, IIT Bombay will also lead a technical session in the seminar.
- 2) Intercollegiate seminar paper presentation competition will also be held in association with the seminar. Almost 9 participants are expected to take part.
- 3) Chemifest will be conducted on 23 February (Saturday) from 9:30 am. 45 minutes will be allotted to each class for presenting the programme.
- 4) C₃ classes should be completed by 22 February.
- 5) A departmental visit by IQAC team of Principal is expected after 14th March.
- 6) C₃ social will be organised on 27 or 28 of Feb.
- 7) C₃ model practical exams will be on 25th & 26th Feb.
- 8) Sent off to C₃ students will be organised on 22 February.
- 9) Morning classes should begin not later than 9:05 or 9:10 am.
- 10) Project for M.Sc students should not be done during theory or practical hours.

- 11) Interval should be given fully to students. Time of class should be managed accordingly.
- 12) IV will not be given to Co students. If students are interested, a trip can be arranged only by tourism club.

The following members were present:

Dr. Sayi M Sebastian	<u>Sayali</u>
Dr. Eby P Koshy	<u>Eby</u>
Sr. Bijo Francis	
Mr. Jose James	<u>Jose James</u>
Ms. Deena Paul	<u>Deena</u>
Dr. Jain Maria Thomas	<u>Jain</u>
Ms. Aswathy R.	

Minutes of X Meeting

5/4/19

The tenth departmental meeting was held on 5 April 2019 at 1:30 pm. The meeting was presided over by the newly ^{appointed} principal of the college, Dr. Laju M. Sebastian, Associate Professor & HOD in Chemistry department. In the meeting, Principal announced Dr. Eby P Koshy as the new head of the department. The following matters were discussed in the meeting:

- 1) M.Sc classes should be completed by 12 April. Classes for I M.Sc shall resume by 25 April.
- 2) M.Sc projects should be done only in presence of guides from 25 April onwards.
- 3) M.Sc internal marks should be prepared & uploaded in time.
- 4) Chemicals stock is completed. Chemicals of shortage should be noted as required.
- 5) Library stock needs to be verified.
- 6) Dr. Laju M Sebastian also presented the accounts of the department since 2015 to 2019.
- 7) Financial supports will be given to Ariswarya S, Aby T Kurian & Sajithamol R V from the department.
- 8) New library books corresponding to the new syllabus should be updated in the department library.

The following members were present:

Dr Laju M Sebastian

Dr Eby P Koshy

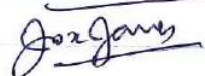
Jose James

Dr. Sijo Francis

Deena Paul

Jain Maria Thomas







Action Taken Report

Based on the X departmental meeting, the following actions were taken:

- 1) I & II M.Sc classes during vacation was planned & executed as per the plans proposed during the X meeting.
- 2) M.Sc internal marks were prepared.
- 3) The physical verification of library stock is in progress. The books obtained through Dr. Siby Joseph Memorial Charitable Trust are re-entered with new numbering with the help of central library.
- 4) New library books corresponding to the new syllabus are also added from time to time.

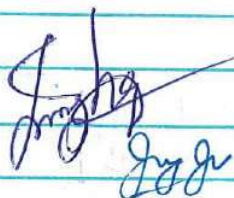
Staff meeting on 20th February 2019.

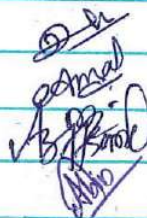
The staff meeting was held on 20/2/2019 at 3.30 P.M. The meeting was convened in the presence of Jimmy George (HOD.). The meeting was presided over by College Bursar Fr. Tobin Thajil. The meeting discussed various matters and took the following decisions.

1. Internal works like test papers, assignments, seminars etc to be completed at the earliest
2. Teachers should engage maximum classes on campus.
3. Discipline should be taken care of.

The meeting came to an end by 3.40. P.M.

1. Jimmy George.
2. Joy Jose.
3. Eswara Sarma.
4. Shibu P.O.
5. Amal Joseph.
6. Aravind A.S.
7. Abin Jose.
8. Shiju S.
9. Selas Cherian.
10. Anu Saju.
11. Sunitha M.T.
12. Meenu Mathew.
13. Anyaly Abraham.
14. Sreelakshmi S.



















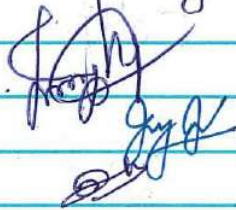
Staff meeting on 14th March 2019.

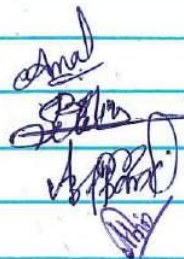
The staff meeting was held on 14/3/2019. The meeting was convened in the presence of Bursar Fr. Jobin Thayil. The meeting commenced at 3.30 P.M. The meeting discussed various matters and took the following discussion:

1. class tutors are responsible for preparing internal marks.
2. Attendance should be taken care.
3. The project of all degree students completed on time.

The meeting came to an end at 4 P.M. The following persons were present in the meeting.

