



DEPARTMENT MEETINGS COMMERCE & MANAGEMENT



CHRIST COLLEGE PULIYANAMALA, KATTAPPANA

Approved by UGC and Affiliated to MG University, Kottayam (3521/1/14/Ac A VII)
A Minority Institution Managed By CMI Fathers

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Date:

Post Graduate - Dept. of Commerce. - 1

15.10.2019

Agenda

1. UOI. Project Discussions
2. I.V. - Second-year Students
3. Departmental Programmes

The first meeting of post graduate dept. of Commerce was conducted on 15.10.2019. at 3.30 P.M. in Staff Room No. II, where all the faculties were actively participated in the discussions.

A. UOI Project Discussions

(a) By the end of November students are supposed to complete the data entry of their projects.

(b) A suggestion was put forward to allot an hour exclusively for project work in a week.

B. I.V. - Second Year Students

(a) Class mentors are requested to submit a draft of industrial visit proceedings on or before 31st of October 2019 to the Department co-ordinator.

C. Departmental Programmes

(a) A decision was taken to conduct a Quiz Competition for the +2 Commerce students in our campus.

(b) Dr. Prakash C was appointed as the incharge of conducting the above said Competition.

(c) A suggestion was put forward to conduct a career guidance programme for the third year students at the end of this academic year.

The session was concluded by the department Co-ordinator, thanking the

valuable presence of its faculty members

Name and Signature of faculties attended.

Name :

Signature

1 Mr. Boban T. Augustine

[Signature]

2 ~~Mr.~~ Bixito Prakash. C

[Signature]

3 Mrs Anitta Thomas

[Signature]

4 Ms. Ria Francis

[Signature]

5 Ms. Chippy Francis

[Signature]

6 Ms. Anupama Jakob

[Signature]

7 Ms Anju Paul

[Signature]

8 Mrs. Emilda . K. Joseph.

[Signature]

[Signature]

Thoms

Dept. Co-ordinator

H.O.D

Ms. Thomson Madheva.

Mr. Boban T Augustine



[Signature]
Principal

Rev. Fr. Alex Louis CSI

Date :

Post Graduate Department of Commerce - 2

18.10.2019

Agenda

1. U.G Project - Review
2. Business Quiz Competition - Planning.

The Second meeting of (Post Graduate Department) ^{of Commerce} was held on (18-10-2019) at 2:45 P.M in staff room No-II. Where nine Faculty members including Department H.O.D were actively participated in this meeting.

U.G Project - Review

It has been decided to arrange special time table for project work after the university examination. A Project hour in a week will be allotted for third year students from next semester onwards. It was also decided to give additional two days time for each batch for data collection and one day for data analysis.

Quiz Competition - Planning.

As we discussed in the previous meeting (15.10.2019) about the inter-school quiz competition, we further discussion happened, we have chosen Dr. Prakash.C as the faculty incharge, M.S Chippy ^{Francis} and M.S Arju Paul as Co-ordinators of the competition, we also discussed about how could find an efficient quiz master.

The session was concluded by Department H.O.D Mr. Boban T. Augustin, thanking the meaningful participation of its faculty members.

Name and Signature of faculties attended.

Name	Signature
1. Boban. T. Augustine.	
2. Anu Raju.	
3. Dr. Prakash e	
4. Anupama Jacob.	
5. Ria Francis	
6. Anetta Thomas	
7. Chippy Francis	
8. Emilda. k. Joseph	
9. Anu Paul	
10. Thomson Mathew	

Thoms
 Dept. Coordinator
 Mr. Thomson Mathew

~~H.O.O~~
 H.O.O
 Mr. Boban T Augustine



Alex
 Principal
 Rev Fr. Alex Louis CMI

Date

Post Graduate Department of Commerce - 3⁷

25.10.2019

Agenda

1. Assignment and seminar - mark entry.
2. U.G. Project - Review.

The third meeting of Post Graduate Department of Commerce was conducted on (25.10.2019) at 3.30 PM in Staff Room No-II, where all the faculty members of the department were actively participated in this meeting.

Assignment and Seminar - Mark entry

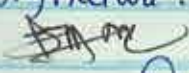
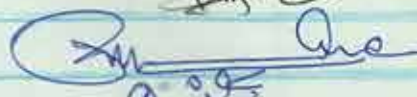





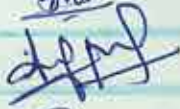
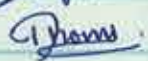
A request was put forward by Head of the Department Mr. Boban T. Augustine that, first semester mark entry for assignment and seminar should be completed on or before 31st of October 2019. One assignment and one seminar presentation is mandatory in a semester, as it is decided earlier.

