



# DEPARTMENT MEETINGS ENGLISH



## 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

15-10-19

Tuesday

Time: 3:20-3:30PM

### AGENDA:-

- (1) Project Completion of III<sup>rd</sup> year B.A English Students.
- (2) Planning of Tour/IV for III<sup>rd</sup> year and II<sup>nd</sup> year students.
- (3) Discussion on subjects allotted to all faculties and respective syllabus.

The meeting of English department was conducted on 15<sup>th</sup> October 2019 at 3:20 to 3:30 PM. Mr. P.V Devasia of Hindi Department was also a part of it. A detailed discussion of the above mentioned Agenda was conducted.

(1) Project: The faculties present at the department meeting decided that the first draft of the final copy of project should be submitted before/on the last working day of November.

(2) Tour/IV: Miss Surya, the class-in-charge of III<sup>rd</sup> BA English is entrusted with the tour plans and packages of students.

(3) Subject Allotted: A written document of the various subjects allotted to faculties was considered.

All the faculties present actively participated in the meeting. Next meeting will be conducted on 18<sup>th</sup> October 2019 at 3:30 PM.

Miss. Surya Mol P.T

Miss. Dayana Mathew

Mr. Devasia P.V.

Mrs. Sangeetha Soman

Fr. Sathosh CMI

Rev. Dr. Alex Louis CMI

PRINCIPAL

Ms Ann Mary Augustine

HOD

SANGEETHA SOMAN


Dept. Coordinator





## Follow - Up.

The last day for submitting the final copy (first draft) of the project has been brought into the notice of the students.

  
FR. DR. ALEX LOUIS CMI  
PRINCIPAL  
CHRIST COLLEGE  
PULIYANMALA, KATTAPPANA  
Idukki Dist. Kerala - 685515



# DEPARTMENT MEETING - 2.

18-10-2019

Friday

Time: 2:50-3:5PM

## AGENDA

- (1) Welcoming Abin Sir to the department.
- (2) English Drama.

The meeting of English department was conducted on 18th October 2019 at 2:50 to 3:05 PM. A detailed discussion of the above mentioned Agenda was conducted.

- (1) Welcoming Abin Sir :- All the faculties cordially welcomed Abin Sir to the department.
- (2) English Drama :- As part of spreading the English Culture in the campus, like the past two years, the department of English has decided to stage 'Tempest' on Annual Day. The responsibility of English Drama is entrusted to Ms. Lydia Evelyn. All other faculties are to support Ms. Lydia in this endeavour.

All the faculties present actively participated in the meeting. Next meeting will be conducted on 25th October 2019 at 3:35 PM.

- Miss Lydia.
- Miss Dayana
- Miss Surya
- Mrs. Sangeetha
- Mr. Abin
- Fr. Santhosh CMI
- Mr. Devasia P.V.

Rev-Dr. Alex Louis CMI  
PRINCIPAL



Ms Ann Mary Augustine  
HOD

Mrs. Sangeetha  
Dept. Coordinator



## DEPARTMENT MEETING-3.

Friday.

25-10-2019

## AGENDA.

- (1) Coordinators' Presence.
- (2) English Drama.
- (3) ID cards.

The meeting of the English department was conducted on 25th October 2019. A discussion of the above mentioned Agenda was conducted.

- (1) The coordinator's presence and participation should be felt in each and every arrangement conducted in the department.
- (2) The casting and script for English drama is ready. Soon after the examinations, it will be given to students.
- (3) ID cards should be worn by each faculty of the department, inside the campus.

All faculties actively participated in the meeting. Next meeting will be conducted on 1st Nov 2019.

Mr Abin

Miss Lydia

Miss Surya

Mrs. Geetha.

Miss. Dayana

Mrs. Shwetha

Mrs. Sangeetha.

Mr. Devasia P.V.

Fr. Santhosh CMI

Rev. Dr. Alex Louis CMI

PRINCIPAL

Ms. Ann Mary Augustine

HOD

Mrs. Sangeetha.

Dept. Coordinator.



Follow - Up.

The script and casting for English drama is all set.

All teachers of the department started wearing ID cards.

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## DEPARTMENT MEETING - 4

1/11/2019

Friday

## AGENDA

- (1) Implementation of remedial classes.
- (2) Project updation.
- (3) Strategic plans for college exposure.