- 1) Jimmy George.
- 2) Joy Jose.
- 3) Shibu P.N.
- 4) Eswara Saama.
- 5) Amal Joseph.
- 6) Silas cherian.
- 7) Aarund A.S.
- 8) Abin Jose.
- 9) Shiju S.
- 10) Anu Saju.
- 11) Sanidha M.T.
- 13) Meenu Mashew
- 14) Sneelakshmi S.
- 15) Angely Abrahams









Staff Meeting held on 4th July 2019

The Staff meeting was held on 4th July 2019 at 3.00 pm. The meeting started with a silent prayer. The meeting was convened in the presence of Head of the Department Jimmy George. The College Principal Dr. Sajin M. Sebastian presided the meeting in the presence of College Bursar, Fr. Libin Valiyaparambil along with Joseph George Sir, IQAC co-ordinator.

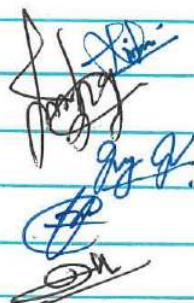
Dr. Joseph George Sir has explained the importance of keeping all the files with the IQAC. He explained the criteria's to be followed for the next NAAC visit. He also mentioned the curriculum plans of the college and ~~informed~~ asked the teachers to prepare each files regarding this without fail.


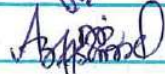









The following decisions were taken:-

- ① The dates for internal exams of III and IV Semester was fixed on 18, 19 and 20 of July.
- ② Teachers Diary should be maintained properly.
- ③ The teachers were asked to inform the leave to the principal and HOD without fail.
- ④ Teachers should wear the tag
- ⑤ Tag for the students should be checked at each hour.

The meeting came to an end by 4.15 pm.

1. Dr. Sajin M Sebastian
2. Fr. Libin Valiyaparambil
3. Jimmy George.
4. Joy Jose
5. Eswara sarma .
6. Shibu P.A.



7. Abu Jose. 
8. Aravind A.S. 
9. Shiju S. 
10. Meenu Mathew 
11. Sanitha M.T 
12. Anjaly Abraham 
13. Visakh Chandran 
14. Sreelakshmi S. 
15. George Mathew 
16. Amal Joseph 
17. Selas Cherian 

ACTION REPORT

The following actions could be done upon the decisions taken:

- ① Tag and Uniform of the students are thoroughly checked ~~at~~ ~~each~~ at each hours. by the concerned teachers. The students who failed to bring tag or wear uniform is strictly warned and no attendance is given to them
- ② Leave letter of the students is filed by the class tutors
- ③ Different measures are taken by the class tutors to maintain discipline in the class.
- ④ Past results of the university exams ~~was~~ ^{were} analysed
- ⑤ ~~The~~ Weekly tests for the II DC and PA students were conducted on the dates ~~are~~ fixed and the ~~concerned~~ marks are recorded by the class tutors.

Jimmy George

10

Staff Meeting held on October ~~22~~¹⁷, 2019.

The Staff Meeting was held on October 17, 2019 at 3:30 pm at the Commerce Department. The meeting was convened by the HOD, Jimmy George.

The meeting was convened to discuss the following:-

- 1) Special classes should be arranged for the first NA and first PA classes and it should be finished within 30th of October.
- 2) ~~The~~ The hall tickets of the students whose parents didnot attend the PTA meeting should not be issued without prior permission of the Principal
- 3) The internal worksheets should be completed before the commencement of exams.

The meeting came to an end by 3:50 pm.

1. Jimmy George
2. Sivasubramanian S.G.
3. Shibu P.G.
4. Joy Jose
5. Anil Joseph
6. Aravind A.S.
7. Selva Cherian.
8. Visath Chandran
9. Anis Jose
10. Shaijin S.
11. ~~Don Vargis~~
12. Anyaly Abraham
13. Sunitha D.S
14. Sreelakshmi S.















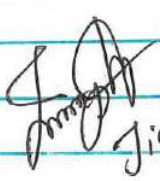






ACTION REPORT

- 1) The special classes were finished within 30th October
- 2) The hall tickets of the students whose parents didnot attend the meeting was forwarded to the principal.
- 3) The internal worksheets of whole classes were finished within time.

 Jimmy George
 Jimmy

Staff meeting held on January 3, 2020.

The staff meeting held on January 3rd 2020 at 3.30 pm, at the Commerce department.

The meeting started with a silent prayer.

The meeting was convened in the presence of Head of the department Jimmy George.

The college principal Dr. Saju M Sebastian presided the meeting in the presence of Fr. Libin Veliyaparambil.

The main agenda of the meeting was to bid adieu to our beloved Visakh sir. He resigned from the college on 3 January 2020. A heartfelt memento was presented to Visakh sir by the principal. HoD, Jimmy George thankfully remembered his services towards the college and delivered a gratitude speech at the meeting.

The meeting came to an end by 4. P.m.

Jimmy George.

Eswara Sarma

Shibu P.N.

Jay Jose.

Amal Joseph.

Aravind A.S.

Selas Cherian.

Visakh Chandran.

Abin Jose.

Shyju S.

Sumidha M.T.

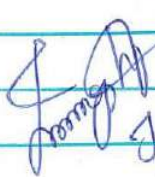
Anjali Abrahams.

Sreelakshmi S.

S.

Action Report.

- * Sent off function of vi'sakh sir was conducted HOD remembered his services and hand over the memento to him.
- * HOD informed to the principal that new faculty should be recruited in the place of vi'sakh sir vacancy.

