



DEPARTMENT MEETINGS ECONOMICS



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 - 1

Date : 15/10/2019

Agenda

Major discussions were on the following topics

1. Project Completion
2. I.V. and tour programmes
3. General discipline

The first meeting of the Department of Economics along with Department of History and Department of Malayalam was held on 15/10/2019 at 3:30pm in classroom NO: 301, where all the faculties of these departments were present.

1. Project completion

Students of 3rd year Economics should submit the first copy of final draft of the project on November last working day.

2. I.V and tour programmes

The class-in-charge of 3rd year BA Economics, Mrs. Dhanya Mohanan and 2nd year BA Economics, Mrs. Cicethu Jose are entrusted with duty of engaging the students with the tour plans and I.V. plans respectively.



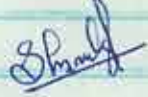
3. General discipline

Considering the shortage of academic hours, it was suggested that practice should be allotted only after 3:00pm to reduce students class evasion.

The department coordinator concluded the meeting reminding the next session to

be held on 18/10/2019.

Name and Signature of faculty attended

<u>Name</u>	<u>Signature</u>
1. Mr. Akhil. P. Varghese	
2. Ms. Bibinmon Varghese	
3. Mrs. Shamily George	

Dept
Dept Coordinator
Ms. Dhanya Mohanan

HOD
Ms. Annmarcy Augustine

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Principal
Rev. Fr. Alex Locus
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Department Meeting - 2

Date : 18/10/2019

Agenda

1. Review of previous meeting
2. Two new suggestions

1. Review of previous meeting

Students are instructed to complete the project by the end of November by the concerned teachers. 2nd yrs and 3rd yrs' class mentors have discussed about I.V & tour plans in the class. The meeting suggestion of the practice time in the next semester will put forward to the attention of principal before next semester.

Minutes of the meeting

Two new suggestions

2. a) The second meeting of the department discussed about the remedial measures to begin for the 3rd yr Economic students. Faculties are ready to take improvement classes for students after the model examination.
- b) Sports practice should be suspended during the class hours till the end of the University exams.

Faculties attended

Name

Signature

1. Mrs. Anithamol C.S



2. Mr. Akhil P. Varghese
3. Ms. Dhanya Mohanan
4. Mrs. Shamirly George
5. Mr. Bibinman Varghese


18/10/19


28/10/19


29/10/19





Dept. Coordinator
Ms. Dhanya Mohanan

HOD
Ms. Annmarry Augustine


Principal
Rev. Dr. Alex
Louis CMI



Department Meeting - 3

Date : 25/10/2019

Agenda

1. Remedial classes
2. Discussion was made on the basis of the workshop the faculty members attended.

1. Remedial classes.

As the university exams for 2nd & 3rd yr UG is going on remedial classes were given to students by the faculties. Classes too were given to 1st yr for their model examination.

2. Discussion on the basis of Workshop.

Three of the faculties of Economics went for 3 days Workshop in Covert College, Kattapana on 'Econometrics and its application' topic. We discussed how to implement the methods in our students project.

Faculties attended

1. Ms. Anithamol. C.S.
2. Ms. Dhanya Mohanan
3. Mr. Akhil. P. Varghese

(Signature)

(Signature)

(Signature)

4. Mr. Bibinmon Varghese .

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5. Mrs. Shamily George

Shamily

Dhy

Dept. Coordinator
Ms. Dhanya Mohanan

Ann Mary

HDD
Ms. Ann Mary
Augustine

Alex

Principal
Rev. Dr. Alex
Louis CMI



Department Meeting - 4

Date : 01/11/2019

Agenda

1. Implementation of remedial classes
2. Project updation
3. Provisions for college exposure.

1. Implementation of remedial classes.

As discussed earlier remedial classes will be implemented from Monday (04/11/19) onwards. and special time table has been set.

2. Project Updation

Students are told to submit their project work and get signature from Ex. Principal and their respective guide.