(1) As part of the curriculum enhancement, remedial classes will be implemented from Monday (4-11-19) onwards.

(2) Students are asked to submit a copy of their updated project on 8th of Nov 2019 in front of the Principal and their respective guide.

(3) A decision regarding the introduction of an educational exposure targeting the plus two students from different schools near to the locality. A session should be conducted in front of students and brochures and college magazine should be distributed to them for publicity.

Mr. Abin


Ms. Lydia


Ms. Surya


Ms. Sangeetha

Ms. Shweta

Ms. Dayana

  
Ms. Sangeetha Soman  
Dept. Coordinator

  
Ms. Ann Mary Augustine  
HOD

  
Rev. Dr. Alex Louis CMI  
PRINCIPAL





Follow-up.

Remedial classes were taken and is continuing.

A foundation course or step on course for psc coaching or competitive exam skill should be developed for students.

  
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## DEPARTMENT MEETING - 5

8-11-2019

Friday.

## AGENDA

- (1) IV / Tour plans for III<sup>rd</sup> years.
- (2) Congratulations to presenters of faculty presentation
  - (1) As part of the academic curriculum, the students are supposed to go for an IV / Tour for 3 or 4 days. It is the responsibility of the batch mentor to make sure at least 90% students of a particular class should make the trip on. Otherwise at least 80% of the students should make it up so that the decision which is the ultimate will be taken by the Principal.
  - (2) Fr. Santhosh extended his hearty wishes and congratulations to faculties of the department for presenting well the faculty presentation and wearing ID cards.

Mr. Abin

Ms. Lydia

Ms. Surya

Ms. Sangeetha

Ms. Shweta

Ms. Dayana

Ms. Sangeetha Soman  
Dept. Coordinator

Ms. Ann Mary Augustine  
HOD

Rev. Dr. Alex Louis CMI  
Principal.





Follow-Up.

Students have also agreed to the decision that at least 80% of the students in a class should accompany the tour otherwise the tour program will be cancelled.



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## DEPARTMENT MEETING - 6

15-11-2019

FRIDAY

### AGENDA

- (1) Syllabus.
- (2) Assigning topics for assignment and seminar.
- (3) Drama (dubbing)
- (A) Newspaper Reading.
  - (1) Each and every faculty should refer the syllabus kept in the office and assure that it is taught according to it.
  - (2) Teachers assigned with different subjects should make it a point that they prepare the list of assignment and seminar before the class begins so that it can be readily handed to the students.
  - (3) Today the first interaction with students regarding drama has taken place. The script of the drama has been distributed to respective students who were present today.
- (A) kindly consider to donate your last 5mins in a particular class assigned to you to make students read the newspaper by coming to the front of the class.

Mr. Devasia.

Mr. Abin

Ms. Surya

Ms. Dayana

Ms. Sangeetha

Ms. Shweta

Fr. Santhosh

Ms. Sangeetha Soman

Dept. Coordinator.

Ms. Ann Mary Augustine

HOD

Rev. Dr. Alex Louis CMI





Follow-Up.

Drama has been successfully completed and performed on the Annual Day.



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## DEPARTMENT MEETING - 7

5-02-2020

Wednesday

## AGENDA

- (1) Strategic plans for College exposure.
- (2) Managing the classrooms atmosphere without imbalance.
- (3) Prior preparation should be made to handle the next semester subjects.
- (4) Appreciation for the success of the English Drama "Tempest".
- (5) Admission strategies :- Address Collection from schools, Career Guidance
  - (1) Some innovative methods of publicity is needed for the college as it boosts up the admission of next year. Some plans like issuing prospectus or notice of the College where we can find maximum no. of teenagers seeking admission.
  - (2) Utmost importance should be given to punctuality and class discipline while handling a class. A healthy atmosphere should be provided by the faculty so as to inculcate a learning atmosphere among students.
  - (3) It is the duty of a faculty to prepare and present the subject allocated to them as they are provided with the timetable earlier.
  - (4) A big round of applause to the Department of English for the success of our drama.
  - (5) Admission strategies like Career guidance, promoting acquaintances, updation of college website, promo video of college and address collection of students from schools of our localities were suggested.

