



# **SREE NARAYANA COLLEGE KANNUR**

ACCREDITED BY NAAC WITH 'A' GRADE (AFFILIATED TO KANNUR UNIVERSITY)

Sree Narayana College Kannur, P.O. Thottada, Kannur, Kerala, India - 670 007

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## **CRITERIA -1**

### **1.1 CURRICULAM PLANNING AND IMPLIMENTATION FILES**

#### **DEPARTMENT MEETING MINUTES REGISTER**



## DEPARTMENT STAFF MEETING

7/06/2023

Dr. Prasad B.O. *Prasad*  
 Dr. Praedhakumari V.M. (H.O.D.) *P*  
 Nithunya R. *N*  
 Amidha Shiran *A*

- Beach cleaning programmes conducted.
- 4th sem practical examination
- Specimens for exam already arranged.
- Skill - Dr. Praedhakumari V.M.
- Time Table will be submitted/given to students
- Record should be certified.
- Cleaning drive - After II<sup>nd</sup> Sem. Examination II<sup>nd</sup> PG students could be involved in cleaning research lab & class rooms in PUC class.

→ Syllabus  
 III DC (V<sup>th</sup> Sem)

Evolution, Ethology, Research Meth - (Amidha 1hr)  
 → SK short AK Rijen (1hr)  
 → charge Prasad (1hr) Meth  
 G<sub>3</sub> (2hrs) G<sub>2</sub> (2hrs)

Animal Phys - Tipsa (2hr)  
 G<sub>3</sub> (1hr) Rijen 1 + Suraja (1hr)  
 charge

Biochem Biophysics - PVM (2hr) → charge  
 ASV (1hr)  
 PR (1hr)

Genetics - NR (2hr) → charge  
 G<sub>2</sub> (1hr) Amidha

Open Course - PR (1hr) → charge  
 G<sub>2</sub> (1hr) Amidha

PR

2hr Practical

NR - 2hr P

PVM - 2hr P

JP - 2hr P

ASV - 2hr P

G<sub>1</sub> - 2hr PG<sub>2</sub> - 2hrG<sub>3</sub> - 2hrG<sub>4</sub> - 2hr

## III DC Practicals

II<sup>nd</sup> Practical Dr. Tipsa Miss (Cell Bio)III<sup>rd</sup> Practical Dr. Prasad. B.O. (Bio Chem)



2nd year:

Core DC Chordata **I** (3 credit)  
 PVM 1hr Anuradha (1hr)  
~~ASV 1hr~~ G2 - 2hr Rijun (1hr)  
 NR 1hr charge  
 Comp Bot: ASV 1 JP 1 G2 (1hr) (Rijun) JPV  
 ASV  
 Comp Mic (ASV 1) JP 1 G2 1hr (Rijun) G1  
 Core Practicals: PVM (2hr) NR (2hr) G2  
 Comp Bot - JP (2hr) charge + G4 (2hr each) G3  
 Comp Mic ASV (2hr) + G3 (2hr each) G4  
 charge Rijun

1st year:

Core Non-chordata I PR (1hr) NR (1hr) G2 (1hr) charge Rijun  
 ASV (1hr) G3 (1hr) Anuradha  
 Comp Bot ASV (1hr) + G4 (2hr) + G3 (2hr)  
 Mic Microbiol ASV (2hr) + G3 (2hr)

- I DC charge PR
- II DC charge NR
- III DC charge PVM

I<sup>st</sup> PG: (New syllabus)  $\rightarrow$  Biophysics Brest - 2hr (AK) + PVM 2hr (SK) (G4)  
 Cell Bio & Genetics - NR (2hr) + ~~ASV~~ (2hrs) NR  
 Biochem - ASV (2hr) + G3 (2hr) [Biochem P (2hr) Cell Bio Anuradha NR] ASV (G2 (2hr) PR)  
 Systems & Beha - PR (2hr) + JP (2hr) [Enr P ASV (2hr) PR (1hr)]  
 Animal Physi - JP (2hr)

II<sup>nd</sup> PG (3<sup>rd</sup> Sem)  $\rightarrow$  charge

- ① Animal Phys - JP (2hr); ASV (2hr)
- ② DB - NR (2hr) Endocri (2hr)
- ③ Parasito - PR (2hr) + PVM (2hr)
- Parasitology Practical - PR (2hr) + PVM (2hr)
- DB Practical - PVM + G2 (1hr) ASV
- Physi - JP (2hr) + ASV (1hr) PR



PR - Amritha PV, Jwaina, Zuhana

Ramitha

NR - [Anjana V, Angitha, Soorya]

[Soorya]

JP - Nimsha, Shyamaly, Anala Anusree

[Zuhana]

ASV - Amritha V, Sneha

Anusree

PVM - Najiya, Alfiya, Zuhana Ramitha

G3 - Zuhana, Anusree

G2 - Ramitha, Soorya (10)

III DC Project - G1, G2, G3, G4 (7)

G3 ~~Anusree~~ → Anula ~~Ramitha~~ (10)





DEPARTMENT STAFF MEETING 13/7/2023Dr. Pradhakumari V.M. *Pr*Dr. Prasad B.O. *Prasad*Nithinya R. *N*Dr. Tipsa J.R. *Dr*Amitha Siran. *Am*Agenda

- Online attendance from Aug 1st.
- Tutorial system - from 1st year to 3rd year same tutor.
- Classes compulsory from 9:30 am to 12:30 pm
- Cleaning of class rooms.
- 5th Sem. PTA at the earliest
- College level Monitoring Committee - Coordinator - Pr. hesh Sir
- Open course classes of 5th Sem - attendance to be submitted
- Deputy Warden - Jincy Miss
- PTA membership to be taken by all teachers
- Students I.D. & Teachers I.D. compulsory.
- Regular academic programmes
- SNRF - coordinator Dr. Prasad Sir
- IQAC coordinator Dept → Dr. Tipsa
- Monthly attendance statement for PG & UG
- I DC - Prasad B.O.
- II DC - Nithinya R
- III DC - Pradha Miss *Pr*
- I PG - Amitha
- II PG - Dr. Tipsa J.R. *Dr*
- V Sem PTA - 26th Meeting
- 1<sup>st</sup> PG Model Exams → 19, 20, 21 July, 2023
- Furniture → all accounted by the department.





DEPARTMENT STAFF MEETING

4/8/2023

1. Dr Prasad B. D. ~~Prasad~~
2. Nithunya R. ~~Nithunya~~
3. Dr Pradehakumari V. M. ~~Pradehakumari~~
4. Dr Jipsa J. R. ~~Jipsa~~
5. Anurtha Siran ~~Anurtha~~
6. Anurtha K. ~~Anurtha~~
7. Dr Eijun K. ~~Eijun~~
8. Suraja ~~Suraja~~

Council Meeting discussion

- T.O card compulsory for students
- Discipline - general
- Guest teachers - Seniority list
- NAAC files
- 1st year 15 hrs bridge course
- Result analysis 1<sup>st</sup> sem
- Dept stock register
- Students should only park in the allotted zone
- Furnitures outside should be marked & kept within
- Add on course
- ICT - Chat G PT
- Staff club reconstitution before Oram





Department Staff Meeting

14/9/23

- 1. Dr Prasad B.O. *Prasad*
- 2. Niithanya R. *Niithanya*
- 3. Dr. Preevha Kumali VM *Preevha*
- 4. Dr Jipsa J.R.
- 5. Anidha Siran
- 6. Anrudha K
- 7. Dr. Riji K. *Riji*

Agenda:

- Council Meeting decisions (14/9/2023)
- Any other

Minutes

Election Notification 18/9/2023

Attendance - 70% for APC & Election

Display same for 3rd & 4th Sem.

Campaign allowed for last 10min of each hour from 19/9/2023

5th Sem. Model Examination - Dept wxc. This month itself - Answer sheet by PTA.

- Final
- Orientation for Science batch 18/9/2023 (10:30am to 11:30pm)
- 1<sup>st</sup> year skill dev. program -
- Desktop repair.
- V Sem - students remedial class.
- 2 Projects - Dept Activities





Department Staff Meeting

25/10/2023

1. Dr. Prasad B.O
2. Dr. Preethakumari V.M
3. N. Thanya R
4. Dr. Tipsa J.R
5. Surega

Agenda

- 6th sem UG & 4th sem PG portion allocation
- Any others

UG:

Cell Bio, Immunology, Micro - 2hr PVM + 2hr ASV (charge)  
 Mol Bio & Bioinformatics - 2hr (Amrutha) + 2hr (Rijun)  
 Env. Science - 2hr (Prasad) + 2hr (Surega)  
 Dev. Bio - 2hr (NR) + 2hr (Tipsa)

[Bot IDC sem (2nd) - Prasad B.O]  
 Amrutha Mus (1hr less)]

PG

BioTech - NR (1hr) + 3hr (2hr) Amrutha  
 Parasitology -  
 Protozoology & Med - 2hr Prasad + 2hr Tipsa  
 Genetics - NR (1hr) + PVM (2hr) + (1hr) (-)

III<sup>rd</sup> DC Tour

[4, 5, 6, 7, Dec]  
 ↓  
 EMRI

II<sup>nd</sup> PG

[Bangalore] → Feb - 12, 13, 14, 15, 16  
 Ma  
 TISER

National  
 Dairy  
 Res Institute

Central Food Tech. Res  
 Institute

NCBI  
 NIMHANS

Central for Infectious  
 Disease Research Center  
 Nat. Inst. & Vet. Science





Department Staff Meeting

16/11/2023

1. Dr. Prasad B.O. Prasad
2. Dr. Preethakumari V.M. Preethakumari
3. Nithunya R. Nithunya
4. Dr. Tipsa J.R.
5. Amitha
6. Dr. Rijn K. Rijn
7. Amrutha

AgendaI<sup>st</sup> PG class

Topic

Any others -

Mentees

- Number of exams (internal) restricted to 2 a week } IPG students
  - counselling
  - Give them an orientation
- Study tour → III<sup>rd</sup> DC after the council meeting discussion.

