



DEPARTMENT MEETINGS COMPUTER SCIENCE



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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DEPARTMENT MEETING I

15-10-19

AGENDA






1. IV : 2nd Year Students
2. Tour Planning : 3rd Year Students.

The department meeting of computer application was conducted on 15-10-19 Tuesday at 3.20 PM. The common matters discussed in the meeting are listed below.


IV : As per curriculum all the second year students are supposed to visit an industry. Ms. Jisa Maria Jose is entrusted to submit necessary details regarding industry and arrangements.

Tour : Details regarding the tour for third year BCA department were informed.

All the staff members actively participated in the meeting and next meeting will be held on 18-10-19 at 3.30 PM.

1. Jisa Maria Jose 
2. Mildin Shiji 
3. Sasikala E.S 
4. Nizupama Jacob 
5. Binu George 


Rev. Dr. Alex Louis OMI
Principal


Ms. Ann Mary Augustine
HOD


Donamol Thomas
Department Coordinator

FOLLOW-UP

The information regarding IV and tour was passed on to students.



All the staff members who participated in the meeting will be given a copy of the minutes.

DEPARTMENT MEETING 2

18-10-19

AGENDA

1. Syllabus discussion
2. Department fest - EXITO

The department meeting of Computer application was conducted on 18-10-19 Friday at 3.30pm. The common matters discussed in the meeting are listed below.

Syllabus : A discussion on the Syllabus that was allotted to various faculties was discussed.

EXITO : A decision regarding conducting the department fest has been taken. Every faculties positively agreed to the fest - EXITO.

All the Staff members actively participated in the meeting and next meeting will be held on 25-10-19 at 3.30pm.

1. Mr. Tony Mathews Paricker PNP
2. Donamol Thomas Donamol
3. Ms. Jissa Maria Jose Jissa
4. Ms. Mildin Shiji Mildin
5. Mrs. Sasikala ES S
6. Ms. Nirupama Jacob Nirupama
7. Mrs. Binu George Binu

Rev. Dr. Alex Louis CMI
Principal

Ms. Ann Mary Augustine
HOD

Ms. Donamol Thomas
Department
Coordinator.

FOLLOW-UP

All Syllabus has been distributed among faculties.



DEPARTMENT MEETING 2

25-10-19

AGENDA


1. Assignment and Seminar mark Entry.

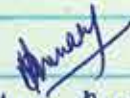
The department meeting of computer application was conducted on 25-10-19 Friday at 3.30pm. The common matters discussed in the meeting are listed below.


Assignment and Seminar mark Entry: The first Semester mark entry for assignment and seminar should be completed on or before 31st October 2019.

The meeting was concluded by departmental co-ordinator by thanking the valuable presence of faculty members. It was decided to hold next meeting on 01-11-19 at 3.30pm.

- 1. Mr. Tony Mathews Paricker 
- 2. Ms. Donamol Thomas 
- 3. Ms. Jissamma Jose 
- 4. Ms. Mildis Shiji 
- 5. Mrs. Sasikala E.S 
- 6. Ms. Nirupama Jacob 
- 7. Mrs. Bina George 


Rev. Dr. Alex Louis CMI
Principal


Ms. Ann Mary Augustine
HOD


Ms. Donamol Thomas
Department
Co-ordinator



DEPARTMENT MEETING 4

01-11-19

AGENDA

1. Final year project
2. Addon Strategic plan
3. Promotional Strategies

The 4th department meeting was held on 01-11-19 Friday at 3.30pm. Faculty members were actively participating and fruitful suggestions were made. The common matters discussed in the meeting are listed below.

1. Final year Project

Allotment of guides for each student was decided.

2. Addon Strategic Plan

Apart from Ordinary curriculum, the faculties suggested to conduct a Psc Coaching session for second year students as add-on course. And also suggested for the following courses

- * CMAT / CAT Exam coaching
- * Bank Coaching

3. Promotional Strategies

As part of college promotion, students should update the college website by filling up their reviews or feedback. And also suggested for promotion video.

The meeting was concluded at 3.45 PM

1. Ms. Doranool Thomas
2. Ms. Jissamaria Jose
3. Mrs. Sasikala E.S
4. Ms. Nizupama Jacob






5. Mrs. Binu George

~~Bill~~

~~Bill~~
Rev. Dr. Alex Louis CMI
Principal

~~Bill~~
MS. Ann Mary Augustine
HOD

~~Bill~~
MS. Dhanraj Thomas
CO-ORDINATOR

FOLLOW-UP

- * The assignment and Seminar mark entry has been successfully completed.
- * We have received an approval from Seero Solution, Kochi for second year students Industrial visit.