U.G. Project - Review

Faculty guides are requested to submit a report regarding progress of the project, on or before 4th of October. Department co-ordinator requested to the faculty guides to take proper follow up till the completion of data analysis.

The session was concluded by the Department co-ordinator, Mr. Thomson Mathew, thanking the valuable participation of it's faculty members.


Name and signature of faculties attended

	Name of the faculty	Signature.
1.	Mr. Boban T. Augustine	
2.	Dr. Prakash C	
3.	Ms. Anitta Thomas	
4.	Ms. Riya Francis	
5.	Ms. Chippy Francis	
6.	Ms. Emilda K Joseph	
7.	Ms. Anupama Jacob	
8.	Ms. Anju Paul	
9.	Mr. Thomson Mathew	

Thms:

Department Co-ordinator

Mr. Thomson Mathew


H.O.D

Mr. Boban T. Augustine

Alex
Principal

Rev. Fr. Dr. Alex Louis CMJ

Date
1. 11. 2019

Post Graduate Department of Commerce - 4

Agenda

1. Remedial class for first semester students
2. Outreach Programmes
3. Inter-school Business quiz - follow up

The fourth meeting of Post Graduate Department of Commerce was held on (1.11.2019) at 3:30 PM in staff room Number II. Where all the faculty members were actively participated in this meeting.

Remedial coaching for first semester students.

The faculties were suggested to conduct a remedial coaching for under performers of the first semester students during the study leaves, subject teachers will be the in charges for the same. The list of the students were prepared based on the previous performance of the students.

Outreach Programmes

faculties were discussed to form a team for outreach programmes which includes the students participants and faculty members. As a part of outreach programmes faculties were suggested to conduct Mime, Flash mob, Drama etc. to promote Christ college's brand name.

Inter-School Business quiz - follow up

with reference to meeting dated on (15-10-2019). Dr. Prakash C advised to submit a fair blue print copy of inter-school quiz competition on next meeting.

Name and Signature of faculties attended

Mr. Boban .T. Augustine
 Dr. Prakash C
 Ms. Emilda K Joseph
 Ms. Anetta Thomas
 Ms. Riya Francis
 Ms. Chippy Francis
 Ms. Anupama Jacob
 Ms. Anju Paul
 Mr. Thomson Matthew

~~Boban~~
 Prakash
 Emilda
 Anetta
 Riya
 Chippy
 Anupama
 Anju
 Thomson

~~Thomson~~
 Department Co-ordinators
 Mr. Thomson Matthew

~~Boban~~
 H.O.D
 Mr. Boban.T. Augustine



~~Alex~~
 Principal
 Ref. Fr. Dr. Alex Louis CMI

Date

Post Graduate

Department of Commerce

11

- 5

8.11.2019

Agenda

1. Third year Tour and Industrial Visit
2. Departmental Participation for N.S.S Camp
3. Inter-school Business Quiz - Follow up
4. Remedial class - Follow up

The fifth meeting of Post Graduate Department of Commerce was held on (8.11.2019) at 10.30 A.M in Staff room number - II. Where all the faculty members were actively participated in this meeting.

Third year Tour and Industrial Visit.

Tour for IIIrd - Year students is mandatory. As part of the discussion conducted, the decision and responsibility of the tour package is headed by the batch Co-ordinator. In case if some students are unable to take part in tour programme due to low financial status, those students share can be contributed by other students of the same class, if they are willing. The batch Co-ordinator has to make sure that at least 80% of the students of a particular batch have to be participated, otherwise the trip will be cancelled.

Departmental Participation for N.S.S Camp

The faculties have decided that they will participate in the N.S.S Camp and supervise it actively in order to support N.S.S Co-ordinator Mr. Bibin Siva and crew.

Inter-school Business Quiz - Follow up

Thorough discussion has been conducted regarding the outreach programme

Remedial class - follow up

One day remedial classes were conducted for 1st B.com C.A and TET students. 25 students from B.com C.A and 18 from TET had attended the accounting classes.