 Jimmy George

Online Staff Meeting 1

Staff Meeting held on 1/6/2021.

The first staff meeting of 2020-21 Academic year was held on 1/6/2021. It was conducted through online mode due to the government instructions on COVID 19 pandemic. The meeting conducted via google meet and the time was scheduled at 3 pm to 4 pm.

The main agenda of the meeting was based on the online classes and subject allocation of teachers for the new academic year. The meeting started with a silent prayer and department head Jimmy Sir addressed the gathering. The following matters are discussed in detail.

- Parents whatsapp group.
- Class teacher appointments.
- subject allocation.
- Semester planning, etc.

BBA department coordinator Mr. Abin Jose delivered the vote of thanks and meeting was concluded on time.

Action Report.

- * The subject for online classes is allocated to each teacher.
- * Those appointed as class teachers took up their duties.

Jimmy George

Online staff meeting 2

Staff Meeting on 16/8/2021.

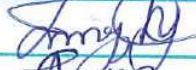
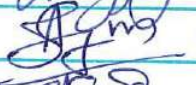


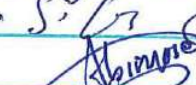
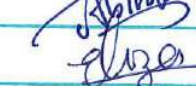


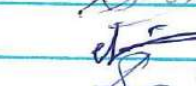



The second online staff meeting of this academic year was held on 16/8/2021, 3 pm to 4.30 pm via google meet. Meeting started with a silent prayer and department head Mr. Jimmy George welcomed the gathering principal Mr. Aby P. Koshy addressed the gathering. The main purpose of the meeting was to convey the new class timings and to introduce newly appointed teachers. The new faculties appointed are Mr Tony Thomas, Mr Divya Thomas, and Mrs Elizabeth Mathew. The meeting ended with the vote of thanks by Sanu Sir.

Action Report

- New class timings initiated. from 8.30 to 1.30
- Whatsapp groups created for both students and teachers.
- uploading of teachers information to college MoLamations.
- Attendance marking through online mode.

Report on Staff meeting held on 24/11/2021.

The second staff meeting of this academic year 2020-21 was held on 24/11/2021 at 3.15 pm in the Commerce department. The meeting started with a silent prayer and Commerce department HOD Mr. Jimmy George addressed the gathering. The meeting was all about the 2nd and 3rd semesters result analysis and also about the student discipline. It was also noted ^{about} the completion of 3rd and 5th semesters. ^{on the winding up} Mr. Abin Jose coordinator of BBA department has given the vote of thanks. The meeting was ended up at 4^o clock.

1. Jimmy George 
2. Anu Raju 
3. Ghoniya V.V 
4. Geetha Jose 
5. Eswara Sarama S. 
6. Abin Jose 
7. Elizabeth Mathew 
8. Ashly Jose 
9. Divyamol Thomas 
10. Anil J. Acharyan 
11. Shibu K R 
12. Anil Joseph 

Action Report.

- Commerce Association inauguration on 4/11/2001
- student enrichment programmes are to be conducted
- Association membership fee collection, fees will be ₹ 250 per student.

Jimmy Cray
Jimmy Cray

Staff meeting held on 22 February 2022.

The Staff meeting held on February 22nd, 2022 at 3.30 pm at the Commerce department. The meeting started with a silent prayer. Mr. Jimmy George Head of the Department addressed the gathering. The following decisions were taken at the meeting.

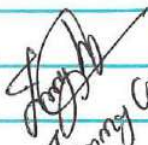
- * The Sixth semester classes were finished with in ~~the~~ 28th February.
- * The hall tickets of the students whose parents did not attend the PTA meeting was forwarded to the principal.
- * The internal marksheets of whole classes were finished with in time.

The meeting was ended at 3:15 p.m. following faculty members were present in the meeting.

1. Jimmy George -
2. Abid Jose -
3. Anu Sajju -
4. Geetha Jose
5. Parvathy
6. Elizabeth Mathew
7. Amal Joseph
8. Shoniya V.V
9. Ashly Jose
10. Esavara Sarmas G.

Action Taken

- * The positions were completed by the teachers with in the stipulated time.
- * Parents of children who did not attend the PTA meeting came to meet the principal.


Jimmy George

Staff Meeting held on 13th August 2022

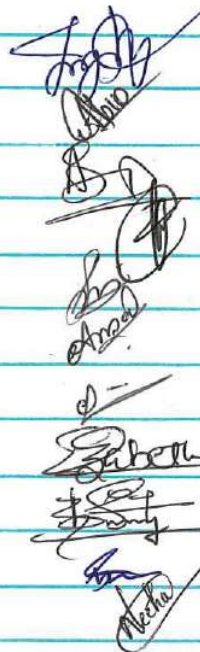
The staff meeting was held on 13th August, 2022 at 3.10 pm in the department. The meeting started with a silent prayer. Mr. Jimmy George, head of the department addressed the gathering.

The meeting was convened to discuss the following.

- (i) Internal examinations will be conducted for the third semester UG students after Christmas vacation.
- (ii) Commerce department decided to celebrate Christmas with Assisi Snehabavan Moolamattom.
- (iii) IQAC duties are assigned among the teachers.

The meeting came to an end by 3.35 pm.