8/12/2023

Department Staff Meeting

1. Dr. Prasad B.O. Prasad
2. Dr. Preethakumari V.M.
3. Nithunya R. Nithunya
4. Dr. Tipsa J.R.
5. Amitha Sivan
6. Suraga
7. Amrutha
8. Dr. Rijn K. Rijn

Agenda Science Exhibition -

- Theme & project submission for the same
- Public & School students are the main beneficiaries
- Hands-on-experiment
- School students can submit project proposals





1. Dr. Prasad B.O
2. Dr. Preetha Kumari V.M
3. Nithin R
4. Dr. Jisha Kumaran
5. Dr. Jipsa J.R.
6. Dr. Anurtha Siran
7. Dr. Riji K
8. Anurtha K

Rural

Rural

Rural

Rural

Rural

Agenda

- Time table
- New Teachers portions & others
- Any others.

→ Kerala Science & Tech. Seminar (National)

→ III<sup>rd</sup> year Practical Feb 26<sup>th</sup> 2024

→ Project & Tax report

→ II DC Practical exams - March 8<sup>th</sup> 2024

- Kalsarun - Kasargod (Peoples College)

- I<sup>st</sup> P.G., 2nd Semester Animal Phys & endocrinology

(Anurtha + Jipsa + JK)  
2hr (endocrinology) 2hr

Molecular Bio & Bioinformatics (18)

NR (2hr) + JK (2hr)

Enr. Bio

(2hr) Prasad Sir + (2hr) RK

Immunology

(2hr) PRM + (2hr) ASV





05/02/2024

1. Dr. Prasad B D Prasad
2. Dr. Preetakumari VM P
3. Ms. Nithinya R Nil
4. Dr. Jipsa JR
5. Dr. Rijin K R
6. Dr. Jisha Kumaran J
7. Ms. Anitha Sivan
8. Ms. Amrutha K

Agenda

- Sem 6<sup>th</sup> Model Examination Theory
- Practical 6<sup>th</sup> Sem
- Others

→ 15/2/2024 - Practical II - Cell Bio

16/2/2024 } Practical III - Bio.

19/2/2024 }

→ Jipsa Miss - Skilled Assistant.

→ Theory - Model - 1, 4, 5, 6 March, 2024 (6<sup>th</sup> Sem.)

→ Keep Attendance register of lab on a single table on Staff room.

→ Arranging for cleaning the classroom & lab every Friday.

→ Attendance to be made strictly.

→ Mentor - Mentee system.

→ Attenders need to stay back in lab till the lab is completed.

→ 27<sup>th</sup> Focus, Seminal, 2024 Feb.

→ Create HOD mail.





## DEPARTMENT MEETING

1. Dr Prasad B. D. ~~Prasad~~
2. Dr. Preethakumari V M ~~Prasad~~
3. Nethunya R ~~Nethunya~~
4. Dr. Jipsa J R
5. Dr. Jisha Kumaran ~~Jisha~~
6. Amrutha Siran ~~Amrutha~~
7. Dr. Rijen K. ~~Rijen~~
8. Amrutha K. ~~Amrutha~~

Agenda

- Data- compilation for NAAC.
- Duty given to <sup>be given</sup> Achale for data collection.
- Any other matters.

Minutes

- Data collection duties distributed among teachers.
- 1<sup>st</sup> DC valuation camp - March 5<sup>th</sup>, 2024 onwards
- ~~Practical~~ Practical examinations } 6<sup>th</sup> sem  
28/2/24, 29/2/24 & 1/2/24 } Practical examinations
- Dr. Jipsa J. R. skilled Asst. for same.
- Stock verification of chemicals.
- Focus seminar on 27/2/24.
- Momento  $\begin{cases} \rightarrow \text{Welcome} \\ \rightarrow \text{Presidential Address} \\ \rightarrow \text{Introduction} \end{cases}$   $\rightarrow$  Refreshment  
Amrutha - 2kg
- Attendance to be made strict.
- Mentoring to be implemented.





## DEPARTMENT MEETING

5/03/2024

1. Dr. Prasad B.O. *Prasad*
2. Dr. Preethakumari V.M. *Preetha*
3. Nithunya R. *Nithunya*
4. Dr. T. Ipsa J.R. *Ipsa*
5. Dr. Jisha Kumaran *Jisha*
6. Dr. Rijun K. *Rijun*
7. Amitha Shiran *Amitha*
8. Amrutha K. *Amrutha*

Agenda

- Council meeting report.
- Program on 6/3/2024
- Any other matters.

Minutes

- PD - fund Rs 73,000/- Rs 25,000/- alcohol.  
Rs 48,000/- for chemicals for Dept.
- Alcohol expense may be distributed b/w Depts.
- For purchase of chemicals. Purchase committee will be called for.
- Stock verification.
  - Amitha & Amrutha - Chemicals
  - T. Ipsa - Furniture
  - Nithunya R. Books (Library)
  - Dr. Prasad B.O. - Microscope
  - Dr. Jisha - Museum
  - Dr. Rijun
  - Dr. Preethakumari Equipments
- Service book entry
- 6th Sem. portion completion certification
- Income tax verification.
- Yoganadham - Rs 500/- subscription -
- Merit Curie Award - Physics Dept. Student.





## DEPARTMENT OF ZOOLOGY

14/06/2024

1. Dr. Praethakumari V.M. ~~Pr~~
2. Dr. Prasad B.O. ~~Prasad~~
3. Nithinya R. ~~NH~~
4. Dr. Tisha J.P. ~~Th~~
5. Dr. Tisha Kumaran ~~Th~~
6. Dr. Rijen K. ~~R~~

## Agenda

- 1) IV<sup>th</sup> Sem Examinations (PG)
- 2) FYUGP
- 3) Any other matters

## Minutes:

- IV<sup>th</sup> Sem Practical Examination will start <sup>June</sup> 19, 21, 24, July 1  
26-June Physiology

Skilled Assistant - Dr. Tisha Kumaran

## 2. FYUGP

- Animals & Env - I<sup>st</sup> sem ~~Core~~ Bot ~~Core~~ I<sup>st</sup> Sem  
 Introduction to <sup>Zoology</sup> world of animals ~~Bot~~ I<sup>st</sup> Sem  
 General Laboratory Techniques - Micro  
 Basics of Env Bio - Core Introducing animal ~~physiology~~ II<sup>nd</sup> Sem  
 Fundamentals of Animals - <sup>Bro</sup> Bot/Micro  
 Basics of collection & preservation of bio specimen ~~Bot~~

## MDC

Insect Pests Management

Nutrition, Nutraceuticals & dietetics → I<sup>st</sup> Sem ~~First Aid~~

Genetic counselling & human welfare

3. Attenders - For examination - Practicals - a new attendee for <sup>Remove</sup> conduct of examination  
Lab maintenance -

4. Lab specimen cat to be requested from Principal (PTA)

5. A tutor for a batch until they pass out (if possible)


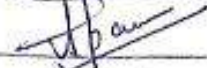






## Department meeting Minutes

30.05.2023 Tuesday 10:30 am to 11:30 am (Online meeting)

### Members present

1. Dr. K P Prasanth, HOD 
2. Dr. Aparna P 
3. Dr. M V Jeebha 
4. Ms. Shalya T 

### Agenda:

1. College reopening
2. Cleaning before reopening: Department surrounding
3. Any other matter: Review of Summer Break Progress
3. Any other matter.

Dr. K P Prasanth, HOD started the meeting at 10:00 am.

He welcomed the attendees and emphasized the importance of a smooth reopening. Progress updates were shared on infrastructure development, faculty hiring.

Academic calendar was received and key dates were confirmed.

Student orientation procedure were outlined.

Dr. K P Prasanth finalize course schedules and faculty assignments.

The meeting was adjourned at 11:30 am.

  
Dr. Aparna P







- Department meeting minutes -

01.06.2023

10 am - 10.30 am

Venue Botany Department

Members present:

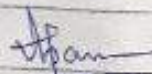
1. Dr. Aparna P. HOD 
2. Dr. K. P. Prasanna 
3. Dr. M. V. Jeebha 
4. Ms. Shalya T 

Agenda of meeting -

1. To discuss <sup>about</sup> department activities to be taken in the month of June.
2. Model exams for II<sup>nd</sup> semester core students.
3. Guest lecturer appointment.
4. Portion allotment to teachers.