3. Provision for College exposure.

Department has decided to introduce an educational expo targeting Plus Two students and their parents of local schools of Kattappana. The aim is to make awareness and to boost our institution by giving career guidance. We hope 2 teams - One teacher and 5 students each to present the idea in front of the students.

Brochures and College Magazine should also be distributed at the end of the session.

Faculties attended

1. Mrs. Anithamol C.S.

[Signature]

2. Mrs. Shamily George Shamaly
3. Ms. AnnMary Augustine Amey
4. Ms. Dhanya Mohanan Dhanya
5. Mr. Akhil P. Varghese Akhil P. Varghese
6. Mr. Bibinmon Varghese Bibinmon Varghese

Dhanya
Dept Coordinator

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HOD

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Principal

Dhanya Mohanan

Ann Mary Augustine

Rev. Dr. Alex
Louis CMI



Department Meeting - 5

Date : 08/11/2019

Agenda

1. Review of previous meeting
2. Third years tour programme.

1. Review of previous meeting
Remedial classes were efficiently implemented by the faculty members. Project work of third years are going well.

2. Third years tour programme.
It was decided that almost 90% of the students are supposed to be the part of tour programme.

Faculties attended

1. Mrs. Anithamol C.S
2. Mrs. Shamely George
3. Ms. Dhanya Mohanan
4. Ms. Akhil. P. Varghese
5. Ms. Bibinmon Varghese

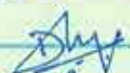













Dept. Coordinator
Dhanya Mohanan


HOD
Ann Mary Augustine


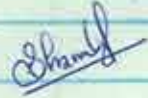



Principal
Rev. Dr. Alex Louise CMI


Department Meeting - 6
Date : 15/11/2019

Agenda


1. Review of previous meeting
 2. Assignment and Seminar for even Semester.
1. Review of previous meeting
Second year Economics students are deciding to go for IV to KELETRON, Trivandrum.
 2. Assignment and Seminar for even Semester.
Faculties of Economics and Malayalam have decided to give the assignments and Seminars for the even Semester on Monday. Further procedures will be decided later.


Faculties attended

1. Mrs. Anithamol C.S 
2. Mrs. Shamily George 
3. Mr. Akhil P. Varghese 
4. Ms. Dhanya Mohanan. 


Dept. Coordinator
Dhanya Mohanan




Principal
Rev. Dr. Alan Louise CMI


HOD
Ann Mary Augustine

Department Meeting - 7

Date : 5/02/2020

Agenda

1. College exposure plans.
2. Admission plans for next year.
3. Academic plans.

1. College exposure plans.

Teachers should reach out to nearest higher secondary schools in view of seeking admission. Need for more training programmes for final year students to increase placement numbers.

2. Admission plans for next year.







Recommending management for more online promotions like updation of website, pop-up ads, channel scrolls, online news and social media. Inviting admission references from students, alumni and faculties.

3. Academic plans.

a) More attention should be given to language and presentation skills.


b) Faculties should ensure timely completion of subject in accordance with time table without compromising content delivery.


Faculties attended

	Name	Signature
1.	Mrs. Anilhamol C.S	
2.	Mrs. Shamily George	
3.	Ms. Annmarry Augustine	
4.	Ms. Dhanya Mohanan	
5.	Ms. Akhil P. Varghese	
6.	Ms. Bibinmon Varghese	



Dept. Coordinator
Ms. Dhanya Mohanan


HOD
Ms. Annmarry
Augustine


Principal
Rev. Dr. Alex
Louise CMI



Department Meeting - 8

Date: 20/02/2020

Agenda

1. Discussion on result analysis meeting held on 10th Feb 2020.
2. Duties of batch - Coordinators
3. NAAC updation.

1. Result Analysis.

The result analysis showed that the result of 2018-2021 batch was not satisfactory. For the results to reach university standards, the management and teachers decided to undertake some rigorous academic practices. As a standard, a teacher should attain a score of 82% in Teacher-Student Satisfaction Survey and for students a score of 82.13% composite.