1. Jimmy George
2. Abin Jose
3. Anu saju.
4. Eswara Sarma SG
5. Shibin K.R
6. Amal Joseph
7. Amal Azhakathu.
8. Elizabeth Joseph
9. Binny Francis
10. Shaju S
11. Neethumol Shaji



12. Joice Mary Vincent
13. Steffy Tom.

~~James~~
~~James~~

Action taken

- * The Internal exam was conducted and the marks were disclosed to the children.
- * The 'y' mas celebration was held at Assisi.
- * IQAC duty was taken up by each teacher.

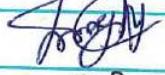




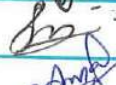
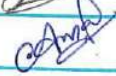

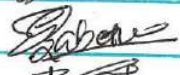


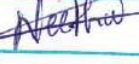

~~Jimmy~~
Jimmy George

Staff meeting on 23rd March 2023.

The ^{staff} meeting was held on 23/3/2023 at 3.10 pm. The meeting started with a silent prayer. The meeting was convened in the presence of Head of the Department Jimmy George. The meeting discussed various matters and took the following decisions:

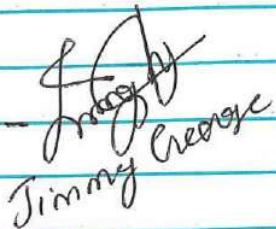
- (i) The project of all degree students completed on time.
- (ii) Attendance should be taken care.
- (iii) Class tutors are responsible for preparing internal marks.

The meeting came to an end at 3.40 pm. The following persons were present in the meeting.

- | | | |
|------------------------|---|--|
| 1. Jimmy George |  | 13. Steffy Tom  |
| 2. Abin Jose |  | |
| 3. Anu Saju |  | |
| 4. Eswara Sanma SG |  | |
| 5. Shibu K.R |  | |
| 6. Amal Joseph |  | |
| 7. Amal Azhakattu |  | |
| 8. Elizabeth Joseph |  | |
| 9. Babcy Francis |  | |
| 10. Shaju S |  | |
| 11. Neethamol Shaji |  | |
| 12. Joice Mary Vincent |  | |

Action Taken

- * The project of the degree students was completed on time.
- * Attendance should be strictly checked by every teacher in each period.
- * Internal marks were prepared by the class teachers and given to hod.

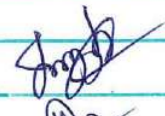
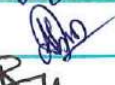




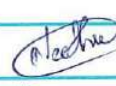


Jimmy George

Staff meeting on 10 August 2023

The Staff meeting was held on 10 August 2023 at 3.20 pm. The meeting was convened in the presence of Jimmy George (HOD). The meeting discussed various matters and took the following decisions:

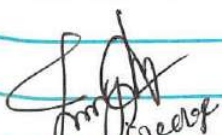
- (i) Internal examinations will be conducted for the Degree Students during August.
- (ii) NAAC, IQAC duties are assigned among the teachers.
- (iii) Commerce department decided to celebrate Onam celebrations.

The meeting was came to end at 3.40 pm. The following persons were present in the meeting.

1. Jimmy George - 
2. Abin Jose - 
3. Anu Saju - 
4. Kswaya Shama S U -
5. Shibu K R
6. Amal Joseph 
7. Amal J Azhakattu 
8. Shajin S 
9. Neethumal Shaji 
10. Elizabeth Joseph - 

Action Taken

- * Time Table for the Internal exam was given to the children
- * Teachers started NAAC, IQAC duties.


Jimmy George

DEPARTMENT OF MANAGEMENT STUDIES

MEETING MINUTES

Date - 14th February 2023

Time - 3:10 pm

Meeting Facilitator: Mr. Joseph George
Head, Dept of Management Studies

AGENDA:

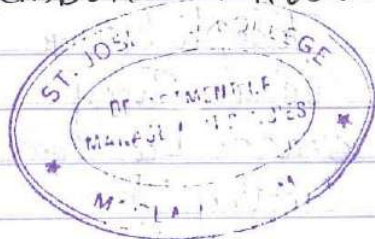
- (i) Internal Exams - Results of Semester 6.
- (ii) University Exams - Semester 1, 3, 6.
- (iii) Project / Case Study - Semester 6.

MINUTES

The following instructions were given:

- (i) Complete the paper valuation of Semester 6 - first internal examination and to return the answer scripts on or before 17th Feb, 2023.
- (ii) Complete semester 6 portions at the earliest expecting University exams by March 2023.
- (iii) Give remedial coaching to students for semester 1 & 3 university examinations.
- (iv) To conduct a power point presentation of the project / case study - synopsis for semester 6 students by February last week.

MEMBERS PRESENT:



Dr. Joseph George
Ms. Tisha Tomy
Dr. Sharon Lee Jose
Ms. Geetha Jose

[Handwritten signatures and initials corresponding to the list of members present.]

DEPARTMENT OF MANAGEMENT STUDIES

MEETING MINUTES.

Date - 10th July, 2023
Time - 3:15 pm.