- The meeting was started with silent prayer. Dr. Aparna P. welcomed the gathering.
- Discussed about the ~~the~~ minutes of the previous department meeting and action taken on it.
- Decided to conduct an online Botany alumni association meeting (executive) to discuss about ~~to~~ the long term banana germ plasma conservation in the college ~~and~~, to conduct a career guidance programme for botany students in association with Botany Alumni Association and to give ~~of~~ <sup>pass out books</sup> felicitation to toppers.
- Decided to complete all portions of II<sup>nd</sup> semester before model exam.
- Decided to inform authorities about the urgent situation to appoint a guest lecturer.
- Discussed about the syllabus and decided allotted portions to teachers based on their workload.

The meeting ended at 10.30 am.

  
Dr. Aparna P.



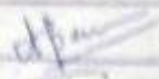
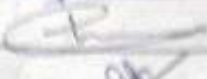
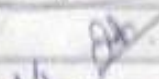
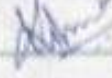
## - Department meeting Minutes -

12/7/2023

3:30 pm - 4:15 pm

Venue: Botany Department

### Members present

1. Dr. Aparna P. HOD 
2. Dr. K. P. Prasanna 
3. Dr. M. V. Teeshna 
4. Ms. Shalya T 

### Agenda of the meeting

1. To discuss the decisions of the council meeting
2. Any other matter.

- The meeting was started at 3:30 pm. Dr. Aparna P. welcomed the gathering.
  - Discussed the following decisions of the council meeting.
    - ① The principal ~~is~~ said to take online attendance through etlab.
    - ② The principal must be informed, if any one is let off the class.
    - ③ Should give at least first three hour classes to students.
    - ④ classes should be kept clean with the help of students.
    - ⑤ Stock register should be counted signed and updated.
    - ⑥ should keep open course attendance properly.
    - ⑦ Appointed Ms. Jency John, Department of ~~Botany~~ <sup>Mathematics</sup> as Deputy warden of Girls hostel.
    - ⑧ Discussed about Admission procedure.
    - ⑨ ~~Discussed~~ <sup>It is decided that</sup> Saturday (15/7/23) should be a compensatory working day for 3 holidays declared by Collector related with heavy rain from 5/7/23 to 7/7/23.
    - ⑩ Principal gave charges to following teachers:
      - Ⓐ Dr. Ayana - Council Secretary
      - Ⓑ Dr. Jitba: Institution Alumni Coordinator
      - Ⓒ Dr. Rathiya & Mr. Sreenish: Discipline Committee Convenor
- The meeting ended at 4:15 pm.

  
Dr. Aparna P.



## Department meeting minutes -

26/07/2023

2.30 pm - 4.00 pm

### Agenda

#### Members present

1. Dr. Aparna P., HOD
2. Dr. K. P. Prasanth
3. Dr. M. V. Jeevna
4. Ms. Shalya T

### Agenda of the meeting -

1. To discuss about the decisions of the Council meeting held on 25/07/2023 at 2.00 pm
2. To discuss about the meeting planned for 27/07/2023 to facilitate A holders of Kannur University B.Sc Botany final year exam
3. To discuss about the commencement of classes 1<sup>st</sup> UG Botany students.
4. Any other matter.

The meeting was started at 2.30 pm in the department of Botany. Dr. Aparna P welcomed the teaching staff. She discussed about the decisions of the Council meeting conducted on 25/07/2023. In the Council meeting, there was discussion about FYUGP time table preparation and also ~~exam~~ about management of the FYUGP classes without affecting general discipline. The department meeting also decided to take necessary action to keep discipline in the department of Botany during starting days of FYUGP classes. Discussed about the admissions that are going on in the department. The Council decision of conducting a National Seminar by Hindi department <sup>was</sup> also mentioned.



in the department meeting. The teaching staff also discussed about NAAC visit and the preparation for SSR submission. Different duties were allotted to different teachers in the department and also decided the date of completion of the work. Teaching staff also discussed about the forthcoming meeting on 27/07/2023 to facilitate A+ holders of Kannur University B-sc Final year exam. Also decided to invite Alumni members for the meeting. Dr. K P Prasanna explained the mode of conduct of J<sup>st</sup> UG FVUGP classes.

All the teachers presented the portions covered during that academic period. Dr. M V Jesha explained the AQAR report of the month. The meeting was adjourned at 4:00 pm.

~~Aparna~~  
Dr. Aparna P.



## - Department meeting minutes -

06/10/2023

9.00am to 9.30

Members present :-

Dr. Aparna P, HOD ~~dp~~Dr. K P Prasanna ~~th~~Dr. M V Jeebna ~~th~~Ms. Shalya T ~~th~~

### Agenda of the meeting.

- To discuss about Council meeting decisions ~~concern~~ on 05/10/23 at 2 pm.
- To discuss about ~~review~~ the academic activities <sup>to be done</sup> from month October.
- Review of the activities done in the month ~~of~~ September.
- To discuss about the upcoming 5<sup>th</sup> Sem University examination and also about study leave to be given to them.
- PTA meeting for III<sup>rd</sup> Sem.
- Any other matter.

Meeting was started with silent prayer at 9.00 am.

Dr. Aparna P, HOD discussed the agenda ~~part~~ of the Council meeting. They were,

1. Review of college union election 2023-24.
2. Issues and complaints consequent to Victory day celebrations.
3. Biometric punching system installation on the college.
4. Kannur University Academic calendar discussions.
5. To publish monthly Attendance statements.
6. New website for college.
7. Conduct of FDP in collaboration with Central University Kasaragod.



8. Conduct of Two day National Seminar.
9. Centralized repair of computers.
10. Stock register for digital equipment.
11. Stock register for furniture and electric equipment.
12. Maintenance of stock registers and general stock register.
13. Conduct of English language learning software offered by English dept. as part of skill enhancement programme.
14. Freshers party discuss.
15. Library automation.
16. Girls room toilet cleaning.
17. Purchase of steel glass for conducting programme in Seminar hall and meetings in IQAC rooms.

Dr. K.P. Prasanna, Dr. Aparna P, Dr. M.V. Teeshna and Ms. Shalika T discussed the activities ~~done~~ done in the month of September. Dr. Aparna P assigned to submit position completion certificate to all teaching faculty. All teachers have opinion to give 10 days study leave for V<sup>th</sup> Sem students ~~for~~ preparation for the upcoming University exams.

Decided to conduct an urgent III<sup>rd</sup> Sem B.Sc Botany PTA meeting to discuss about the urgent action to be taken to improve the study related concerns.

The meeting was ended at 9.30pm.

Aparna P  
Dr. Aparna P



- Department meeting minutes -

19/10/2024

3:30pm to 4:30pm

Members present

1. Dr. Aparna P., HOD
2. Dr. K. P. Prasad
3. Dr. M. V. Teetha
4. Ms. Shalini T

Agenda of the meeting

1. To discuss agenda and decisions of council meeting
2. Biodiversity club inauguration

The meeting was started with a prayer at 3:30pm. HOD welcomed the teaching staff and mentioned about the agenda and decision taken in the council meeting conducted on 19/10/24 at 12:00pm.

- Council has decided to give training and to launch a Digital training on Communicative English for first years.
- Decided to conduct 3<sup>rd</sup> sem UG and 3<sup>rd</sup> sem PG a Model exams 1 week before Kuvempu University exam.
- <sup>Principal</sup> ~~Council~~ asked to do Teacher Index verification by all the teaching staff.
- Discussed about admission portal registration of 1<sup>st</sup> year students.
- The meeting was concluded at 4:30pm with discussion on Biodiversity club inauguration on 26/10/2024.

Dr. Aparna P.



- Department meeting minutes -

27/11/2023

3.00pm - 4.00pm

Members present

1. Dr. Aparna P, HOD ~~of P~~
2. Dr. K P Prasanna ~~P~~
3. Dr. M V Jeevna ~~Jeevna~~
4. Ms. Shalya T. ~~Shalya~~

Agenda of the meeting

1. To discuss agenda and decisions of council meeting conducted on 27/11/23. 11.40 pm
2. Biodiversity related seminars conduct related
3. Work shop on Terrarium making on 29/11/23.

The meeting was started with a silent prayer at 3.00 pm. Dr. Aparna P welcomed the teaching staff and informed the decisions taken in the college council about the given agenda.

- Conduct of model examination for I<sup>st</sup> semester.
- CV camp of V<sup>th</sup> semester. Decided to permit only selected teachers to attend cv camp.
- Principle asked to conduct I<sup>st</sup> semester PTA meeting without delay.
- Council ~~then~~ decision on appointment of Nodal Officer for updating teacher Index.
- Decided to give permissions for Unvers Inauguration and Association Inauguration.
- Informed that there will be orientations for valuation for Guest teachers.
- Decided to conduct I<sup>st</sup> semester PTA meeting as early as possible.
- Decided to conduct a biodiversity related seminar by Dr. Pramod, Associate Professor, Calicut University on 7/12/2023. Meeting ended at 4.00 pm.