Ms. Shwetha.

Mr. Devasia

Mr. Abin

Ms. Surya

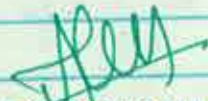
Ms. Dayana





Follow - Up.

Subject preparations were made by respective faculties for the proper arrangement of syllabus. Eventhough we had in mind several steps for College Admissions promotion, nothing could be done due to Covid - 19.



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## DEPARTMENT MEETING - 8

20-02-2020

Friday.

### AGENDA.

As per the Staff Meeting conducted on 10<sup>th</sup> February 2020, certain discussions were to be executed. The below given are the topics of discussion.

(1) Result Analysis and Satisfaction Survey.

(2) Duties of a Batch Coordinator.

(3) NAAC Accreditation updation.

(1) With regard to the staff Meeting conducted on 10<sup>th</sup> Feb, a result analysis was conducted showing the progression and digression of students' marks from the year 2014 onwards. As per the discussion the faculties were asked to make sure that, each and every student should score a percentage of 62.13 as average mark for all subjects. Remedial measures like Viva Voc and assignment submission were put forward. Regarding the teacher's evaluation, it is the sole responsibility of a teacher to score 82% in the survey according to the criteria given for which the teacher need to be a subject expert possessing public and student satisfaction.

(2) A Batch coordinator should hold the full responsibility of a batch. He/she is the sole person entrusted with the respective batch managing all their minor to major issues. Individual care is very essential in the case of students. Promote language culture.

(3) NAAC Accreditation: For the proper updation of NAAC Accreditation, five departments were formed. All the performances of the faculties will be accounted. So do cooperate maximums for the NAAC accreditation by fulfilling the work allotted to the respective department.



Follow-Up.

The details regarding the next academic year was discussed. Some promotional changes were made regarding the faculty positions. These were the changes made regarding Department of English. Ms. Sangeetha was promoted to HOD from Coordinator. Ms. Shweta was promoted to program Coordinator and Mr. Alex to Add-On Coordinator. Ms. Dayana got associated to the Publication Department.

NAAC Accreditation works are in progress.

  
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Idukki Dist. Kerala - 685515



Mr. Abin  
 Mr. Devasia  
 Ms. Dayana  
 Ms. Minna  
 Ms. Sangeetha  
 Ms. Shwetha  
 Ms. Surya

*[Handwritten signatures]*

*[Signature]*  
 Ms. Sangeetha  
 (Dept. Coordinator)

*[Signature]*  
 Ms. Ann Mary Augustine  
 (HOD)

*Alex*  
 Rev. Dr. Alex Louis CMT  
 PRINCIPAL





## DEPARTMENT MEETING - 9

2<sup>nd</sup> March 2020

Wednesday.

The first Online Zoom Meeting was conducted to discuss on some relevant topics.

### AGENDA.

- (1) Module Plan
  - (2) Responsibilities of faculties
  - (3) MCQ Examination for each subject and UGC Coaching
  - (4) Departmental Programmes
  - (5) Christmas Celebrations.
- (1) A briefing about the module plan and submission of the same at the earliest.
  - (2) Faculties should uphold the values of the department by rising the teaching standards, motivating students. It is the duty of a batch coordinator to pass on relevant message to their respective students class whatsapp group, which calls for the attention of students. No delay should be made.
  - (3) UGC questions as well subject questions should be entered in the respective MCQ portal by each faculties, ten day prior to the date of MCQ examination.
  - (4) Departmental programmes will be charted from January 2021 onwards as each department will be allotted a week to conduct their programmes. Preparation should be done well for handling M.A English first batch students. If a particular department is conducting a programme, it is the responsibility of the particular department to update program information in the College Website.
  - (5) Regarding Christmas Celebrations SILVER BELL 2020, ideas like Greeting card competition, Letter to Santa Competition and making videos



Mr. Abin  
 Mr. Devasia P.V  
 Mr. Tony Mathews Panicker  
 Ms. Anitha  
 Ms. Minna  
 Ms. Sangeetha.  
 Ms. Shwetha  
 Ms. Surya.