Name and signature of faculties attended

Mr. Boban T. Augustine
 Dr. Prakash C
 Ms. Emilda - K. Joseph
 Ms. Anitta Thomas
 Ms. Riya Francis
 Ms. Chippy Francis
 Ms. Anupama Jacob
 Ms. Anju Paul
 Mr. Thomson Matthew

~~Prakash~~
 Boban
 Emilda
 Anitta
 Riya
 Chippy
 Anupama
 Anju
 Thomson

~~Prakash~~

Department Co-Ordinator
 Mr. Thomson Matthew

~~Prakash~~
 H.O.D

Mr. Boban-T. Augustine

Alex

Principal

Rev. Fr. Dr. Alex (Fr. CMI)



Date
15.11.19

Post Graduate Department Of Commerce

Agenda.

1. Details regarding Assignments and Seminars
2. Syllabus Confirmation.

The sixth meeting of Post Graduate Department of Commerce was held on (15.11.19) at 3.30 P.M in staff room number - 11 where all the faculties were actively participated in this meeting.

Assignments and Seminars - Details.

All the faculties were requested to submit their Assignments and Seminars details to Department Co-ordinator on or before Friday (22.11.2019)

Syllabus - Confirmation

All the faculties were requested to check their concerned Subject Syllabus from the university website and make sure that there is no change in syllabus.

The session was concluded by the Department Co-ordinator, Mr. Thomson Mathew, thanking the valuable participation of its faculty members.

Name and signature of faculties attended

Mr. Boban . T. Augustine

Mr. Thomson Mathew

Dr. Prakash C

Ms. Emilda K Joseph

Ms. Anitta Thomas

Ms. Riya Francis

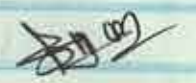
Ms. Chippy Francis

~~Handwritten signature~~
 Thomson
 Prakash
 Emilda
 Anitta
 Riya
 Chippy

Name and Signature of faculties attended

M.S Anupama Jacob

M.S Anju Paul

Thema:Department Co-ordinator
Mr. Thomson Matthew
H.O.D
Mr. Baban T. Augustine
Principal

Rev. Fr. Dr. Alex Louis CMI



Post Graduate Department of Commerce. Meeting. 7.
5.02.2020. Wednesday.

Agenda:









- (1) Strategic plan for college exposure.
- (2) Improving admission - use of different positive steps without affecting quality.
- (3) Teaching methods for subjects allotted for new semester.
- (4) Coordination of department activities with that of college.


Decisions:-

- (1) New methods of publicity is needed for improving the strength. So it is decided that individual initiative should be there from the fraternity like collection of address from the nearby schools and sending letters, issuing notices and prospectus of the college in places where parents and students ~~and~~ are visiting like parlours of doctors, churches, schools etc.
- (2) Faculty ~~to~~ should take initiative in imposing discipline and structured learning in the college. Assignments, seminars, question answering etc should be conducted in a time bound basis.
- (3) Dept. programmes should be conducted to improve the quality of students like talks by experts in different fields, seminars, and in view of pandemic outbreak, webinars and online classes and programmes should be arranged by using the available opportunities. As we are lagging behind in placement for students the teachers should take initiative to inculcate good academic and personality development in the students.


The meeting was concluded by the A.O.D emphasizing the need of taking responsibility by each and every staff member for exposing the college and attracting students to the college depending on quality.

Name and Signature of Faculties attended:-

- 1 Mr. Boban T. Augustine 
- 2 Mr. Thomson Mathew 
- 3 Dr. Prakash C. 
- 4 Ms. Emilda K. Joseph 
- 5 Ms. Anitta Thomas 
- 6 Ms. Riya Francis 
- 7 Ms. Chippy Francis 
- 8 Ms. Ampama Jacob 
- 9 Ms. Anju Paul.

Dept Coordinator 
Mr. Thomson Mathew

~~DAO~~ A.O.D
Mr. Boban T. Augustine


Principal
Rev. Dr. Alex Louis CMI



P.G. Department of Commerce.

Department Meeting No: 8

20.02.2020

Friday.

Agenda:-

On the basis of the staff meeting conducted on 10th February 2020 under the chairmanship of the Principal, certain issues are to be discussed and measures to be taken to implement the decisions. The topics of the discussion are given below.