~~Aparna~~  
Dr. Aparna P



## Department meeting minutes

~~15/12/2023~~ 15/12/2023

9.00 am to 10.00 am

### Members present

1. Dr. Aparna P, HOD *dfp*
2. Dr. K P Prasanna *dfp*
3. Dr. M V Jeevha *dfp*
4. Ms. Shalya T *dfp*

### Agenda

1. Discussion on Council meeting decisions
2. PTA meeting for V<sup>15</sup> and VI<sup>15</sup> semester
3. Study tour reviews
4. Practical examinations reg.

The meeting was started at 9.00 am with a silent prayer. Dr. Aparna P, HOD welcomed the gathering and conclude the Council meeting decisions. According to her, Council has discussed about marginal seat increase. Reviewed the Kalotsavam performance of SN College.

- Decided to conduct FYOAP workshop and FOCUS seminar in March. Principle reminded about the ~~ss~~ importance and necessity of hard work for SSR preparations. Gave permission for Association Inauguration.

- Principal asked to submit 6<sup>15</sup> semester Position Completion Certificate as early as possible and to conduct model exam for 6<sup>15</sup> semester students.

- Teachers expressed their worries about DD office work delay and service related issues.



- Principal discussed on the delay for sanction of PD fund. Teachers also showed their anxiety in conducting practical examination without chemicals.
- Teachers mentioned that they will not get chemical and other items from the agencies without clearing pending funds.

Decided to

- Department of Botany decided to conduct study tour for VI<sup>th</sup> Sem Botany students in the month of December.
- Decided to conduct PTA meeting before study tour to explain study tour details with parents.
- Decided to conduct 1<sup>st</sup> semester PTA meeting for 1<sup>st</sup> Semester in the month of December.

Discussed about the preparations to be taken for upcoming practical examination.

The meeting was ended at 9.30 pm.

Aparna  
Do. Aparna P.

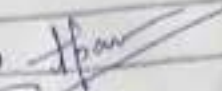
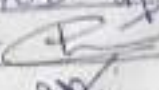





## - Department meeting Minutes -

3.45 to 4.30 pm

15/02/2024

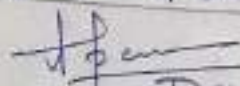
### Members present

1. Dr. Aparna P, HOD 
2. Dr. K P Prasad 
3. Dr. NV Jeebha 
4. ~~Dr.~~ Ms. Shalya T  

### Agenda of the meeting

1. Discuss about Practical model examination
2. Record binding and other academic activities
3. PTA meeting 8<sup>th</sup> Sem.
4. Portion Completion Certificate

- Meeting has started at 3.45 pm with a silent-prayer. Dr. Aparna P welcomed the teaching staff. All the teaching staffs discussed the academic performance of 8<sup>th</sup> Sem students.
  - Decided to conduct PTA meeting for 8<sup>th</sup> Sem students to discuss about their parents about practical examinations.
  - Decided to conduct model theory examination and also practical examinations for 8<sup>th</sup> Sem students.
  - Decided to remind the students about record binding and other preparatory work related to practical examination.
  - HOD asked to submit Portion Completion Certificate of each teacher as early as possible.
- The meeting was ended at 4.30 pm.

  
Dr. Aparna P.



3/6/2024

Departmental meeting on 3.06.2024 in connection with council meeting held on 3.06.2024.

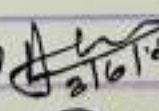
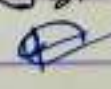
## Agenda.

1. Time table Setting
2. Conduct of model exams for 2<sup>nd</sup> Sem. UG-Committee formation and dates ratification
3. PG Model Exam
4. UG Admissions - committee formation

1. Model Exam committee formed. Committee members are Veena Joshy, Anuradha, Jith & Dr. Rajin. The exam will be held on June 5, 6, 7. English, Hindi & Malayalam will be held first, then will conduct core & complimentary papers.

2. Created an Admission committee. Appointed Admission Committee Convenor as Dr. Prasad B.O. Committee members are - Dr. Shanuj. M.P., Dr. Jithesh. K., Divash, Manish, Vipin, Pradyush and Divya Teachers.
3. All Departments were asked to set the time-table for the new Academic year.

## Attended members

1. Dr Radhika P. K (HOD)  3/6/24
2. Dr Ramya Balan. K 



24/05/2024

Departmental meeting on ~~24~~ 24/05/24 in connection with guest lecture interview.

### Agenda

- 1) Guest Lecture Interview
- 2) College Re opening
- 3) Proposal for National Seminar

### Decisions

1. Guest interview conducted and selected one candidate for the guest lecture post.
2. After Reopening Revision for second semester in students for their university upcoming university exam.
3. A proposal has been submitted to conduct a National Seminar

Attended member

- 1) Dr Rethika. p.lc (HOD)
- 2) Dr Ramya Balasub




27/03/24

Departmental meeting held on 27/3/2024.

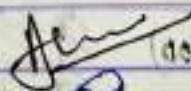


### Agenda

1. Portion completion
2. Student's internal Assessment
3. Any other

various? length of topics (2)

1. All the Department faculty members have completed their portions and conducted internal exams for children.
2. Assignment topic has been given to all Hindi children and they have submitted.
3. We also discussed a syllabus of the new MUs programme.
4. <sup>discussed</sup> Prepare for AQAR file

various? length of topics (2)

1. Dr. Rashika P. K.  (HOD)
2. Dr. Romya Balam 
3. Dr. Shikha V. 



Departmental meeting on 22/01/24 in connection with council meeting held on 19/01/24.

## Agenda

Association Inauguration

Intercollegiate Fine Arts competition

Focus Seminar Series.

Group Accident Insurance Scheme for students

Final semester Exams & Portion completion

I sem Internal marks entry

Any other matter.

The focus Seminar should start from January 29 and be completed by February 5<sup>th</sup>.

Funds for the Arts festival should be collected immediately.



1

Departmental Meeting Held on 28-11-2023 for  
connections with Council meeting held on (27-11-2023)

## Agenda

- 1st Sem Model Exam.
- CV Camp of 1st Semester
- PTA meeting of 1st sem.
- Appointment of Nodal officer for updating Teachers Index.
- Union Inauguration.
- MOOCs.
- orientation for Valuation for guest faculties.
- Any other Matter.
- Request for Retest



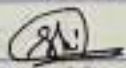
Model exam (1st sem) will conduct on 6<sup>th</sup> December onwards. Question paper will submit on 29<sup>th</sup> November for Model exam Department will do internal arrangement

1st Semester PTA meeting will conduct this month. PH Student's PTA meeting will be conduct on 5.12.2023 at 3.00 p.m

Dr Radhika P.k Selected as the co-ordinator of MOOCs. Decided to conduct Association day on 19-11-23 for Eco, mat, maths, History Departments and 20-11-23 for Eng, Phy, chem, Zoo & 21-11-23 for BBA, Commerce & Micro Biology.

As per the request of vyshnavi J Nambiar, we decided to conduct Retest on 29-11-2023.

## Attended Members

Dr Radhika. P.k   
Dr Ranya Balan.k   
Dr. Shilpa. V 



14/09/23

Departmental meeting on 14-09-2023 in connection with Council meeting held on 14-09-2023.

### Agenda

1. University Union Election
2. Academic Calendar Preparation
3. Formation of clubs & committees.
4. Model Exam - V<sup>th</sup> sem
5. Orientation Programme for first UG Students
6. Any other matter.

### Decisions.

1. Malayalam Dept. will conduct the Union Election.
2. Next Semester will be prepare Academic Calendar.
3. Model exam committee - Sheeba mis & Team
4. first years's orientation programme on 18-09-23, 10:30am
5. Department timetable will submit early as possible.
6. Keep Stock register for Electronic things & furniture.
7. Monthly attendance report will be display



## Decision

Dr Shilna. V. joined as guest faculty.

Syllabus I BA/BSc, Bcom/BBA/microbiology distributed to concern teachers.

First year 'A' Batch - Dr. Rathika P. K (Tutor)

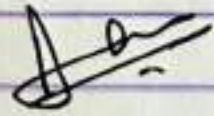
First year 'B' Batch - Dr. Ramya Balamk (Tutor)


First year Bcom/BBA/micro - Dr Shilna. V (Tutor)


Third semester BA/BSc 'A' Dr Ramya Balamk

Third semester BA/BSc 'B' Batch - Dr Rathika P. K

## Attended Members

Dr Rathika. P. K (HOD) — 

Dr Ramya Balamk — 

Dr Shilna. V — 



Admission duty

Selection of council secretary

Decision regarding Selection of Staff council members

NADC and AQAR

Result Evaluation

Any other Matter.

## Decisions

Dr Ayana. N Selected as Staff council Secretary

Dr Jisha Kunlikunom appointed as Alimnadi  
co-ordinator

Mrs Jency John appointed as Hostel Deputy Wardens

Dr Rathika. P.K & Sreenish. T.V appointed  
as Discipline Committee Members

6th Admission Will Start on 13-7-2023 Teachers  
must support Admission procedure / collecting  
PTA Fund.

online Attendance will be compulsory  
from August onwards.

if Teachers let off the classes should  
inform the principal.

update Department Stock Register.

proposed for CMC/SIRF

modification include and committee.

Saturday (15-7-23) Working day.

Teachers must take PTA Membership of  
Rs 250/

All department should conduct different  
Programs.