2. Duties of batch - Coordinator.




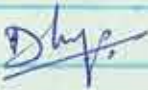


For the improved performance of students each batch coordinator is assigned with extra responsibilities to supervise class.

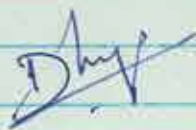
3. NAAC updation.

The management has formed several committees to complete the NAAC procedures. The fellow faculties are requested to cooperate and contribute the same as

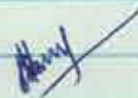
instructed by the IQAC.

Faculties attended

Name	Signature.
1. Mrs. Anithamol CS	
2. Mrs. Shamily George	
3. Ms. Annmary Augustine	
4. Ms. Dhanya Mohanan	
5. Mr. Akhil P. Varghese	
6. Mr. Bihimmon Varghese	



Dept. Coordinator
Ms. Dhanya Mohanan



HOD
Ms. Annmary
Augustine



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Department Meeting - 9

Date: 02/03/2020

Agenda

1. Review of previous meeting
2. Implementation of new strategies

1. Review of previous meeting







Due to decline in the result and poor performance serious steps were taken by the department to attain better performance.

- a) To conduct MCQs for each subject
- b) Increase the number of assignments and presentation.
- c) To conduct debate on current affairs.
- d) The proper follow ups will be taken by the HOD, to supervise all the gauntlies in the department.

2. Implementation of new strategies.


- a) Module plan should be updated properly
- b) Department should try to improve the language skill by making presentation compulsory in English.
- c) Co-curricular activities should be boosted to increase student's creativity and talent.


Faculties attended

	Name	Signature
1.	Mrs. Anithamol C.S	
2.	Mrs. Shanily George	
3.	Ms. Annmary Augustine	
4.	Ms. Dhanya Mohanan	
5.	Ms. Akhil P. Varghese	
6.	Ms. Bibinmon Varghese	



Dept. Co-ordinator
Ms. Dhanya Mohanan


HOD
Ms. Annmary
Augustine


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Rev. Dr. Alex
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Department Meeting - 10

Date: 13/03/2020

Agenda

1. Admission Strategies
2. Result Analysis
3. Decision regarding classes for 3rd year and Students.

1. Admission Strategies.

a) As discussed in the previous meeting - as a part of execution a group of teachers will be formed and quiz programs will conducted under the leadership of HODs.

b) Sending prospectus to the students of Higher Secondary school by collecting their address.

2. Result Analysis

According to previous discussion a track record of each students should be maintained by the batch co-ordinators and necessary instructions will be given by the teachers.

Special timing will be allotted for doubt clearance and library time should be strictly followed.

3. Decision regarding classes for 3rd year students.







a) Defaulters should go through proper remedial measures instructed by the department and subject teachers.

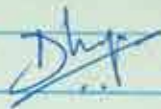
b) Online classes can be started

to finish the remaining portions.

c) It is mandatory to conduct model exams prior to university exam.

Faculties attended

	Name	Signature
1.	Mrs. Anithamol C.S	
2.	Mrs. Shamily George	
3.	Mrs. Annmary Augustine	
4.	Ms. Dhanya Mohanan	
5.	Mr. Akhil P. Varghese	
6.	Ms. Bibinmor Varghese	



Dept. Co-ordinator
Ms. Dhanya Mohanan



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Mrs. Annmary
Augustine



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Louis CM



Department Meeting - 11

Date : 11/07/2020

Agenda

1. Evaluation of Online classes.
2. Planning for Online competitions.
3. Implementation of add on courses.

1. Evaluation of Online classes.

We started the online classes on June 1st as per the UGr rules. Subjects are allocated to the faculties as per their knowledge in the subjects. New tools were introduced to teach Econometrics and Statistics.