1. Result analysis and Satisfactory survey
2. Roles to be performed by Batch coordinators
3. NAAC accreditation - duties and responsibilities





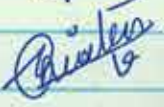

A long discussion and presentation was conducted in the staff meeting related to the results from the years 2014. Even though there is improvement in the overall result of all batches in the second and fourth semesters there is decline in the result. Steps are to be taken to remove this imbalance by looking in to the reasons for that. As the Principal informed in the meeting all subject teachers should take initiative to maintain a ~~or pass~~ percentage of 62.13 as average mark scores by the students. It is also decided that the student satisfaction surveys should give a minimum 83% for each member of the department.

The Batch coordinators have the full responsibility for the batch of students entrusted to them. Every batch coordinator should act as the Principal of that batch. They should have direct contact with each and every student and a report is to be maintained with the students and parents.

All major and minor issues related to the students should be handled by the batch coordinators at their level. If it is beyond their control then only it should be forwarded to the H.O.D and Staff Council. As our students are not performing well in the mock interviews it is the responsibility of each teacher to promote language culture in the college.

Related to NAAC:- For the proper updation and functioning ~~five~~ ~~separated~~ ~~groups~~ were formed. Six groups were formed and responsibilities were ~~not~~ assigned. It is the duty of each and every member to perform their responsibilities in the group. The department is also assigned with certain responsibilities. All Staff members in the department should cooperate with each other for proper functioning, reporting and promoting the college.

The meeting was attended ~~by~~ by all the faculties of the department. The names are mentioned below.

1. Mr. Boban T. Angestrie 
2. Mr. Thomson Mathew 
3. Dr. Prakash C 
4. Dr. Emilda K. Joseph 
5. Ms. Amitta Thomas 
6. Ms. Thashara
7. Ms. Ria Francis 

8. Ms. Chippy Francis

~~Chippy~~

9. Ms. Anupama Jacob

~~AN~~

10. Ms. Anju Paul.

Dept. Coordinators Thomas:

Mr. Thomson Mathew

~~Tom~~ H.O.D
Mr. Boban T Angaki

~~John~~
Principal:

Rev. Dr. Alex Louis Thammippam CMI



PG DEPARTMENT OF COMMERCE
DEPARTMENT Meeting NO. 9.

02-03-2020

Monday.

Agenda:-

- (1) Faculty Responsibilities
- (2) MCA and UGC Net coaching.
- (3) Departmental programmes.

This meeting was conducted to enhance the performance of the faculty members to help the students and the college in achieving the goal of the organization. A detailed discussion has been conducted and responsibilities of faculty in making the best education to the students was the subject matter. All staff members agreed that they will take the responsibility in their best interest.

In order to improve the standard and overall knowledge of students the teachers decided that they will take all their effort to prepare a question bank for their respective subjects to conduct MCA. It is also decided that the faculty members will take special care and initiative in providing Net Coaching to the PG students. For this also special effort will be taken by the teachers.

As the college life of students should not be limited to academic activities only there should be non academic programmes as well in the college. All the departments in the college are conducting various programmes in this respect. The P.G. Dept. of Commerce decided that there should be academic as well as non academic programmes to be conducted in the college for the all round development of students. There should be cooperation with other dept. for this purpose. All programmes should be announced in the college website with necessary details.

All faculty members of dept. of Commerce attended the programme. The session was concluded by vote of thanks by Mr. Boban. T. Augustine the H.O.D.

Name and signature of faculties attended!

1. Mr. Boban. T. Augustine



2. Mr. Thomson Mathew



3. Dr. Prakash e



4. Dr. Emilda K. Joseph



5. Ms. Amitha Thomas



6. Ms. Riya Francis.



7. Ms. Chippy Francis



8. Ms. Anupama Jacob



9. Ms. Anju Paul



Dept. Coordinator
Mr. Thomson Mathew



~~H.O.D.~~ H.O.D.

Mr. Boban. T. Augustine

~~Principal~~
Principal

Rev. Dr. Alex Louis cm



PG DEPARTMENT OF COMMERCE
Department meeting NO: 10.

13-03-2020

AGENDA:-

- Admission strategies
- Result Analysis.
- Conducting classes on online mode.

In order to increase the strength of student ~~books~~ at UG ~~and~~ ~~PG~~ level which is a matter of survival and prestige of the college a fruitful discussion has been conducted in the meeting. It is decided that with the permission of principals of respective schools webinars are to be conducted related to commerce field and as a follow through quiz competitions with prize money can be conducted. It will help to contact the students and get the information about the students from google form registration.