~~Abin~~  
~~Devasia~~  
~~Tony~~  
~~Anitha~~  
 Minna  
~~Sangeetha~~  
~~Shwetha~~  
~~Surya~~

~~Alex~~  
 Rev. Dr. Alex Louis CMI  
 PRINCIPAL

~~Sangeetha~~  
 Ms. Sangeetha Soman  
 HOD





## Follow-Up.

Module plan is being worked out in a better way.  
MCQ question papers are uploaded in time.  
Planning of Departmental programs is in progress.  
Letter To Santa Competition was added to  
SILVER BELLS 2020.

  
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## DEPARTMENT MEETING - 10.

13<sup>th</sup> March 2020

Monday.

### AGENDA

- (1) Admission Strategies.
- (2) Result Analysis.
- (3) Decision regarding classes for 3<sup>rd</sup> year U.G and P.G students

(1) As informed during the staff meeting we discussed on conducting a quiz program or career guidance session for Higher Secondary school students so as to collect their address for sending them the college prospectus. To give more importance to arts and sports programmes Department programs should also be given priority.

(2) The English Department recognizes that its our central mission to develop levels of proficiency in students for both oral and written expression. So we are planning to promote their language skills through paper presentation and publication. We discussed on starting giving mini project from the first semester onwards so as to polish their literary awareness. A track record is needed to note the progression and digression of students and is necessary for assessing their learning goals.

(3) We unitedly discussed that for defaulters of regular class (3<sup>rd</sup> year U.G) students, we will conduct the classes from 4<sup>th</sup> January 2021 onwards at the same time in both offline and Online. Regarding P.G students only offline classes will be promoted.

Mr. Abin

Mr. Devasia P-V

Ms. Anithamol

Ms. Dayana

*[Signature]*  
Dms

*[Signature]*



Ms. Shamsily

Ms. Surya.

*Sham 28*  
*Surya*

*Alex*  
Rev-Dr. Alex Louis CMI  
PRINCIPAL

*[Signature]*  
Ms. Sangeetha Soman  
HOD





## DEPARTMENT MEETING -11

11<sup>th</sup> July 2020

Saturday.

### AGENDA

- (1) Beginning of next academic year.
- (2) Subject allocation and preparation.

- (1) It has been marked as the beginning of next academic year. Due to Covid-19, classes will be taken through Zoom Cloud thereby turning into online classes.
- (2) Subjects were allotted to faculty giving priority to the areas of interest. All faculty are to prepare well and handle the online classes error-free using power point presentations, videos or any other teaching aids.

Mr. Abin  
 Mr. Devasia P.V  
 Ms. Anithamol C.S  
 Ms. Dayana  
 Ms. Sangeetha  
 Ms. Shwetha  
 Ms. Shamily  
 Ms. Surya

*[Handwritten signatures of the listed faculty members]*

*Alex*  
 Rev. Dr. Alex Louis CMI  
 Principal

*[Signature]*  
 Ms. Sangeetha Somas  
 HOD





DEPARTMENT MEETING - 12.1<sup>st</sup> Sep 2020

Tuesday.

## AGENDA.

- (1) Add-On Programs
- (2) MCQ
- (3) PTA Meeting.

- (1) It has been informed that the University has given instructions to commence Add-On programs for all students and it will soon be considered.
- (2) To enhance the students reading skill and subject knowledge, MCQ examination will be conducted prior to the module test for each subject.
- (3) A PTA was arranged to interact with students and parents to know the progress level of student.

Mr. Abin

Mr. Devasia

Ms. Anithamol C.S

Ms. Dayana

Ms. Sangeetha

Ms. Shwetha

Ms. Shamsily

Ms. Surya

Rev. Dr. Alex Louis CMI  
 Principal

Ms. Sangeetha Soma  
 HOD





DEPARTMENT MEETING - 1315<sup>th</sup> Oct 2020

Thursday.

## AGENDA.

(1) Project.

(1) Project guides has been assigned to each students. As for literature students, University has recommended individual projects. So each student has to submit the thesis title and abstract thereby keeping in touch with their respective project guide. The last date of final project work of third year students is Jan 31<sup>st</sup>, 2021. Guides have to make sure that your assigned ward has completed the project.