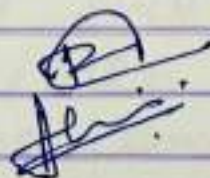
1. HOD Rotation
2. Un/pb Admission
3. Second Sem Un Revision
4. ~~New~~ Appointment of Guest Lecturer.
5. Any other Matter.

## Decisions

1. Dr Ramya Balam. k hand over the Leadership to Dr Rathika. p. k
2. Department Faculties will help on/pb Admission procedure.
3. II<sup>nd</sup> Sem Un portions already completed. Revision started from June 1<sup>st</sup> onwards.
4. Ranklist of Guest Lecturer prepared. After Un First year admission will appoint the new Guest faculty.
5. New Academic Year TimeTable and Workload prepared.

## Attended Members.

1. Dr Ramya Balam. k
2. Dr Rathika. P. k





SREE NARAYANA COLLEGE, KANNUR  
DEPARTMENT OF MATHEMATICS

A meeting of faculty of Mathematics held on 01/06/2023 at 1pm at department of Mathematics.

Agenda.

- 1) Decisions of college council held on 1/06/2023 at 10:30am.
- 2) HoD Rotation.
- 3) Academic Planning.
- 4) Allocation of portions.
- 5) Timetable setting.
- 6) Any other matters.

Members Present.

- 1) Divya P.M. ~~1/06/2023~~
- 2) Jeony John ~~1/06/2023~~
- 3) Shyama M.K. ~~1/06/2023~~
- 4) Withersha C. NUG

Important discussions & decisions.

HoD (Divya P.M.) explained the important decisions taken in the council meeting held on 1/06/2023 at 10:30 am

- 1) Kannur University Academic Calendar is to keep students, faculty & staff reminded of key dates through out the academic semester & year.
- 2) All college members are assigned to be the members of admission committee for



- UG & PG admission 2023-24. Mr. Vipin, Asst. Professor of Physics & Mr. Bhupesh, Asst. Professor of Commerce will be the admission nodal officers. Mr. Sunish P.K., Asst. Professor of BBA is given the charge of admission committee coordination.
- 3) Headship rotation in the college w.e.f 1/06/2023 & charge of HoD is handed over to the next senior teacher in the department as per the proceedings of the principal dated 31/05/23.
  - 4) Students have to be made aware of open courses & syllabus offered by each department has to be displayed in the department notice board. Mr. Bhupesh will be the coordinator of open course. Ms. Nithya & Dr. Ramya Balan are assigned to assist Bhupesh sir.
  - 5) NAAC filing system has to be started by the department.
  - 6) University results of the UG program are not promising & keen efforts have to be made by the department to improve the results.
  - 7) Academic monitoring committee meetings needed to be continued in this academic year.

### Other discussions & decisions.

- 1) As per the university order Acad/14/3682/2021 dated 3/08/22 & the decision of college council (19/4/2022 & 1/6/2023) the charge of HoD is hand over to the Jerry John,



the the next senior most teacher, in the department

- 3) As per Kannur university 3<sup>rd</sup> & 5<sup>th</sup> sem UG programmes & 3<sup>rd</sup> sem M.Sc. are currently running. Total workload is 62 (25+25+12) but weak & Nithesha C was appointed as the guest faculty for the excess 14 hrs. The workload is distributed as follows.

	FDC	JDC	DC	M	P	C
TS	5	5	4	2		
SNK	5	9		2		
NC	5	5				4
DDM	10	6	4			

- 3) Academic Calendar for 2022-23 Academic Year is prepared.  
4) Timetable is approved.  
5) Tutor charge is allotted as follows.

FDC Mathematics Shyama M.K.  
JDC Mathematics Dingsa P.M.  
DC Mathematics Nithesha C.  
(at present only)

J.P. John  
Secy

A meeting of faculty of Mathematics held on 12/07/2023 at 1 pm at department of Mathematics.

Agenda:

- 1) Decisions of College Council held on 12/07/2023 at 11:30 am
- 2) Any other matters.

Members Present:

1. Dingsa P.M. ✓
2. Secy John ✓
3. Shyama M.K. ✓
4. Nithesha C. ✓

Important discussions & decisions.

Mod explained the important decisions taken in the council meeting held on 12/07/2023 at 11:30 am.

- 1) The newly appointed principal of the college, Dr. S.P. Ramesh explained the importance of nominated UGC coordinator Dr. K.P. Prasanth & office Supt. Sri Prathish Parusothaman as council members as per UGC guidelines.
- 2) Council decided to collect PTA fund of Rs. 5250/- (5000 rupees PTA fund & 250/- membership fee) from each student being admitted, unchanged from previous year.
- 3) All the teaching staff are directed to remit PTA membership fee of Rs. 250/-
- 4) HODs are directed to conduct department faculty meeting after each council meeting and maintain a register for minutes the



department level meeting

- 5) Online attendance of students should be strictly maintained from August onwards using Ellab words to avoid complaints regarding attendance & to inform the parent about the presence of student in classroom.
- 6) Conduct tutorial work in the department most effectively under the supervision of Head of Department. The faculty in the Department who is in charge of tutor for 1 year students should continue their tutorage for same batch till they leave the college.
- 7) The first three hours should be engaged by teachers in case of faculty shortage in the department if needed afternoon classes can be let off and principal should be informed about the arrangement.
- 8) Cleanliness in the classroom has to be ensured by the concerned department with the help of students. General cleaning of the campus will be done at the end of every session.
- 9) Stock register in the department has to be updated at the earliest including furniture in the department classrooms. Furniture in the general class rooms will be maintained in the office stock register.
- 10) Arrange PTA meetings of X<sup>th</sup> sem class as early as possible.
- 11) Council decided to constitute college level monitoring committee (CLMC) & Department level monitoring committee (DLMC) in order to monitor academic & non-academic matters. Council nominated, Dr. Jithish K,

Asst Prof. of Chemistry as CLMC Co-ordinator

12. Decided to reconstitute the clubs & committees in the college for the academic year 2023-24 at the earliest.
13. Teachers should assist the students to wear 10 cards inside the campus. Teachers are also directed to wear institutional ID.
14. Every departments are directed to conduct different academic programmes for students.
15. Result analysis of past cut use & PE patches should be submitted to the principal in the prescribed format provided by IGAC.
16. Council decided to conduct orientation class regarding NABC & installation & usage of Interactive Board.
17. 15<sup>th</sup> July 2023 as a working day in order to compensate college declared holiday on 5<sup>th</sup> July 2023 due to heavy rainfall.
18. As per council decisions the following members selected for the following positions.
  - Council members - NABC co-ordinator  
Dr. K.P. Prasanth  
& Office Supdt. Sri Prathish Parashothamma.
  - Deputy warden of the college women's hostel  
- Sri. Sency Siba, Head Dept. of Mathematics
  - Staff Council secretary - Dr. Ajay M, Head Dept. of Microbiology
  - Discipline committee convenors - Dr. Rithika P, Head Dept. of Hindi & Sri. Srinish T.V.
  - College institutional Alumni teacher co-ordinator  
- Dr. Jitha Kudikrishna, Asst. Prof. of Chemistry
  - College level NABC co-ordinator (Faculty contributed)  
- Dr. K.P. Prasanth, IGAC co-ordinator of



A meeting of faculty of Mathematics held on 7/08/2023 at 3 pm at department of Mathematics

Agenda:

- 1) Decisions of College Council held on 2/08/2023 at 3 pm
- 2) Workload & Timetable for 1st Sem
- 3) Bridge course & Certificate course
- 4) Internal exam for 1<sup>st</sup> sem B.Sc Mathematics
- 5) Any other matters

Members Present

1. Dr. Diga P.M.
2. Jerry John
3. Shyama M.R.
4. P. Bhaskar C.
5. Pyala Mangalath
6. Jinson Rajan

Important discussions & decisions

Smt Diga P.M explained the important decisions taken in the Council meeting held on 2/08/2023

1. Boards and posters installed by student organizations are to be removed on 08/08/2023 by 6:00 pm
2. Outsiders are not allowed to enter the campus without permission of the principal
3. No processions or chess campaigns are allowed without permission of the principal
4. Students should not stay on campus after 6:30 pm without prior permission.

5. Guest Lecturer's Seniority List need to be manufactured in the Dept. HODs should have proper knowledge about workload in the Dept. Guest Teachers are to be treated as permanent faculty and department needs to be shared to them including NMAC file.
6. All department need to conduct Bridge course for 1<sup>st</sup> Sem UG students for at least 10 hrs and syllabus for the same to be submitted to vice
7. 5<sup>th</sup> August 2023 & 15<sup>th</sup> August 2023 are working day (instead of 2<sup>nd</sup> June & 7<sup>th</sup> July 2023 (Collector declared holiday due to heavy rain fall))

Other discussions & decisions

- 1) 10/08/2023 onwards 1<sup>st</sup> PG charges started & Greshma T was appointed as Guest Lecturer for the excess 12 hrs. 7/10/2023 onwards 1<sup>st</sup> PG charges also started (100 hrs/week) & Pyala Mangalath & Jinson Rajan joined.