Meeting facilitator: Dr. Joseph George
Head, Dept. of Management studies

AGENDA:

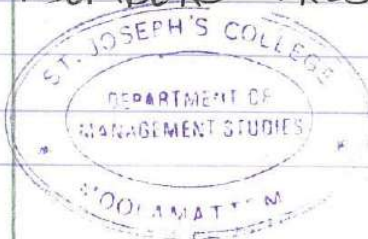
- (i) Residential Workshop for I BBA.
- (ii) Massactio
- (iii) Class Tutorship.
- (iv) NAAC Preparations

MINUTES.

The following instructions were given:

- (i) Organise the residential workshop for I BBA students at Pullikanam after exam vacation
- (ii) Conduct first round of Massactio on 13th July and 3rd hours.
- (iii) Class Tutorship:
 - III BBM - Tisha Tomy
 - II BBM - Sharon Lee Jose
 - I BBA - New faculty to be admitted
- (iv) Student progression files to be updated
- (v) Encourage students to do courses under Sugyan platform
- (vi) Ensure transparency in internal marks awarded.

MEMBERS PRESENT



Dr. Joseph George *[Signature]*
 Ms. Tisha Tomy *[Signature]*
 Dr. Sharon Lee Jose *[Signature]*

Action Taken:

1. Discussions were made with 'WINGS TO WIN', a professional training firm, to organise residential workshop for I BBA students at Pullikamanam
2. Six teams were constituted to conduct MASACTIO and Team 6 is assigned to conduct the program on 13 July 2023
3. Batches were assigned to the Faculty to update student progression.
4. Respective class tutors motivated students to register for at least one course in the ASWAYAM platform
5. Internal marks published in the Department notice board and students were given enough time to present their grievance, if any

Joseph George
15/7/23

The following instructions were given:

- (i) Organise the residential workshop for I BBA students at Pullikamanam after vacation
- (ii) Conduct first round of MASACTIO on 13th July and 2nd round on 20th July
- (iii) Class Tutorship:

I BBA	-	Nowafanily to be assigned
II BBA	-	Sharon Jayalal
III BBA	-	Sharon Jayalal

- (iv) Student progression files to be updated
- (v) Students registered to the course early
- (vi) Course completion in ASWAYAM

Joseph George
15/7/23



DEPARTMENT MEETINGS - MINUTES

2018-19

Agenda: Academic calendar, association inauguration

The first meeting of the teachers of the department of Economics for the Academic year 2018-19 was held in the department on 04/06/2018 (Monday) at 2.30 PM. Teachers of Economics and History were present in the meeting which was presided over by the Head of the Department of Economics, Institute Joseph. The following are the important decisions taken in the meeting

Decisions

- * To prepare the academic calendar for the year 2018-19
- * To conduct at least ten programmes including seminars by the Economics association
- * Prof. Pramod Joseph shall be in charge of the Economics association
- * To institute a cash award for the toppers in the final university examinations, viz. silver jubilee scholarship.
- * To conduct Association inauguration in June

Teachers Present

Institute Joseph *Justine*
 Pramod Joseph *Pramod*
 Jathin Thomas *Jathin*
 Urakhi N

As per the decisions taken in the meeting academic calendar was prepared. Prof. Pramod Joseph took the

2018-19

Agenda: NAAC visit, Extension activities

A meeting of the teachers of the department of Economics was held on 04/04/2018 (Wednesday) at 3.30 PM in the department. Teachers of both Economics and History were present in the meeting. The meeting was presided over by the HOD of Economics, Mr. Justice Joseph. The important decisions taken in the meeting were the following.

Decisions

- * To make all the arrangements in the department for the NAAC visit
- * To give directions to the students by the respective class teachers regarding their way of behaviour during NAAC visit
- * To check and verify that all the files needed for the NAAC visit are complete
- * To take the 12 BA Economics students to the blind school at Kundayathoor
- * To discontinue the programme of providing noon meal to the IP of the Arakulam and providing noon meals one in a month to the inmates of Inebasadam within

Teachers present

Justice Joseph
 Prasad Joseph
 Justice Thomas
 Anish N

Justice
 Prasad
 Justice

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As decided in the meeting preparations were made for NAAC visit, started providing noon meals to IP of PTC Arakulam

2018-19

Agenda: model exam, PTA meeting, NAAC visit evaluation

A meeting of the faculty of Economics was held on 4/09/2018 (Tuesday) at 3:30 PM in the department. The members of Economics and History were present in the meeting. Ms. Justine Joseph, HOD, Economics presided over the meeting. The important decisions which were taken in the ^{meeting} following are listed below.

Decisions

- * To conduct model exam for the II and III BA students
- * To convene the PTA meeting of II year and III year BA students in the last week of September or the first week of October.
- * The meeting also evaluated the programmes in connection with the NAAC pre team visit

Members present

Justine Joseph	<i>Justine</i>
Pranav Joseph	<i>Pranav</i>
Jithin Thomas	<i>Jithin</i>
Ushabh V	<i>Ushabh</i>

model examination was conducted for the II and III semester students and PTA meeting was conducted for the II and III BA students

Justine

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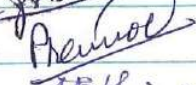


2018-19

Agenda: Paper allotment, III BA tour, Christmas celebration
The Economics and History faculty members had a meeting in the department of Economics on 12/11/2019 (Monday) at 1.05 PM to discuss various matters related to the IV and V semesters. Prof. Justine Joseph, HOD of Economics presided over the meeting in which the following decisions were taken.