2. Planning for Online competitions

Department of Economics had conducted a Photography competition in accordance with Environment Day and planning for more in the coming month.

3. Implementation of Add on Courses.

The college has introduced 11 Add on courses for 2nd and 3rd year students for UGr. Each student should select at least one add on program.

Faculties attended.

Name	Signature
1. Ms. Dhanya Mohanan	<u>Dhy</u>
2. Ms. Akhil P Varghese	<u>At</u>
3. Mrs. Arlin Rose Emmameel	<u>Arlin Rose</u>
4. Ms. Bibinmon Varghese	<u>Bibinmon</u>
5. Mrs. Pintu George	<u>Pintu</u>

Dhy

HOD

Ms. Dhanya Mohanan

Alex
Principal

Dr. Alex Louise



Department Meeting -12

Date: 01/09/2020

Agenda

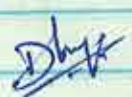




1. Review of previous meeting
2. Remedial measures for slow learners.

1. Review of previous meeting
 The functioning of online classes are working smoothly. Module test and assignments are assigned to the students through Google Classroom. After each module a test MCQ test is conducted along with Internal test:

2. Remedial measures for slow learners.
 To handle the students more efficiently and to reduce the malpractice of the students during the online class, it is the task of the batch co-ordinators to follow up the students and trail their absenteeism. The students who bunk the classes are given strict warnings. Extra works are provided by the subject teachers if they avoid the respective exams.


PTA online meetings were held to inform the parents about their ward's academic performance. Library hours are allotted for each department.

Faculties attended

	Name	Signature
1.	Ms. Dhanya Mohanan	
2.	Mr. Akhil P Varghese	
3.	Ms. Aelin Rose Emmanuel	
4.	Mr. Bibinmon Varghese	
5.	Mrs. Pintu George	



HOD
Ms. Dhanya Mohanan


Principal
Rev. Dr. Alex Lou



Department Meeting -13

Date: 15/10/20

Agenda

1. Project discussion
2. Plans for personality development training.


1. Project discussion




The final year students were divided into different groups and a topic was told to choose. The last date to submit the project is January 31st. Students have to update the project progress regularly with the concerned guide.

2. Plans for Personality Development Training.

Different types of training programmes are planned to organise in the future for Economic students. As a part we organised career guidance session by Mr. Pichinman Varghese from our department.


Faculties attended

- | Name | Signature |
|-----------------------|---|
| 1. Ms. Dhanya Mohanan |  |

3. Mrs. Arlen Rose Emmanuel 
4. Mr. Bibinmon Varghese 
5. Mrs. Pintu George 



HOD
Ms. Dhanya Mohanan


Principal
Rev. Dr. Alex



Department Meeting -14

Date: 04/01/2021

Agenda

1. Discussion of offline classes.
 2. Organising placement mock sessions.
 3. NAD registration and MOOC.
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1. Discussion of offline classes.
 As per the instruction of MCR University, colleges were opened for offline classes with 50% of students. So students were allowed to attend the class offline and online classes too was conducted simultaneously. Students from containment zone and with cold symptoms were not allowed to come offline.
 2. Organising placement mock sessions.
 Training programmes were conducted to final year students both from government sectors and private companies.
 3. NAD registration and MOOC.
 Different MOOCourses are introduced to the students and of 1st year and 2nd years. Students have to opt at least one course which is mandatory.

Students of 3rd years to register for National Academic Depository (NAD).

Faculty attended

Name	Signature
1. Ms. Dhanya Mohanan	<u>Dhy.</u>
2. Mr. Akhil P. Varghese	<u>Ak</u>
3. Mrs. Aslin Rose Eromamuel	<u>As</u>
4. Mr. Bibinmon Varghese	<u>Biv</u>
5. Mrs. Tintu George	<u>Tintu</u>

Dhy.