The workload is distributed as follows

	II PG	I PG	UG	EDC	I DC
				M P C	M P C
Dr. P.M	5 hrs		6 (2:30 pm)	3	2
J.T		5	5	4	2
SMR		5	5:2	2	2
AK	10		5	1	
GT	5	5		2	2
RM	5	10		1	
JR			2		2

- 2) 1<sup>st</sup> PG & 1<sup>st</sup> UG Tutor charges are allotted as



as follows.

1. M. Mathematics - Greshma T.
  2. M. Mathematics - Durga P.M.
- 3) Decided to conduct the following programs for this academic year.
1. A bridge course for 1<sup>st</sup> year students (Topic: Basic Mathematics) Coordinator: P. S. person: Jithendra K.R.
  2. LaTeX - Certificate course - Coordinator: P. S. person: Pithurishah.
- 4) Decided to conduct 1<sup>st</sup> integral exam for 4<sup>th</sup> sem - 9/10/2023 onwards.
- 5) M.Sc Mathematics 1<sup>st</sup> sem Result Analysis  
Pass percentage - 86.62%  
Out of 13 students 2 of them are failed.
- 6) Professors are allotted as follows
- B.Ph (3<sup>rd</sup> sem)
1. Number Theory - Ajala Mangalath.
  2. Probability Theory - Pithurishah C.
  3. Functional Analysis - Greshma T.
  4. Complex Analysis - Pithurishah C.
  5. Fourier & Multivariable Calculus - Durga P.M.
- B.Ph (2<sup>nd</sup> sem)
1. Differential Equations - Ajala Mangalath.
  2. Topology - Ajala Mangalath.
  3. Mathematical Physics - Greshma T.
  4. Linear Algebra - Shyam M.K.
  5. Abstract Algebra - Jony John.
- M.Sc (1<sup>st</sup> sem)
1. Set theory, theory of Equations & Complex Numbers - Shyam M.K. & Jony John.
  2. Real Analysis - Shyam M.K.
  3. Abstract Algebra - Jony John.
  4. Differential Equations & Laplace transforms - Durga P.M.
  5. Open Course - Durga P.M.

A meeting of faculty of Mathematics held on 6/9/2023 at 4:30pm at department of Mathematics, Agarda.

- 1) Decisions of college council held on 5/9/2023 at 3pm
- 2) Any other matters.

Members Present:

1. Durga P.M. ~~Present~~
2. Jony John ~~Present~~
3. Shyam M.K. ~~Present~~
4. Pithurishah C. ~~Present~~
5. Greshma T. ~~Present~~
6. Ajala Mangalath ~~Present~~
7. Jony John ~~Present~~

Important discussions & decisions.

Head explained the important decisions taken in the council meeting held on 5/9/2023.

1. Attendance register of teaching staff has to be updated by HOD.
2. College Union Election will be 25<sup>th</sup> September 2023 as known in informed manner. Philosophy department is assigned to take the charge of conducting union election for the academic year 2023-24.
3. Report of University results of various Department have to be collected by HOD, coordinator & to be submitted to principal.
4. Remedial classes for common English courses have to be conducted in order to improve



- university results.
5. Coordinate academic programmes by each department for academic improvement and for motivation of students.
  6. PIA meeting should be conducted at the earliest possible.
  7. All the department should mark the attendance of their students for each hour ET, Lab. If there is any difficulty in submitting attendance ET/Lab coordinators may be contacted.

#### Other discussions & decisions

Decided to conduct PIA meeting of each batch as early as possible.

*[Signature]*  
10/10/23

11 meeting of faculty of Mathematics held on 20/10/2023 at 1pm at department of Mathematics.

#### Agenda

- 1) Decisions of college council held on 19/10/2023 at 12:30pm
- 2) PIA meetings
- 3) Any other matters.

#### Members present:

1. Divya P.M. ~~Present~~
2. Jancy John ~~Present~~
3. Stephen M.R. ~~Present~~
4. Mathias C. N.S.
5. Anandha T. ~~Present~~
6. Ajala Margarith ~~Present~~

#### Important discussions & decisions.

Head explained the important decisions taken in the council meeting held on 19/10/2023

1. The digital communicative English (software) will be launched soon. It has been decided to conduct an orientation programme for the teaching staff.
2. Orientation class for implementation of 1408 for teachers will be conducted in online mode on 20th October 2023.
3. A model exam will be conducted for third semester UG students from 21<sup>st</sup> Oct onwards & 2<sup>nd</sup> October onwards study holidays. Hand over the questions paper to



- The co-ordinators on or before 25<sup>th</sup> October Model exams will be conducted in the PM sessions due to the insufficiency of classroom.
4. Data verification of I year UG & PG students has to be completed by October 3<sup>rd</sup>.
  5. Conduct III Semester PIA meeting after the publication of II semester result.
  6. Council decided to change timings in time table after the II<sup>nd</sup> hr. The new timings is as follows:
    - 9.30 - 11.30 - First hour
    - 11.30 - 11.45 - short interval.
    - 11.45 - 12.45 - Third hour.
    - 12.45 - 1.45 - Lunch Break.
    - 1.45 - 3.45 - Afternoon session.
- Friday is exempted from this change.

#### Other discussions & decisions.

- (1) It is decided to conduct a PIA meeting for 1<sup>st</sup> sem UG students on 26/10/2023 & also decided to conduct a PIA meeting for 3<sup>rd</sup> OC students after their university exams.
- (2) It is decided to conduct internal exam for I PG students as on 23/11/2023 onwards.
- (3) As per Kanpur university order 11/11/2023 onwards with sem IV classes will start so decided to reset the timetable.
- (4) Project - II PG & III B.Sc

Out of 13 students in II PG the no. of students allotted for teachers for guiding project work is given below:

- Divya PM - 2 students  
 Jony John - 3 students  
 Shyama MK - 3 students  
 Nithesh C - 2 students  
 Greeshma T - 2 students  
 Anila Mangalath - 1 student
- UG students are divided into 17 groups (each group 3 students maximum) & allotted as follows:
- Divya PM - 2 groups  
 Jony John - 2 groups  
 Shyama MK - 2 groups  
 Greeshma T - 3 groups  
 Anila Mangalath - 3 groups  
 Jony John - 2 groups

Jony John



A meeting of faculty of Mathematics held on 26/11/2023 at 1pm at department of Mathematics

Agenda:

1. Decisions of college council held on 27/11/2023 at 11.40 am
2. PTA meeting for II DC Mathematics
3. Roll
4. Any other matters

Members Present:

1. Geary John
2. Shyama MK
3. Nithinshah C.
4. Laxeshima I
5. Pyala Mangabath
6. Sumon Roy

Important discussions & decisions

Hall explain the important decisions taken in the council meeting held on 27/11/2023.

- 1) It has been decided to conduct Model Examinations for I Semester Degree students from 6<sup>th</sup> December onwards. It is decided to handover the question paper to the co-ordinators before 25<sup>th</sup> November.
- 2) PTA meeting of III Sem & I Sem UG classes has to be completed at the earliest.
- 3) Council nominated Dr. R.D. Prasad, Asst. Professor, Dept. of Zoology as Model officer for updating Teacher index for verification work.
- 4) Council decided to conduct association

inaugurations of all the department before Xmas vacation over three consecutive days (19-21 December 2023). The schedule for Mathematics is given as 19<sup>th</sup> December. All departments are directed to conduct or talk on relevant subject in the FN session of inauguration.

Other discussions & decisions

- 1) It is decided to conduct a PTA meeting for II DC students as on 11/12/2023 at 2pm
- 2) Planning to make an Roll with SES College, Sreekanthapuram.

John  
2023



A meeting of faculty of Mathematics held on 22/01/2024 at 1 pm at department of Mathematics

Agenda:

1. Minutes of college council held on 19/01/2024 at 11:45 am.
2. Webinar on the topic Financial Risk Management
3. workload & paper allocation
4. Any other matter.

Members Present:

1. Danga P.M.
2. Jany Jho
3. Shyama M.R.
4. Nitheesha C.
5. Anusha S.
6. Raja Mangalath
7. Sarva Rajee

Important discussions & decisions

Nitheesha C. explain the important decisions taken in the council meeting held on 19/01/2024

1. Rameshwar S, Research officer, Aring STN Mangalath will engage a BSNL orientation class for the staff on 1<sup>st</sup> February 2024
2. Recreational, incentive programmes of various department had been fixed to be held from Feb 20<sup>th</sup> to February 5<sup>th</sup>, 2024 as a half day session programme. Department are decided to fix their dates according to their convenience.

3. It has been decided to complete the portion of final year students by first week of March. & in Semesters model exams to be conducted by each department on the days of their convenience.
4. 3<sup>rd</sup> February 2024 as a working day model to cooperate college. Actual holiday is 2<sup>nd</sup> July 2023 (Monday) due to heavy rainfall in Kottayam district.
5. Decided to conduct focus seminar 2024 from 17<sup>th</sup> to 27<sup>th</sup> February 2024.
6. After the submission of AIPAR, the college is now proceeding to SIA submission & requested all teachers to cooperate with the data collection & completion work for the same.