Decisions

- * To allot the books and papers to the teachers for IV and V semesters.
- * To remind the students whose parents did not come for the PSA meeting to bring their parents and meet the teachers.
- * To conduct tour for III BA during the first or second week of December.
- * To celebrate Christmas jointly by all the students and teachers under the auspices of the association.

Teachers present

Justine Joseph 
Premod Joseph 
Jithin Thomas 
Anshu A 

Portions to be taken by each teacher was allotted, tour was conducted for the final BA students and Christmas was solemnly celebrated as decided in the meeting.

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2018-19

Agenda: send off to Mr. Jithin, rounding up classes

A meeting of the teachers of the department of Economics and History was held on 03/01/2019 (Thursday) at 3:30 PM in the department. The teachers of Economics and History were present in the meeting. The meeting was presided over by Prof. Justice Joseph, AOD of Economics and the following decisions were taken in meeting.

decisions

* To give a send off to Mr. Jithin Thomas, faculty of Economics (who has joined for M.Phil at S.H. College Thiruvare) by the members of the department

* To allow II BA students to go for an industrial visit if the college authorities give permission

* To conclude the V semester II BA classes by the third week of February

* To conduct model exam for the V semester by the concerned teachers

members present

- | | |
|----------------|----------------|
| Justice Joseph | <u>Justice</u> |
| Jithin Thomas | <u>Jithin</u> |
| Prasad Joseph | <u>Prasad</u> |
| Unrabi V | |

As per the decision in the meeting send off was given to Mr. Jithin by the faculty members of the department, conducted model examination for V semester students

Justice

2018-19

Agenda: model exam, any other relevant matter

A meeting of the teachers of the department was held on 15/03/2019 (Saturday) at 1.00 PM in the department. The teachers of Economics and History were present in the meeting which was presided over by Mr. Justine Joseph. The important decisions taken in the meeting were the following

decisions

- * to conclude the classes of IV semester by the third week of March
- * to continue IV semester classes till March last week
- * to conduct model examinations for I and I year students by the concerned teachers
- * distributed the papers to be handled by the teachers for I, III and IV semesters

Teachers present

Justine Joseph Justine
Pranav Joseph Pranav
Anasuya Joseph Anasuya
Varalakshmi Varalakshmi

The classes of IV and IV semester were wound up by March and model examinations were conducted for them

Justine
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2019-20

Agenda: Preparation of academic calendar, honor allotted
The first meeting of the faculty members of the department of Economics for the academic year 2019-20 was held on 06/06/2019 (Wednesday) at 2.00 PM in the department. The meeting was presided over by Prof. Justine Joseph, the head of the department. The teachers of Economics and History were present - The important decisions taken in the meeting are the following:

Decisions:

- * To prepare the academic calendar for the year 2019-20
- * Allotted class-teaching to various BA degree classes
- * Time table and honor distribution to teachers was fixed.
- * Prof. Pramod Joseph shall be in charge of Economics association.
- * Smt. Anasuya Joseph shall be in charge of department extra board and activity board.

Teachers Present

Justine Joseph	Justine
Pramod Joseph	Pramod
Anasuya Joseph	Anasuya
Isabel N	Isabel

As decided in the meeting academic calendar was prepared, honor and papers were distributed to teachers and Prof. Pramod Joseph took charge as association director.

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Justine

2019-20

Agenda: Association inauguration, welcome to 1 year
 A meeting of the teachers of the department of Economics was held on 08/07/2019 (Monday) at 1:00 PM in the department. The meeting was presided over by Mr. Justine Joseph, the head of the department in which the teachers of Economics and History were present. The important decisions taken in the meeting were the following.

Decisions.

- * Mrs. Shara Thomas of Basilians college shall be invited to inaugurate the Economics association
- * To organise the welcome programme for the IBA students
- * Prepare question papers for the internal examinations of III BA and II BA students
- * Organise one seminar in August for the Economics students

Teachers present

Justine Joseph	Justine
Pranav Joseph	Pranav
Anaroya Joseph	Anaroya
Keela George	Keela

Association activities were inaugurated by Mrs. Shara Thomas of Basilians college, welcome programme was arranged for IBA students and internal examinations were conducted.

2019-20

Agenda: Bridge course, PTA meeting

A meeting of the teachers of the department of Economics was held on 06/08/2019 (Tuesday) at 1.00 PM in the Economics department. Teachers of the department of Economics and History were present in the meeting which was presided over by Mr. Justice Joseph. The following decisions were taken in the meeting.

Decisions.

- * To conduct bridge course in Economics and History for the IBA students.
- * To make a visit to the blind school at Kundayathoor with IBA students
- * To conduct PTA meeting of the II and III BA students by the end of August
- * To give extra classes to students who score less marks in class tests and internal examinations

Teachers Present

Justice Joseph *Justin*
Pranav Joseph *Ramesh*
Anasuya Joseph *Just*
Reek George *Deeba*

As per the decisions in the meeting bridge course was conducted to the IBA students and PTA meeting was conducted for the II and III BA classes.

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Justin

2019-20

Agenda: Retest, PTA meeting, Inam celebration

A meeting of the teachers of the department of Economics and History was held on 03/09/2019 (Tuesday) in the department. The teachers of the department of Economics and History were present and the meeting was presided over by Mr. Justin Joseph. Following important decisions were taken in the meeting.