DEPARTMENT MEETING-5

08-11-19

AGENDA1. Tour for third yearsTour for third years

As part of the academic curriculum a 3-4 day tour is allotted for the third year students. Based on the department discussion, we have decided that the full responsibility of the tour organising rests upon the batch coordinators and helshie has to make sure that atleast 80% of the students are joining the trip.

Faculties attended

1. Ms. Tony Mathew Parickal
2. Ms. Donamol Thomas
3. Ms. Jissa Maria Jose
4. Ms. Mildin Shiji
5. Mrs. Sasikala E.S
6. Mrs. Binu George

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side.
By
Binu

a Coord
 Ms. Donamol Thomas
 Coordinator

Mary
 Ms. Ann Mary Augustine
 HOD

Alex
 Rev. Dr. Alex Louis CMI
 principal



DEPARTMENT MEETING - 6

15-11-19

AGENDA

1. Syllabus Confirmation
2. Details regarding assignment and Seminars

The 6th department meeting was held on 15-11-19 Friday at 3.30pm. The common matters were discussed in the meeting are,

1. Syllabus Confirmation
All the faculties were requested to check their concerned subject syllabus from the university website.

2. Details regarding assignment and Seminars
All the faculties were requested to submit their assignments and Seminars details to department coordinator on or before Friday 22-11-19.

The meeting was concluded by department co-ordinator at 3.45pm.

Mr. Tony Mathews Paricker
Ms. Donamol Thomas
Ms. Jissamaria Jose
Ms. Mildin Sibi
Mrs. Sasikala E.S
Mrs. Binu George

TP
AD
Lissa
Welda
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Beal

AD
Ms. Donamol Thomas
Coordinator

Mummy
Ms. Annmarcy Augustine
HOD

Alex
Rev. Dr. Alex Lou's CMI



DEPARTMENT MEETING - 7

05-02-2020

AGENDA

1. Strategic plans for the publicity of college
2. Managing the classroom atmosphere
3. Admission strategies
4. How to deal with the subjects for next semester

The 7th department meeting was held on 05-02-2020 wednesday at 3.30PM.

- (1) To boost up the admission of next year some innovative methods of publicity is needed. We took some decisions to improve the publicity such as to contact other schools, institutions etc.
- (2) A healthy atmosphere should be provided by the faculties to keep punctuality & discipline.
- (3) Different types of admission strategies like, conducting webinars for different schools, updation of college website etc. can be applied to improve the admission.
- (4) Each & every faculty have the responsibility to plan the subjects for next year.

Mr. Tony Mathews Parikes

Ms. Donamol Thomas

Mrs. Sasikala E.S

Mrs. Benu George

Tony MathewsDonamolSasikalaBenuDonamolAlex

Ms. Donamol Thomas

Dept. Coordinator



Rev. Dr. Alex Louis CMJ

Principal

Ms. Anomay Augustine

HOD

DEPARTMENT MEETING - 8

20-02-2020

AGENDA

1. Result analysis and Satisfaction Survey.
2. Batch coordinator - Roles and responsibilities
3. NAAC Accreditation - Duties and responsibilities.

The 8th department meeting was conducted on 20-02-2020 Friday at 9.30 am. The common matters were discussed in the meeting are,

1. Result Analysis

Related to the university result from the year 2014, a presentation was conducted in the staff meeting. The average marks of the students shows a declining trend even though there is improvement in overall results. To remove the imbalance the faculty members suggested the major steps to be taken. In case of Satisfaction Survey it was decided to maintain a minimum of 62% as average marks. Teachers were advised to score a minimum of 83% in evaluation by students.

2. Batch coordinator - Roles and responsibilities.

Teachers were directed to maintain a personal rapport with the students, they should keep direct contact with each student as each batch coordinator should act as the principal of that particular batch.

3. NAAC Accreditation - Duties and responsibilities.

All the faculties members were divided into six groups and they were assigned different roles and responsibilities for the proper updation and functioning of the activities related to NAAC.

The departmental meeting was conducted by the department coordinator at 12pm.