Other discussions & decisions

1. It is decided to conduct a webinar on the topic Financial Risk Management in association with department Alumni. Sr. Lecturer Smt. Jany Jho will be the department coordinator.
2. 2<sup>nd</sup> January onwards 2<sup>nd</sup> sem UG classes also started & 4<sup>th</sup> sem PG classes will start. The complete course work load & paper allocation is as follows

	DDM	JS	SAR	HC	GT	AM	JR
I PG	5:1	2	2	5:1	5:2	2	-
I PG		5	5	5	5	5	-
III DC	5	5	5	5	-	5	-
II DC M	-	2	-	-	-	14	24
P	3	=	2	=	2	3/5	-
C	3	=	2	=	2	-	-



IS	DPM	JT	SMK	NC	GT	AND	JR
I DC M	2	-	-	-	-	-	2
P	-	2	-	-	-	-	2
C	-	-	2	-	2	-	-
Total	16hrs	16hrs	16hrs	16hrs	16hrs	16hrs	6hrs

### II<sup>nd</sup> Pk (4<sup>th</sup> sem)

- 1) Financial Risk Management - DPM
- 2) Mathematical Modelling & Numerical Simulation - JR
- 3) Operator theory - GT
- 4) Project work - as allotted before (one charge Apala mangalath, quick 2 students & Nitheesh C - 1 student)

### I<sup>st</sup> Pk (2<sup>nd</sup> sem)

1. Advanced Topology - AM
2. PDE & Integral equations - NC
3. Advanced Abstract Algebra - JT
4. Measure & integration - SMK
5. Multivariate Calculus - GT

### III<sup>rd</sup> DC (6<sup>th</sup> sem)

1. Set Theory Real Analysis I - SMK
2. Complex Analysis - DPM
3. Numerical methods, Fourier series & Partial diff. eqn - AM
4. Linear Algebra - JT
5. Operation research - JR

### IV<sup>th</sup> DC (1<sup>st</sup> sem)

Mathematics - I & II Module JT

III Module JR

IV Module NC

Physics - I & II<sup>nd</sup> module SMK

III & IV module NC

Chemistry - I & II DPM

III GT

AM

### I<sup>st</sup> DC (2<sup>nd</sup> sem)

Mathematics - II & IV modules DPM

I & III modules JR

Physics - II & III modules JT

I & IV modules JR

Chemistry - II & III modules SMK

I & IV modules GT

- 5) A workshop on LaTeX was conducted on 10/1/24 & department all members faculties in the department appreciate. Sent Nitheesh C for his whole hearted support to co-ordinate the same.

*[Signature]*  
Jony John



A meeting of faculty of Mathematics, held on 14/02/2024 at 4pm at department of Mathematics

### Agenda

- 1) Decisions of college council held on 14/02/2024 at 11:45 pm
- 2) VI<sup>th</sup> semester model exam
- 3) Focus seminar
- 4) Women's day celebration
- 5) Any other matters

### Members Present

1. Divya P.M.
2. Jincy John
3. Shama M.K.
4. Nithin C.
5. Geetha S.
6. Anala Mangalath

### Important discussions & decisions

HOD explained the important decisions taken in the council meeting held on 14/02/2024 at 11:45

1. The council congratulated all the students & teachers who worked for the success of the college in University Arts Festival held at People's College, Munnad, Kasargod. The college achieved third position in the Arts festival.
2. The departments are allowed to grant study leave to their respective departments after the completion of papers.
3. College should try to go for UGC accreditation in the current session & form coordinator

requested the whole hearted cooperation of all HODs & other teachers for SSR submission.

### Other discussions & decisions

1. Decided to conduct 6<sup>th</sup> sem model exams as on 19/02/2024 onwards (19/02/2024-20/2/24)
2. Dr. Vinod Kumar P, Associate Professor of Mathematics, T.M. Govt. College, Tirur will be our resource person for focus 2024 Multidisciplinary seminar conducting on 26<sup>th</sup> February. Topic for the seminar is 'Let's Do Maths'.
3. Decided to conduct women's day celebration in this year & Smt. Divya P.M. will co-ordinate the same. It is decided to invite the students from SES college, Sankarapuram.

Jincy  
2024



A meeting of faculty of Mathematics held on 15/03/2024 at 4pm at department of Mathematics

### Agenda

- 1) Decisions of college council held on 15/03/2024 at 11.45am
- 2) Model exams for 10<sup>th</sup> Sem. UG
- 3) Portion completion & vacation classes
- 4) Any other matters

### Members Present

- 1) Divya P.M. ~~Present~~
- 2) Jency John ~~Present~~
- 3) Shyama M.K. ~~Present~~
- 4) Arthasha C. ~~Present~~
- 5) Aneshwar T. ~~Present~~
- 6) Agala Mangalath ~~Present~~

### Important discussions & decisions

Sd. Divya P.M. explained the important decisions taken in the council meeting held on 15/03/2024 at 11.45am

1. Union office bearers have sought permission to hold SVI Fast in college on 10<sup>th</sup> & 11<sup>th</sup> March. Council decided that regular classes will be there on 10<sup>th</sup>. After this permission is granted to conduct SVI Fast programme. Regular classes will be there in the ERI of 11<sup>th</sup> March. In the afternoon permission is granted to conduct Ethnic fashion show & Musical eve till 7pm. The principal

requested that at least a few of the teaching staff remain in the campus till the end of the programme.

2. Principal requested the heads to collect the union fund of Rs 100/- from 1 & 2 year students through tutors.
3. University has issued an order to all colleges to collect Rs 45/- from students of affiliated colleges as premium amount for the insurance coverage scheme of Rs 45/- for the students. The HODs of departments should take the initiative & instruct the tutors to collect Rs 45/- per head from each student of 1 year UG, 2<sup>nd</sup> & 3<sup>rd</sup> year UG.
4. The council decided to collect the Yoganandam annual subscription amount of Rs 50/- per head from each staff from the staff club fund.
5. Portion completion statement of 6<sup>th</sup> semester UG classes submit to the principal at the earliest.
6. Decided to conduct IV semester UG common courses at college level on 19<sup>th</sup> (English) & 20<sup>th</sup> (Language) in the ERI. Case & complementary model exams need to be conducted at the Department level.
7. Stock verification work allotted to teachers need to complete as soon as possible & submit the verification report to office super by 20<sup>th</sup> March.
8. Council end off to Dr. B.V. Lakshmi, Head, Dept. of English on 19<sup>th</sup> March at 12:30pm.



01.06.23

A meeting of Department of Management Studies held on 01.06.2023 at 1:30 pm.

### Agenda.

- 1, Council meeting Reporting.
- 2, Academic matters
- 3, Other matters

### Members Present

- 1, Sumesh P.C
- 2, Samina Sathyanath.

### Decisions

- 1, Discussed about the Council meeting and decided to take actions according to the decisions made by the Council meeting.
- 2, Decided to prepare department time table, master time table for this academic year.
- 3, Subjects have been allotted for teachers
- 4, tutorial charge for each batch has been assigned to the faculties.



23.06.2022

A meeting of Department of management studies  
held on 23.06.2022.

### Agenda

- 1, Academic matters
- 2, Other matters

### members

- 1, Sumesh PC.
- 2, Samina Sathya nath.

### Decisions

- 1, Decided to make arrangements for the first year admission.
- 2, Discussed about the bridge course for the first year students.
- 3, Decided to plan new programmes for the first year students. as adaptation course



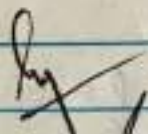
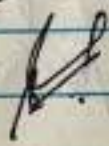
04.07.2022

A meeting of department of management studies held on 04.07.2022.

Agenda.

Academic matters  
Other matters.

members.

Jamesh P.   
Samina Sathyanath 

Decisions

- 1, Decided to make a request for Guest Faculty for this academic year.
- 2, Discussed about the Vth semester result
- 3, Prepared a detailed plan for orientation class of first year students.
- 4, Decided to conduct 'Artesania-2023'



A department level meeting held on 28.07.2023  
at 1.30 pm.

## Agenda

Academic matters  
Other matters.

### Members

Sumesh P.L.

Groina Sathyanath

## Decisions

- 1, Decided to ~~the~~ continue the mentorship of teachers as on.
- 2, TIME KANNUR ~~expressed~~ has been decided as the coaching partner for the competitive examination training for the students.
- 3, Decided to conduct internal examinations for 1<sup>st</sup> and 2<sup>nd</sup> semester students.



04.08.23

A meeting of Department of management Studies held on 04.08.23

Agenda.

- Academic matters.
- Other matters.

members.

- Suresh P.C.
- Somina Sathynath.
- Sibila P.

Decisions

- 1, Based on the Faculty feed back, it is decided to give <sup>suggestions</sup> ~~addresses~~ for 'Swayam' course for the advanced learners.
- 2, Decided to conduct a stress management work shop
- 3, Decided to prepare for the University Election 2022-23.



18. 08. 2023

A meeting of Department of Management held on 18.08.2023.

### Agenda

- 1, Onam Celebration.
- 2, Academic matters
- 3, Non academic matters.

### Members

Samesh P.C.

Samina Sathyanath

Sibila P.

### Decisions

- 1, Discussed about the upcoming Onam and decided to organize a grand celebration by department and students
- 2, Discussed about upcoming industrial visit and future Seminars.



04.09.2023

A meeting of Department of Management studies held on 04.09.2023.

### Agenda

Academic matters.  
Other matters.

### Members

Suresh P.C.