Decisions

- * To conduct retest for the students who did not write the internal examination (II and III BA students)
- * To conduct class PTA for the I BA Economics class after the inam vacation
- * To participate in the various competitions conducted in the college in connection with Inam celebrations.

Teachers present

Justin Joseph	Justin
Premal Joseph	Ramesh
Anasooze Joseph	James
Reeba George	Deeba

For III and II BA students, retest was conducted and PTA meeting was conducted for I BA class. There was solemn Inam celebration.

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Justin

2019-20

Agenda: I semester classes, valuation camp

A meeting of the teachers of the departments of Economics and History was held on 30/10/2019 (Wednesday) in the department. The teachers of the Economics and History were present in the meeting. The meeting was presided over by Shri. Justice Joseph. The decisions taken in the meeting were the following:

Decisions

- * To conclude the IBA I semester classes by the first week of November.
- * To take special classes for IBA students if the syllabus is not fully covered in time.
- * To participate in the valuation camp (III & V semester) at Alphonsa College, Pala.

Teachers Present

Justice Joseph	<u>Justice</u>
Prasad Joseph	<u>Prasad</u>
Reeba George	<u>Reeba</u>

As decided in the meeting first semester classes of IBA students were concluded in November first week and participated in the centralized valuation camp at Alphonsa College Pala.

Justice

2019-20

Agenda: study tour, Christmas celebration

The teachers of the department of Economics had a meeting on 12/12/2019 (Thursday) at 1:00 PM in the department. The teachers of Economics and History were present in the meeting which was presided over by Dr. Justine Joseph, HOD of Economics. The following decisions were taken in the meeting

Decisions

- * To conduct the tour for III B A Economics students in January
- * To ask students to participate in various competitions in connection with X'mas celebration.
- * To distribute mark lists to parents when they come for PTA general meeting.

Teachers Present

Dr. Justine Joseph
Pranod Joseph
Reeba George
Anura K. John

Justine
Pranod
Reeba
Anura

Study tour was conducted for the final year BA students and Christmas was celebrated

Justine

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2019-20

Agenda: Winding up of classes, Any other

A meeting of the teachers of the department of Economics and History was held on 18/02/2020 (Tuesday) at 3.30 PM in the department. The meeting was presided over by Dr. Justine Joseph in which the teachers of Economics and History were present. The important decisions taken in the meeting were the following

Decisions

- * To wind up IBA classes by the last week of February
- * To wind up IBA classes by the first week of March
- * There shall be classes for IBA classes till March last

Members Present

Dr. Justine Joseph
Pranav Joseph
Anesa K John
Rishi George

~~Justine~~
Pranav
Anesa
Rishi

As decided in the meeting the classes of IBA, IBA and IBA classes were wound up by last week of February, first week of March and last week of March respectively

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Justine

2020-21

Agenda: commencement of classes, any other matter

An online meeting of the teachers of the department of Economics was held on 04/06/2020 (Thursday) at 4.00 PM. Dr. Justine Joseph and Prof. Pramod Joseph were present in the meeting. The important decisions taken in the meeting were the following

Decisions:

- * To start classes for the III BA Economics and II BA Economics in the online mode
 - * To request other teachers to engage classes as per the timetable
 - * To mark the attendance of the students regularly during all the hours
- The meeting was concluded by 5.00 PM

Teachers Present

Dr. Justine Joseph

Prof. Pramod Joseph

Justine
Pramod

As per the decision of the meeting online classes were started for II and III year BA Economics students. Attendance was marked during each hour

Justine

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2020-21

Agenda: Problems of online class. Any other matter
 An online meeting of the teachers of the department of Economics was conducted 20/10/2020 (Tuesday) at 3.30 P.M. Dr. Justine Joseph, Prof. Pramed Joseph and Jovana Pramed were present in the meeting. The following important decisions were taken in the meeting

Decisions:

* To complete the portions of 5th semester and third semester at least by the last week of November

* To start the sixth semester and fourth semester classes by the first week of December

* To contact of the parents of students who do not regularly attend the classes
 The meeting was over by 4.15 P.M.

Teachers Present

Dr. Justine Joseph Justine

Prof. Pramed Joseph Pramed

Ms. Jovana Pramed Jovana

contacted the parents of those students who were not attending regular classes, completed the classes of V and III semester by November end

Justine

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2020-21

Agenda: Winding up classes, revision, any other matter

A meeting of the teachers of the department of Economics was held on 2021 March 22 (Monday) in offline mode. Members of the department of Economics Dr. Justine Joseph, Prof. Pramed Joseph and Ms. Jovina Pramed and teacher of the department of history Ms. Reeba George were present in the meeting. The important decisions taken in the meeting were the following

Decisions:

- * To wind up the sixth semester and fourth semester classes by the end of March
- * To continue online classes for the first year during April
- * To conduct revision classes for sixth and fourth semester students

Teachers Present

Dr. Justine Joseph	<u>Justine</u>
Prof. Pramed Joseph	<u>Pramed</u>
Ms. Jovina Pramed	<u>Jovina</u>
Ms. Reeba George	<u>Reeba</u>

Sixth and fourth semester classes were wound up by the end of March. Took revision classes for those students in April.