Mr. Tony Marthius Paricker

Ms. Doramool Thomas

Mrs. Sasikala E.S

Mrs. Brou George

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Ms. Doramool Thomas
Dept. Coordinator

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Rev. Dr. Alex Louis CMI
Principal

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Ms. Ann Mary Augustina
HOD



DEPARTMENT MEETING - 9

02/03/2020

AGENDA

1. Review of Previous meeting
2. Implementation of new Strategies

The 9th departmental meeting was conducted on 02/03/2020 Monday at 3:00 PM. The common matters were discussed in the meeting are,

1. Review of Previous meeting

In order to attain better performance, serious steps were taken by the department due to decline in the result and poor performance.

- a. To conduct MCA for each subject.
- b. Number of assignments and presentations have to be increased.
- c. To supervise all the faculties in the department, HOD will be taken proper follow ups.

2. Implementation of new Strategies.

- a. Report of module plan should be updated properly.
- b. To improve the language skill of students department should try to make presentations in English.
- c. In order to improve innovative skills and talents among students, co-curricular activities should be promoted.

Ms. Tomy Mathias Parickes

Tomy Mathias

Ms. Deborah Thomas


Deborah

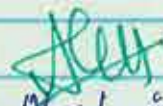
Mrs. Sasikala E.S

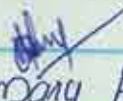
Sasikala

Mrs. Binu George

Binu


Ms. Donamol Thomas
Dept. Coordinator


Rev. Dr. Alex Louis CMI
Principal


Ms. Amrany Augustine
HOD



DEPARTMENT MEETING-10

13/03/2020

AGENDA

1. Admission Strategies
2. Result analysis
3. Decision regarding classes for third year students

1. Admission Strategies

a. Under the leadership of HOD, a group of teachers will be formed and career guidance classes and quiz programmes should be conducted.

b. Sending Prospectus to the students of higher secondary school by collecting their address.

2. Result Analysis

A track record of each student should be maintained by the batch coordinator and necessary instructions will be given by the teachers regarding student progression.

For doubt clearance special timing will be allotted and library hour should be strictly followed.

3. Decision regarding classes for third year students.

a. As instructed by the department and concerned subject teachers defaulters should go through proper remedial measures.

b. To complete the remaining portions online classes can be restricted.

c. Prior to university examination it is mandatory to conduct model exams.

Mrs. Gony Mathew Paricker

Ms. Doramol Thomas

Mrs. Sasthala Es

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²⁰²⁴
 Ms. Donamol Thomas
 Dept. Coordinator

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 Rev. Dr. Alax Louis CMI
 Principal

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 Ms. Ammaury Augustine
 HoD

Follow-up

Some Promotional changes were made regarding the faculty positions. Mrs. Jyothish Abraham was promoted to HoD of Computer Science Department. Ms. Donamol Thomas was promoted to department coordinator and Ms. Tony Mathews Paricker was promoted to college coordinator.

NAAC accreditation works are in progress.



DEPARTMENT MEETING - II

17-07-2020

Saturday

AGENDA

1. Beginning of academic year 2020-2021.
2. Arrangement of online classes
3. Allocation of subjects

- (1) Due to the extreme situation of Covid-19 the classes for the academic year 2020-2021 has been decided to begin through online mode. The classes will be taken through Zoom platform.
- (2) In order to get an idea regarding zoom application a one hour test trial will be arranged by office staff.
- (3) The various subjects were allotted to the faculties and all faculty are to prepare the powerpoint presentation regarding their subjects to conduct interactive classes with students through Zoom Platform.

Mrs. Aparnamol C.D	<i>af</i>
Mrs. Binu George	<i>Binu</i>
Ms. Donamol Thomas	<i>af</i>
Mrs. Jyothish Abraham	<i>Jyothish</i>
Mrs. Sasikala F.S	<i>S</i>
Mr. Tony Mathews Parvickar	<i>Tony Mathews</i>

af
 Ms. Donamol Thomas
 Dept. Coordinator

af
 Rev. Dr. Alex Louis CMI
 Principal

Jyothish
 Mrs. Jyothish Abraham
 HOD



DEPARTMENT MEETING - 12

01-09-2020

Tuesday

AGENDA

1. Add-on Programs

2. MCQ

3. PTA Meeting

4. Miniproject of third year B.A

(1) As per the instructions from the University, it has been decided to begin different add-on programs for all students under the leadership of our faculties.

(2) In order to promote the NEET coaching & reading skill the Multiple Choice Questions (MCQ) examination will be conducted for each subjects as online. It will be fruitful to the students in the case of module test.