Mr. Abin

Mr. Derasia

Ms. Anithamol C.S

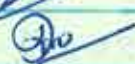
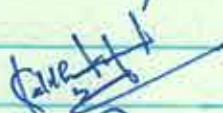
Ms. Dayana

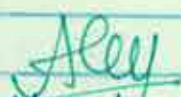
Ms. Sangeetha

Ms. Shwetha

Ms. Shamily

Ms. Surya.



  
Rev. Dr. Alex Louis CMI  
Principal

  
Ms. Sangeetha Soman  
HOD





DEPARTMENT MEETING - 144<sup>th</sup> Jan 2021

Monday

## AGENDA

- (1) MOOC
- (2) NAD

- (1) Massive online open courses are allotted for all first year students and the Batch coordinator holds its sole responsibility. Mr. Thomson Mathew is the Coordinator of MOOC.
- (2) All third year students are strictly recommended to register their personal as well as academic details in NAD for their future purpose. Third year Batch coordinators are responsible for collecting the filled-up forms from students before 5<sup>th</sup> Jan 2021.

Mr. Abin

Mr. Devasia

Ms. Anitha

Ms. Dayana

Ms. Sangeetha

Ms. Shwetha

Ms. Shamsily

Ms. Surya

*[Handwritten signatures and initials]*

*[Signature]*  
Rev. Dr. Alex Louis CMI  
PRINCIPAL

*[Signature]*  
Ms. Sangeetha Soman  
HOD





DEPARTMENT MEETING - 15

12/03/2021

Monday.

## AGENDA

- (1) Result Analysis.
- (2) Assignment of PG Students.

- (1) A detailed discussion of the results of second years first semester was conducted. It helped us to identify the strength and weakness of students related to topics. Certain remedial measures like Viva Voce and seminars were suggested to improve the quality of students. Add-On pages should be promoted.
- (2) Assignments should be submitted in standard format. All assignment submission of PG students should be completed by March. The assignment should strictly include reference. It is upto each department, that they go for Print or written format. English department strictly recommends Written Assignment.

Mr. Abin

Mr. Devasia

Ms. Anitha

Ms. Dayana

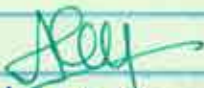
Ms. Sangeetha

Ms. Shwetha


Ms. Shamsily

Ms. Surya.



  
Rev. Dr. Alex Louis CMI  
PRINCIPAL



  
Ms. Sangeetha Soman  
HOD



DEPARTMENT MEETING - 1610<sup>th</sup> June 2021

Thursday.

## AGENDA.

- (1) Significance of Online classes.  
 (2) Online and Offline PTA Meeting and Covid Awareness Pg

(1) In response to the current situation educators should give more priority to Online education as it is the only safe way to provide healthy learning environment to students but we have to make sure that all the students are utilising this opportunity effectively. At the same time offline class reopening will be taken into consideration more seriously. So all the students should be well aware of the fact that online exams will be converted to offline in the College itself to assure that students should give priority to studies.

(2) PTA meetings and Covid awareness programs were conducted in the college and also in online mode to assure a safe and healthy teaching-learning atmosphere for our students. The Covid awareness pgm was organised under the guidance of Health officials to ensure that all the students must follow Covid-19 protocols once they are in the Campus.

Mr. Abin

Mr. Devasia

Ms. Anitha

Ms. Shamsily

Ms. Sangeetha

Ms. Surya

Mr. Ansen

M. A.

Prasanth

Anu

Sangeetha

Shamsily

Surya

Ansen

Prasanth



Ms. Rina.  
Ms. Shinta

*Rina*

*Shinta*

*Alex*  
Rev. Dr. Alex Louis CMI  
PRINCIPAL

*Sangeetha*  
Ms. Sangeetha Soman  
HOD





DEPARTMENT MEETING - 178<sup>th</sup> Oct 2021

Friday

(1) College reopens to offline mode on 18<sup>th</sup> Oct 2021

As the State Higher Education Department has detailed guidelines demanding the full scale reopening of all College from 18<sup>th</sup> October on. Prior to this, the College has taken all preventive measures and had also collected the opinion survey of Parents and conducted a Covid-Awareness program for Parents as well as staff. All the programs which were conducted in online mode will be back to offline mode. Covid protocol should be obeyed by both faculty and students to avoid the spreading of pandemic. Exams will be scheduled in the future itself and all the students should attend it without fail unless any medical ground arises.