HOD

Ms. Dhanya Mohanan

Alex

Principal

Rev. Dr. Alex loc



Department Meeting - 15

Date: 12/03/2021

Agenda.

1. Conducting programmes.
2. Project discussion.

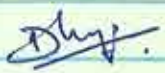

1. Conducting programmes

The department is planning to conduct 2 programmes intact with Union Budget and Women's Day. We are planning to invite a resource person for the analysis of the budget.

2. Project discussion

Final year students were asked to submit their project on 30th of January. and final copy should be submitted on or before March 30th. and viva voce will be conducted on 5th of April.

Faculty's attended

Name	Signature
1. Ms. Dhanya Mohanan	
2. Mr. Atchil P. Varghese	

3. Mrs. Aslin Rose Emmanuel
4. Mr. Bibinmon Varghese
5. Mrs. Pintu George

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HOD

Alex
Rev. Dr. Alex Louise
Principal



Department Meeting - 16

Date : 10/06/2021

Agenda

1. Significance of online classes
2. PTA meeting and covid awareness programme.



1. Significance of online classes.

On the continuation of covid pandemic this year too we have to start the classes online. Teachers are requested to ensure the participation of the students through proper follow up.

2. PTA meeting and Covid awareness programme.

To assure the safety and healthy of the teachers and students, online covid awareness programme were organised by the health department. Students were given information about covid protocols once they are in the college.

Faculties attended

Name	Signature
1. Ms. Dhanya Mohanan	
2. Mr. Akhil P. Varghese	 10/06/2021

3. Ms. Jiss Maria Tiji

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4. Ms. Bibinmon Varghese

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5. Mrs. Tintu George

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Ms. Dhanya Mohanan
HOD

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Rev. Dr. Alex Louise CM
Principal



Department Meeting - 17


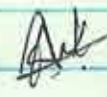


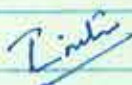
Date: 08/10/2021

Agenda

College reopens to offline mode.

Govt of Kerala has declared the reopening of college after a gap of more than a year, adhering to Covid-19 health protocols on October 18th onwards. To resume the smooth functioning of offline classes teachers are given proper guideline. They are asked to collect the information about the covid vaccination of the students. Decisions are also taken regarding the offline internal and model examinations.

Faculties attended

	Name	Signature
1.	Ms. Dhanya Mohanan	
2.	Mr. Akhil P. Varghese	
3.	Ms. Jiss Maria Tiji	
4.	Mr. Bibinman Varghese	
5.	Mrs. Tintu George	

Dhy

Ms. Dhanya Mohanan

HOD

Ally
Rev. Dr. Alex Louise

Principal



Department Meeting - 18

Date: 28/10/2021

Agenda

Department planning for the coming months.

Department meeting was held to discuss the programs for the betterment and enhance the abilities and talent of our economic students. Following are the important strategies pointed out by the department faculties.

1. Essay Competition - On Nov 1st - Kerala Pinar Day.
2. Group Discussion - One hour per week should be assigned for discussing the current affairs and to make the students and teachers updated.
3. Viva - Conduct viva for each batch after the commencing of internal exams.
4. Quiz Program - To conduct quiz for the whole college on behalf of Republic Day.
5. Budget Analysis - This year also department look forward to conduct the budget analysis which was done continuously for the past 5 years.

workshop of Research Methodology for our department also we plan to conduct an orientative program for good placement of our students for the good placement.

7. Strengthen extra curricular activities

Faculties attended

Name	Signature
1. Ms. Dhanya Mohanan	<u>Dhanya</u>
2. Mr. Akhil P. Varghese	<u>Akhil</u>
3. Ms. Jiss Maria Tiji	<u>Jiss</u>
4. Mr. Bibinman Varghese	<u>Bibin</u>
5. Mrs. Tintu George	<u>Tintu</u>

Dhanya

Ms. Dhanya Mohanan

HOD

Alex

Rev. Dr. Alex Louis

Principal