(3) To know the quality level of online classes & improvements a PTA was arranged. It can be understood that the progression of online classes by the interaction with students & parents.

(4) The miniproject of third year B.A students has been decided to begin on 22-September-2020 as online. It was headed by Sarthisoft Technologies, Vazhithala. For doing miniproject work we divided the entire students into 8 groups with two members except one group which contains 3 members.

Also, the faculties were assigned to each group as project guide. The model review of miniproject work has been decided to conduct on 08-12-2020. Also, the last date to submit the final project work is on 31-01-2021. Project guides will be the

responsible person regarding the completion of the project work of respective groups.

Mrs. Apaznamol C.D	A
Mrs. Binu George	Binu
Mrs. Donamal Thomas	Don
Mrs. Jyothish Abraham	Jyoti
Mrs. Sasikala F.S	Sa
Mr. Tony Mathews Parake	Tony Parake

~~Don~~
Mrs. Donamal Thomas
Dept. coordinator

~~Alex~~
Rev. Dr. Alex Louis CMS
Principal

~~Jyothish~~
Mrs. Jyothish Ab
HOD



DEPARTMENT MEETING - 13

15-10-2020

Thursday

AGENDA

1. Mini project of third year B.A
2. Seminar

- (1) As a part of mini project evaluation a model review has been conducted under the leadership of respective guides. Also, an online meeting was arranged for faculties, students and project organizers to understand the improvements & the status of the project. The respective guides have instructed to make necessary changes in the project work.
- (2) As a part of curriculum the students are asked to take a seminar in related to any topic from the computer science background. And the students are asked to submit their seminar to Mrs. Aparanmal C.D on 03-December-2020.

Mrs. Aparanmal C.D

Mrs. Binu George

Ms. Donamal Thomas

Mrs. Jyothish Abraham

Mrs. Sasikala E.S

Ms. Tony Mathews Parakkal

Ms. Donamal Thomas

Dept. Coordinator

Rev. Dr. Alex Louis CMI

Principal

Mrs. Jyothish Abraham

HOD



DEPARTMENT MEETING-14

04-01-2021

Monday

AGENDA

1. MOOC
2. NAD
3. Practical Exam (BCA-II)
4. Mainproject of BCA-III

(1) As per the instructions from M.G. University, it has been decided to begin Massive Open Online Courses (MOOC) for all first year students under the leadership of respective batch coordinators. The faculty of Commerce department Mr. Thomson Mathew is allotted as the coordinator of MOOC.

(2) All the third year students must be register in the portal of National Academic Depository (NAD) with their personal & academic details under the guidance of batch coordinators. All the third year batch coordinators are responsible for collecting the details of NAD from students & submit it to the college office on or before 05-January-2021.

(3) The second semester practical exams for 2nd BCA will be conducted on 15-January-2021. We decided to arrange lab hours to the students on 11th & 12th of January 2021.

(4) The main project of third year BCA has been decided to start 18-January-2021 as online. It was headed by SontheSoft Technologies, Vazhithala. Since the mainproject is individual one, the faculties were assign to each students as project guide. The last date to submit the final project work is on 03-03-2021.

Project guides will be the responsible person regarding the completion of the project work of respective students.

Mrs. Aparanmal C.D	ab
Mrs. Binu George	<u>Binu</u>
Mrs. Donamal Thomas	<u>Don</u>
Mrs. Jyothish Abraham	<u>Jyothish</u>
Mrs. Sasikala F.S	<u>Sa</u>
Mrs. Tony Mathews Paricker	<u>Tony Paricker</u>

Don
Mrs. Donamal Thomas
Dept. Coordinator

John
Rev. Dr. Alex Louis CMS
Principal

Jyothish
Mrs. Jyothish Abraham
H.O.D



DEPARTMENT MEETING-15

18/03/2021

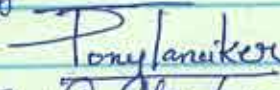
AGENDA

1. Placement Programs
2. Mini project of BCA-II

- (1) As the part of academic activities it has been decided to conduct placement drive for third year BCA students under the leadership of placement cell. The placement cell has decided to conduct two placement sessions on 29/03/2021 and 30/03/2021. The programs will be headed by the companies Horizon Technologies, Infopark and CFC Pvt. Ltd, 7VM.
- (2) The mini project of second year BCA students has been decided to start 11-May-2021. It was headed by Klarehard Smart Solutions. For doing mini project work we divided the entire students into 4 groups with 2 members except one group which contains 3 members. Also, the faculties were assigned to each group as project guide. Also, the last date to submit the final project work is on 20-June-2021. Project guides will be the responsible person regarding the completion of the project work of respective groups.