For this purpose all faculty members agreed that they will contact the nearby schools and request the principals for the same.

According to the information provided in the staff meeting by the respected principal the dept. should take a lot of effort to improve the university result of the students. The trend is showing a decreasing pattern so it is the need of the hour to take steps to improve the results. To improve the average marks and pass percentage the low scoring students should be given remedial teaching online and offline. If the students who are ~~able to~~ scoring 80% are promoted to score 90% the average marks of the students can be improved.

Online and offline methods of teaching are

to be used together to help the students in their studies. As many of the students are finding it difficult to reach the college for offline classes online classes should also be arranged.

The meeting was ended with vote of thanks by department coordinator Mr. Thomson Mathew.
Faculties attended:

1. Mr. Boban T. Angudim



2. Mr. Thomson Mathew



3. Dr. Prakash C



4. Dr. Emilda K. Joseph



5. Ms. Anita Thomas



6. Ms. Ruya Francis



7. Ms. Chippy Francis




8. Ms. Anupama Jacob




9. Ms. Anju Paul.

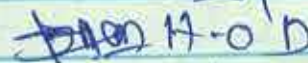


10. Mrs. Thushara T.K




Dept. Coordinator 

Mr. Thomson Mathew



Mr. Boban T. Angudim


Principal

Rev. Dr. Alex Louis CMI



DEPARTMENT MEETING - II

11th July 2020

Saturday

AGENDA:

- (1) Planning for academic activities for next year.
- (2) Subject allocations and preparations in the new system.

1. 2020-21 academic year will be totally different from the previous years. The teachers will have to play a new role as different from the existing system. The classes will go online by using the Zoom platform and a time bound arrangement of syllabus completion is to be set by the faculty members.

2. As announced by the Principal all faculty members should become experts in their subjects. For this purpose subjects were allotted giving priority to their area of interest. Use of modern technology in the online classes like videos, slides, power point presentations should be included.

Mrs. Thushara T.K

Mr. Boban T. Augustine

Mr. Thomson Mathew

Dr. Prakash C.

Dr. Emilda K. Joseph

Ms. Anitta Thomas

Ms. Riya Francis

Ms. Chippy Francis

Ms. Anupama Jacob

Ms. Anju Paul.

Mr. Davis Joseph.

Dept. Coordinator

Mr. Thomson Mathew

Principal

Rev. Dr. Alex Louis Theenippona CMI

H. O. D
Mrs. Boban T. Augustine

DEPARTMENT MEETING - 12

1st Sep. 2020

Tuesday.

AGENDA.










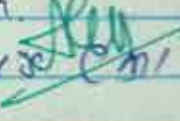
- (1) Add on programs
- (2) MCQ
- (3) PPA meeting
- (4) Evaluation of Online classes.

The faculties were informed about the University instructions regarding the conduct of Addon programs.

Since the interaction with students is not up to the mark in online platforms, to motivate the students in reading the texts and enhance subjects knowledge it has been decided to start MCQ examination along with module tests.

A PPA was arranged to interact with students and parents to know the progress level of students.

The faculty members are asked to evaluate themselves in the conduct of online classes and take necessary steps to improve in the areas where it is needed.

Ms. Amitha Thomas	
Ms. Anju Paul	
Ms. Anupama Jacob	
Ms. Chippy Francis	ab
Dr. Emilda K Joseph	ab
Ms. Riya Francis	
Mr. Boban T Augustine	
Mr. Davis Joseph	
Dr. Prakash C	
Mr. Thomson Mathew (Coordinator)	
Mrs. Thushara T.K.	
Rev. Dr. Alex Louis Principal.	

Mr. Boban T Augustine
F.O.

DEPARTMENT MEETING - 12.

15th October 2020

Thursday.

AGENDA.

(1) Project for UG students '18-'21 batch

The university is giving much importance in the UG projects and as per the instructions we have already allotted project guides for different project groups and their work is progressing. To make it more effective a timeline has been announced for the students to submit their final copy by 31st Jan 2021. The PG students are also engaged in the project work and the teachers assigned with the work informed about their progress.