Justine

2021-22

Agenda: Effectiveness of online classes, any other matter

An online meeting of the teachers of the department of Economics was held on 02/06/2021 (Wednesday) at 3.30 P.M. Three teachers of the department of Economics, Dr. Justine Joseph, Prof. Prasad Joseph and Mrs. Jovana Prasad attended the meeting. The following decisions were taken in the meeting

Decisions:

- * To start the third semester and second semester classes for the second and first year students.
- * To make online revision of the classes taken during March and April
- * To make the students active by giving assignments.
- * To conduct online test papers to make the revision more effective.

Teachers present:

Dr. Justine Joseph	<i>Justine</i>
Prof. Prasad Joseph	<i>Prasad</i>
Mrs. Jovana Prasad	<i>Jovana</i>

Started online classes for third and second semesters. Took revision classes and gave assignments

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Justine

2021-22

Agenda: Revision classes, Economics association

A meeting of the teachers of the department of Economics was held on 12/11/2021 at 3.15 P.M. in the department of Economics. Teachers of the department of Economics and History were present in the meeting. The following decisions were taken in the meeting.

Decisions:

* To give an orientation to the students to take the studies seriously since they started to attend the offline classes after a long break.

* To give an initial revision of the topics of the semester taught online

* To start Economics association activities

* To plan a study tour for the final year BA students.

Teachers Present

Dr. Justine Joseph

Justine

Prof. Prasad Joseph

Prasad

Ms. Jovana Prasad

Jovana

Ms. Reshna Jayan

Reshna

Revision classes were arranged for the students. Started the activities of Economics association

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Justine

2021-22

Agenda: Project, send off to II BA, any other

A meeting of the teachers of the department of Economics was held on 11/03/2021 (Friday) in the Economics department at 3.15 P.M. Teachers of the department of Economics and History were present in the meeting. The important decisions taken in the meeting were the following

Decisions:

- * To conclude the classes of sixth semester and fourth semester by the end of march
- * To conduct a model examination for sixth and fourth semester students
- * To ask the sixth semester students to complete their projects by the end of march
- * To arrange a send off programme for the final year students

Teachers present

Dr. Justice Joseph	<u>Justice</u>
Prof. Prameed Joseph	<u>Prameed</u>
Ms. Jovana Prameed	<u>Jovana</u>
Ms. Kishima Jayan	<u>Kishima</u>

Sixth and fourth semester classes were concluded by last week of march. Students were asked to do their project and complete it by as early as possible. Send off was arranged for final year students.

2022-23

Agenda: Association inauguration, revision, any other matter

The first department meeting of the academic year 2022-23 was held on 13/06/2022 (Friday) in the Economics department at 3:20 PM. The meeting was started by extending a warm welcome to Ms. Alphonsa Andrews the new faculty in the department of history. The following decisions were taken in the meeting.

*
Decisions:

* To inaugurate the association activities for the academic year by the third week of June and to invite Mr. Tony Joseph, GSS officer (retd) to inaugurate the association activities

* To make a revision of the portions taught in the fourth semester and second semester and to complete the portions of those semesters as early as possible

* To conduct test paper for the students at regular intervals

The meeting was concluded by 4:00 PM

Members Present

- Mr. Justice Joseph Justice
- Prof. Prasad Joseph Prasad
- Ms. Jovana Prasad Jovana
- Ms. Alphonsa Andrews Alphonsa

As decided in the meeting the activities of Economics association was inaugurated, test papers and revision classes were conducted.

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Justice

2022-23

Agenda: PTA meeting, III BA Project, any other matters

A meeting of the teachers of the department of Economics was held on 19/10/2022 (Wednesday) at 3.15 PM in the department. The teachers of Economics and History were present for the meeting. The decisions taken in the department meeting are the following

Decisions:

- * To conduct PTA meeting for all the three classes.
- * To conduct more class test papers in all the classes.
- * To divide the third BA students into groups for their project work
- * To plan the study tour for the final year students in the first week of January
- * To plan an alumni send off to Prof. Pramod Joseph who retires this year

Teachers present

Dr. Justine Joseph	<i>Justine</i>
Prof. Pramod Joseph	<i>Pramod</i>
Ms. Jovana Pramod	<i>Jovana</i>
Ms. Alphonsa Andreus	<i>Alphonsa</i>

As per the decision taken in the meeting PTA meeting was conducted, III BA students were grouped for their project work

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Justine

2022-23

Agenda: sent off to final year, any other matters

A meeting of the teachers of the department of Economics was held on Monday, 27/03/2023 in the department at 3.15 P.M. The teachers of Economics and History attended the meeting. Dr. Justine Joseph, the Head of the Department of Economics, extended special thanks to Prof. Pramad Joseph, Associate Professor of Economics, who is to retire this academic year. The following important decisions were taken in the meeting

Decisions

* To give sent off to the final year degree students

* To take classes for the second semester students in the online mode and to conduct internal test papers in the offline mode.

The meeting was over by 4.00 P.M.

Teachers present

Dr. Justine Joseph	Justine
Prof. Pramad Joseph	Pramad
Ms. Jovana Pramad	Jovana
Ms. Aphrona Andrews	Aphrona

sent off meeting was arranged for the final year students. online classes were taken for the second semester students.

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Justine