Mr. Abey

Mr. Abin

Mr. Ansen

Mr. Devasia P.V

Ms. Anitha

Ms. Sangeetha

Ms. Shamily

Ms. Surya

Ms. Rima

Ms. Shintu

Mr. Abey  
 Mr. Abin  
 Mr. Ansen  
 Mr. Devasia P.V  
 Ms. Anitha  
 Ms. Sangeetha  
 Ms. Shamily  
 Ms. Surya  
 Ms. Rima  
 Ms. Shintu



Mr. Abey  
 Mr. Abin  
 Mr. Ansen  
 Mr. Devasia P.V  
 Ms. Anitha  
 Ms. Sangeetha  
 Ms. Shamily  
 Ms. Surya  
 Ms. Rima  
 Ms. Shintu

Mr. Abey  
 Mr. Abin  
 Mr. Ansen  
 Mr. Devasia P.V  
 Ms. Anitha  
 Ms. Sangeetha  
 Ms. Shamily  
 Ms. Surya  
 Ms. Rima  
 Ms. Shintu



DEPARTMENT MEETING - 1828<sup>th</sup> Oct 2021

Thursday.

- (1) Discussion on different offline pgms to be conducted by the Department of languages.
- (1) Exhibition - An exhibition of the portraits of literary figures and presentations will be arranged by the middle of December for all students.
- (2) Language Lab - A necessary suggestion has been put forward regarding the need of a Language Lab for the communication skill improvement of students.
- (3) Orientation program - A skill enhancement orientation session will be provided for all students in the second week of November.
- (4) Flashmob / skit - Students are free to select either a flashmob / skit by the beginning of January with association with New Year Celebration.
- (5) Thought for the Month - The best thought for the month will be rewarded by the end of each month.
- (6) Methodology - A methodology session will be organised in offline mode at the earliest.
- (7) Movie and review presentation - As all the teachers are teaching in all classes, we should make it sure that atleast we should make the students watch a movie in the college itself and book review should be done.
- (8) A department Blog - A new initiative from the Department is the idea of a blog. Articles and works will be collected from students which will be collectively turned into a department magazine at the end of the year.
- (9) Mask Designing Competition - A white cotton mask will be provided to the participants of Innovative Mask Challenge in the month of December.



- (10) Handwriting Competition - In the month of February, a handwriting competition will be conducted for all students in which the participants have to write in three languages the given content and the best will be rewarded.
- (11) Nov 1<sup>st</sup> Celebration - Malayalam Reading and handwriting competition will be conducted for all students under the guidance of Mr. Abey and Ms. Suryamol.
- (12) All faculties are requested to follow the all the duties allotted.
- (13) Role-play - Best Practise - Junior students to be taught by seniors.

Mr. Abey  
 Mr. Abin  
 Mr. Ansen  
 Mr. Devasia  
 Ms. Anitha  
 Ms. Shamily  
 Ms. Shistu  
 Ms. Surya  
 Ms. Rima  
 Ms. Sangeetha  
 Ms. Ansu  
 Ms. Shybin

*[Handwritten signatures of the listed faculty members]*



DEPARTMENT MEETING - 195<sup>th</sup> Jan 2022

Wednesday

(1) A quantitative and qualitative analysis regarding the UG and PG research topics of project was conducted. Improvement regarding the topics as well as the in depth study of works were put forward.

Mr. Abey

Mr. Ansen

Ms. Ansu

Ms. Rima

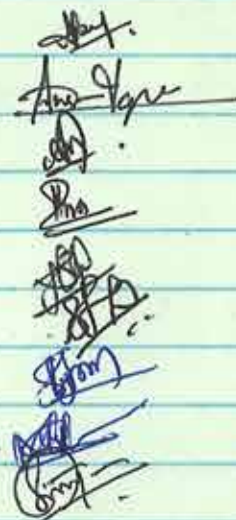
Ms. Sangeetha


Ms. Shintu


Ms. Shybin

Ms. Sueha

Ms. Suryamol



  
 Rev. Dr. Alex Louis CMI  
 PRINCIPAL

  
 Ms. Sangeetha Soman  
 HOD