Ms. Amitha Thomas

Ms. Anju Paul

Ms. Anupama Jacob

Ms. Chippy Francis

Dr. Emilda K. Joseph

Ms. Riya Francis

Mrs. Boban T Augustini

Mr. Davis Joseph

Dr. Prakash C

Mr. Thomson Mathew

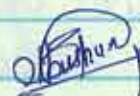
(Dept. Coordinator)

Mrs. Thushara T.K










 Rev. Dr. Alex Louis CMI

Principal


 Mrs. Boban T Augustini
H.O.D


DEPARTMENT MEETING - 14

4th Jan 2021.

Monday.

AGENDA:

- (1) MOOC and organic farming
- (2) NAO.
- (3) Improvement of intake - steps to be taken.

Massive online open courses are part of UGC curriculum and all batch coordinators are requested to take initiative to encourage students to join at least one course in a semester.

Mr. Thomson Mathew is in charge of compulsory online class for organic farming and all concerned ~~the~~ 1st year batch coordinators are informed to report to Mr. Thomson.

The third year students should register their personal and academic details in NAO for their future needs. The batch coordinators are responsible for collecting the filled up forms related to NAO and submit it to the office before 5th Jan 2021.

In order to improve the intake of students at UG level we made a detailed discussion. The results of previous years were also analysed. As we reach a peak stage and showing tendencies of decline it is the need of the hour to take necessary steps to improve results and increase the intake of students. Every body should take initiative to increase the intake and the teachers were allotted the schools nearby to collect student address. It was decided to conduct career guidance and motivational classes in the schools, but the COVID-19 situation is not suitable for such an initiative.

Faculties attended the program! -

1. Ms. Aritha Thomas
2. Ms. Anju Paul
3. Ms. Anupama Jacob
4. Ms. Chippy Francis
5. Dr. Emilda K. Joseph
6. Ms. Riya Francis
7. Mr. Boban T. Angustine
8. Mr. Davis Joseph
9. Dr. Prakash C
10. Mr. Thomson Mathew
(Department Coordinator)
11. Mrs. Thushara T.K.

Aritha
Anju
Anupama
Chippy
Emilda
Riya
Boban
Davis Joseph
Prakash
Thomson
Thushara

Rev. Dr. Alex Lewis CMI
Principal

Boban T. Angustine
14-0-0



DEPARTMENT MEETING-15

12th March 2021.

Monday

AGENDA

- ① Result analysis
- ② Assignment for P.G. students.

- 1) In the meeting a detailed discussion of the published results of first semester was conducted. From the discussion we tried to identify the weaknesses and areas to be concentrated to improve the results. Remedial means like Viva voce and seminars were suggested to improve the quality of students. Suggestions were there for the promotion of Add-on programme to give assistance for the overall improvement of students.
- ②) The assignment submission of P.G. students should be in proper format and structure. It has been decided that all assignments should be completed by March 2021. The department and each faculty should shoulder the responsibility for timely and proper submission of assignments either in written or printed form.

- 1) Ms. Anitha Thomas
- 2) Ms. Anju Paul
- 3) Ms. Anupama Jacob
- 4) Ms. Chippy Francis
- 5) ~~Dr.~~ Emilda K. Joseph
- 6) Ms. Ria Francis
- 7) Mrs. Boban T. Angamthi
- 8) Mr. Davis Joseph
- 9) Mr. Parakash C
- 10) Mr. Thomson Mathew
(Dept. Coordinator)
- 11) Mrs. Thushara P.K.

~~Anitha~~~~Anju~~

Dr.

~~Chippy~~

ah

~~Ria~~~~Boban~~~~Boban T. Angamthi~~~~Thomson~~~~Thushara~~

Rev. Fr. Alex Louis CMI

Principal



Mr. Boban T. Angamthi

H.O.D.

DEPARTMENT MEETING 16.

10th June 2021

Thursday.

AGENDA:-

- 1) Significance of online classes during Covid pandemic time.
- 2) Online and offline PTA meetings
- 3) Effectiveness of internal exams conducted online

Though online classes are not effective and fruitful as offline classes the college is trying to give the best to the students in the pandemic situation. It is the only way to stay healthy and grow academically in the situation. There are many constraints for conducting ^{online} classes during pandemic situations. ~~online~~ The problems related to network connections, power failure, student's attitude everything is to be tackled during this period. The Zoom ^{concepts} classes arranged during the period for taking classes and conducting programmes is a new thing for both students and teachers. Though we are new to the arrangement with the Landwork of office staff and teachers and cooperation from students, it is fruitful to a certain extent.