Mrs. Aparanmol C.S
 Mrs. Binu George
 Ms. Donamol Thomas
 Mrs. Jyothish Abraham
 Mr. Tony Mathews Parichez


 Binu
 George


 Tony Mathews Parichez



DEPARTMENT MEETING - 16

10/06/2021

AGENDA

- (1) Significance of Online classes
- (2) Online and offline PTA meeting.

(1) In view of the current situation, we should give more importance to online education. Online learning has many advantages that help students to learn. Through online classes, students can get the same quality of education sitting in their homes. We have to make sure that all the students are utilizing this opportunity effectively. All students should be well aware of the fact that online exams will be converted to offline mode to assure that students should give more importance to studies.

(2) PTA meetings and covid awareness programmes were conducted in the college and in online mode also. The aim of such meetings is to ensure the safe and healthy teaching environment. The covid awareness programmes was organized under the guidance of health department.

Mrs. Aparnamol C.D
 Mrs. Binu George
 Mrs. Christy P Antony
 Ms. Donamol Thomas.
 Mrs. Jyothish Abraham
 Mr. Tony Mathews Panicker



Rev. Dr. Alex Louis CMI
 Principal

Mrs. Jyothish Abraham
 HOD

DEPARTMENT MEETING - 17

8/10/2021

AGENDA

(i) College reopens to offline mode

The state higher education department issued detailed guidelines for the full scale reopening of higher education institutions, including professional colleges from October 18. Institutions have been instructed to conduct classes by accommodating all students in postgraduate classes and for degree students colleges to group students into batches and conduct classes on alternate days or conduct daily classes if enough classrooms are available. Our college has taken a preventive measures and also collected the opinions of parents and conducted awareness programmes regarding Covid 19. Covid-19 followed should be followed by both faculty and students to avoid the spreading of pandemic.

Mrs. Abey Mathew

Mrs. Apaenamol CD

Mrs. Binu George

Ms. Donamol Thomas

Ms. Jyothish Abraham

Ms. Linta Eldos

Aroy


A

Binu

Donamol

Jyothish

Linta



Rev. Dr. Alex Louis CMI

Principal



Mrs. Apaenamol C.

HOD



DEPARTMENT MEETING - 18

29/10/2021

AGENDA

- (1) Paper presentation for BCA students
- (2) Meet up with an entrepreneur
- (3) Ramanujan Day - Dec 22 - Celebration
- (4) Main project for III BCA
- (5) Aptitude preparation
- (6) Nov 1 - Karapuzhavi celebration
- (7) BCA - Fest.

(1) Paper Presentation for BCA students
 As part of academic activities, we planned to conduct a paper presentation for first year students. Students can choose any information technology related topic. Each one should present with ppt presentation so that it is possible to improve the technical skill as well as the language.

(2) Meet up with an entrepreneur
 We are planning to have a meet up with our Alumni, Abhisam Raja.

(3) December-22-Ramanujan Day Celebration
 As part of Ramanujan day, the department is planning to conduct certain competitions related to mathematics on december 22.

(4) Main Project for III BCA.
 The main project of third year BCA has been decided to start on December 1, 2021 as offline. It was headed by Cleveland Technologies, Ettumanoor, Kottayam. Since the main project is individual one, the faculties were assigned to each student as project guide.

(5) Aptitude preparation

We are planning to arrange aptitude classes for first year BCA student. One in a week, an hour is dedicated for handling aptitude.

(6) BCA Fest

As part of extracurricular activities, the department planning to organize an intra college IT fest in the month of February.

(7) November-1 - Keralapiravi day celebrations

BCA department is organising a competition on November 1. The competition is "pashashuramanu oru k". Students are asked to write a letter and post it in the box placed in front of the noticeboard.

1. Mrs. Abey Mathew
2. Mrs. Apaenamol C.D
3. Mrs. Binu George
4. Ms. Donamol Thomas
5. Mrs. Linta Eldos

Handwritten signatures:
 Alex
 CD
 Binu
 Thomas
 Linta



Handwritten signature: Alex
 Rev. Dr. Alex Louis CMI
 Principal

Handwritten signature: CD
 Mrs. Apaenamol CD
 HOD