In order to ^{create} give an awareness among the parents about the problems faced by students and the steps to be taken by the parents to help the students in their studies PTA meetings were conducted online and offline for all the classes.

The internal exams were conducted online for the students as it is not possible to come to the college for attending the exam. Proper information is given to the students regarding the submission of assignments, MCQs and internal exams. As already noted it is the only way to keep the students in track of their studies.

1) Mrs. Anitha Thomas

2) M.S. Anju Paul

3) Ms. Anupama Jacob

4) Ms. Chippy Francis

Christy
 [Signature]

[Signature]

- 6) Ms. Rea Francis
- 7) Mr. Boban T Augandui
- 8) Mr. Davis Joseph
- 9) Dr. Prakash C
- 10) Mr. Thomson Mathew (Coordinator)
- 11) Ms. Thushara P.K.

Rev

Thushara

Rev. Dr. Alex Louis CMI

Mr. Boban T Augandui

Principal

H. O. D.



DEPARTMENT MEETING - 17.

8th ^{October} ~~September~~ 2021:

Friday.

AGENDA:

1) Reopening of College for offline classes.

In view of the Govt. order for reopening of colleges by 18th October for offline classes PQA meeting was conducted. Officials from the Health and Police department guided the students, parents and teachers regarding the precautions to be taken for conducting classes and seating arrangement for the students. In view of the meeting the precautions were taken by the college by taking the view points of parents and students. It is decided to conduct the internal exams offline following covid protocols avoiding the chances of spreading coronavirus in the college.

- 1) Ms. Anitha Thomas
- 2) Ms. Anju Paul
- 3) Ms. Anupama Jacob
- 4) Ms. Chippy Francis
- 5) Dr. Emilda K. Joseph
- 6) Ms. Ria Francis
- 7) Mr. Bofan T Argentin
- 8) Mr. Davis Joseph
- 9) Dr. Parakash C
- 10) Mr. Thomson Mathew
- 11) Mrs. Thushara T.K.

~~Anitha~~
~~Paul~~

~~Anju~~

~~Anupama~~

~~Ria~~

~~Bofan~~
~~T Argentin~~

~~Davis~~
~~Joseph~~

~~Parakash~~

~~Thushara~~

~~Alex~~
Rev. Dr. Alex Louis CM1
Ponnampal

~~Bofan~~
Mr. Bofan T Argentin
H.O.D.



27th October 2021

Thursday

AGENDA: (1) PROGRAMS for promotion of college.

(2) Welcoming new staff members.

(3) Active involvement in the programs for development of college and growth of students.

As the college is open for offline class a new approach from the staff members is required for promotion of college. The students are to be inducted into the system with contributions from all colleagues. It has been decided that every teacher should take initiative to conduct programs and two of the staff members Ms. Chippy Francis and Mr. Jagi Joseph should act as coordinators for arranging programs.

Three new staff members joined our dept this year and they ~~will~~ will take active part in the various activities of the dept. It has been decided that with the arrival of all students a dept. fest and Quiz programme to be arranged.

All the staff members are of the view that everybody should work together without any hesitation for survival in the current situation. As the number of students joining the college is decreasing day by day the active involvement of each and every faculty member is a must for survival and growth.

The promotion and 'development' is possible only if teachers take initiative for smooth conduct of programs. It is the duty of everyone to ensure student progression and development. In addition to academic activities number of non-curricular activities are to be introduced. The Campus Radio, spectacles etc are to be revamped for the betterment of students. During 'Kerala prava' in Nov. I a programme to be arranged.

- 1) Mr. Boban T. Augustin
- 2) Ms. Anitha Thomas
- 3) Ms. Anji Paul
- 4) Ms. Anupama Jacob
- 5) Ms. Chippy Francis
- 6) Ms. Ria Francis
- 7) Mr. Amal Jose
- 8) Mr. Jogi Joseph
- 9) Mr. Davis Joseph
- 10) Mr. Thomson Mathew
- 11) Mr. Prakash C.
- 12) Ms. Prashara TK
- 13) Ms. Sherin Varkey.

Alex

Rev. Dr. Alex Louis CMI
Principal

~~DM~~
~~Chippy~~
~~Anji~~

~~Chippy~~
~~Ria~~
~~Amal~~
~~Jogi~~
~~Davis~~
~~Thomson~~
~~Prakash~~
~~Prashara~~
~~Sherin~~

~~DM~~

Mr. Boban T. Augustin
H.O.D.