Somena Sathyanath

Sibila P.

### Decisions

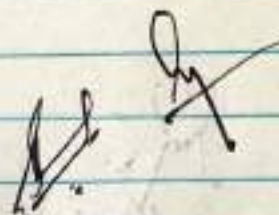
- 1, Discussed about the V<sup>th</sup> semester examinations and IV<sup>th</sup> semester examinations and decided to give a class for time management especially during exams preparation periods.
- 2, Discussed about Council meeting and decided to take actions accordingly.
- 3, Decided to celebrate Teachers Day as students plan.



Academic matters  
Other matters.

members

Samresh P C  
Somena Sathyanath  
Sibila P.



Decisions

- 1, Decided to participate the Sri Narayana Guru Samathi program organised by the SNRC in the college. on 22.09.2024.
- 2, Decided to finalise the Industrial Visit plan and scheduled it for January 2024.
- 3, Decided to conduct internal examination for students.



03.10.2023.

A meeting of Department of Management Studies held on 03.10.2023

### Agenda

Academic Matters

Other matters.

### Members

Sumesh P.C.

Sumena Sathyanath

Sibila P.

### Decisions

- 1, Finalized plans for industrial visit for 10<sup>th</sup> semester students to Dandeli and Hoq.
- 2, Decided to conduct a meeting for the preparations of Inter Collegiate management fest for the year 2024.
- 3, Decided to conduct a Career Orientation programme for 10<sup>th</sup> semester students and 11<sup>th</sup> semester students.



25.10.2023.

A meeting of Department of Management held on 25.10.2023.

## Agenda

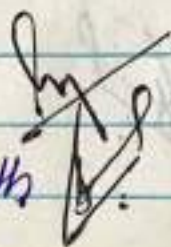
Academic Matters,  
Other matters.

## members

Samesh P.C.

Somana Sathyanath

Sibila P.



## Decisions

- 1) Decided to conduct model examinations for Vth Semester students.
- 2) Council meeting Reported and taken decision based on that discussion. based on model and University examinations.



06.11.2023

A meeting of Department of Management held on 06.11.2023.

### Agenda

Academic Matters,  
Other matters.

### members

Sumesh P.C.

Samana Sathyanath.

Sibila P.

### Decisions

- 1) Industrial Visit responsibility assigned to Sumesh P.C and Samana Sathyanath.
- 2) Decided to conduct a review of mentorship programs, collecting feedback from both mentors & mentees on its effectiveness.
- 3) Decided to plan for Carnival expo - 'Sugar Plum'



29. 11.23

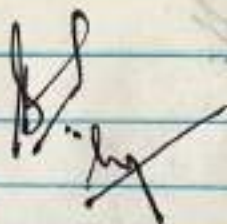
A meeting of Department of management studies  
held on 29.11.23.

### Agenda.

Academic matters  
Other matters.

### members

Samira Sathyarath  
Suresh P C.  
Sibila P



### Decisions

- Discussed about the University examinations and the upcoming events.
- Planned for the Carnival expo, Student committees were formed to handle the event.



08.12.2023.

A department meeting of Management Studies held on 08.12.2023.

### Agenda.

- 1, Academic matters
- 2, Other matters.

### members

Samana Sathyanath.  
Sumesh P.  
Sibila P.

### Decisions

- Decided the Christmas themed attractions & student-run stalls for Christmas Carnival.
- Planned for Asthra 2024 and formed Student Com m ittees for Asthra-2024.
- Decided the Date of Industrial Visit.



01.01.2024

A meeting of Department of management Studies  
held on 01.01.2024

### Agenda

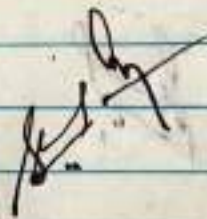
Discussions: Academic matters  
Other matters.

### Members

Sumesh P.C.

Somima Sathyanath

Sibila P.






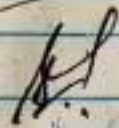
19.01.2024

A department meeting of Management Studies  
held on 19.01.2024.

Agenda.

Academic matters  
Other matters.

members.

Sumesh P.C.   
Somena Sathyanarayanan   
Sibila P.

Decision



29.01.2024 10:01

A department level meeting held on 29.01.2024

Agenda.

- Academic matters
- Other matters

members

- Sumesh PC.
- Samina Sathyanath
- Ans Abraham.

Decisions



05.02.2024

A department meeting of Management Studies held  
on 05.02.2024.

Agenda.

Academic matters.

Other matters.

members

Scimesh P C.

Saminga Sathyanath.

Ans Abraham.



23.02.2024

A department meeting held on 23.02.2024

### Agenda.

- Academic matter.
- Other matters.

### Members

Sumesh PC.

Samina Sathyanath

Ans Abraham

### Decisions

- Analysed the preparations of Focus Seminars.
- Decided to give a Career guidance class for Vth semester students.
- Decided to conduct the model and internal examinations for Vth and IV semester students accordingly.
- Decided to give study leave 05.03.24 onwards for Vth semester students.



05. 03. 2024

A department level meeting held on 05.03.2024 at the Staff room.

### Agenda.

- Academic maths
- Other matters.

### members.

Suresh P.C.

Samina Sathyanam.

Ans Abraham.

### Decisions.

- Decided to conduct the mock project viva for students.
- Decided to conduct a skill development program for IInd and IVth semester students. The session handled by Naveen Manomohan.



23.03.2024.

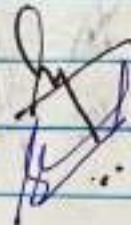
A meeting of department Management Studies  
held on 23.03.24.

### Agenda

Academic matters.  
Non academic matters

### Members

Sumesh P. C.  
Samina Sathynath.  
Ans Abraham.



### Decisions

- \* Council meeting discussed
- \* Discussed about the performance of students in the project Viva.
- \* Discussed about the portions covered and assess its progress
- \* Decided to participate the retirement luncheon of Dr. Lakshma arranged by the Staff Council.



## Department Meeting.

02.06.2023.

Time - 1.30pm.

### Agenda.

1. Academic Calendar preparation.
  2. VI<sup>th</sup> sem result review.
  3. UG Admission.
  4. HoD rotation
  5. Open Course.
  6. AQAR submission.
  7. Guest appointment.
- Members present -

Pyari. S. ~~Pyari. S.~~

Veena Madammal. ✓

It was decided to prepare academic calendar for the year 2023-24.  
Rank lists list of guest lecture was prepared and announced among dept faculty.  
UG admission will commence soon.  
HoD rotation implemented by the University.  
Thus next Pyari. S. was appointed as HoD.  
Syllabus of open course of various depts were to be circulated among students.  
Dept action plans were discussed. AQAR submission will have to be done immediately.  
So dept has to maintain important files.

Veena Madammal ✓  
Pyari. S. ~~Pyari. S.~~



## Dpt Meeting.

12-7-2023.

### Members present.

Vcena Madummal. ✓  
Pyaw. S.

### Agenda.

#### Discuss council meeting decisions.

In order to discuss the decisions taken at council meeting a department meeting was convened. As Bibina teacher is on leave, other two faculty attended the meeting. We discussed the UG admissions and the duties to be related to admission were to be handled by me apt. It was decided to conduct V sem PTA. Ms. Ayana M was elected as Council Secretary. There was a discussion on council the constitution of discipline committee in the college level. As per the council decision, the coming Saturday was declared to be working day.

Vcena Madummal ✓  
Pyaw. S. ~~Pyaw. S.~~



3

## Department Meeting.

7-8-2023

### Members:

1. Veena Madummal ✓
2. Pyari. S.

In order to discuss the decisions taken at council meeting, a departmental meeting was summoned today at 2pm

Saturday (5-8-23) was declared to be working day. Discussion on the problems of campus politics and installation of flux was made among faculty. Other decisions of council were on overall discipline of campus.

We decided to give a statement showing the result analysis of 2023 pass out batch.

It was also decided to conduct a bridge course for first year students and also prepare a syllabus for the same. It was also decided to prepare a pt stock register.

Veena Madummal  
Pyari. S. ~~\_\_\_\_\_~~



## Department Meeting.

16-08-2023.

### Members present -

Veena Madhumal ✓  
Pyari S  
Nyana Harendras.

### Decisions.

Main things of discussion were the decisions taken at Council meeting. They are ① Issues related to salary for the month of July is almost resolved.

② Dhan celebration was to be conducted in a grand manner.

③ Since II sem Utr CV camp will be commenced on 16-8-23, it was decided to make necessary arrangements if the class as per - If there is shortage of faculty, classes can be suspended.

It should be intimated to principal.

④ V Sem exam commences on 10<sup>th</sup> October. The classes of V<sup>th</sup> sem need to be conducted.

⑤ P.T.O.s should conduct remedial classes for needy students.

⑥ Council decision on processing pending service files on seniority basis.

⑦ PD fund yet not released.



8) Office superintendent explained the reasons for as technical issues.

9) HoD should take responsibility for cleaning classrooms after Onam celebration.

10) Monthly attendance should be published in notice board.

11) Proper waste management system to be implemented in association with Kannur corporation.

Veena Madhupal

Pym. S. ~~Signature~~



1.06.2023

A meeting of Microbiology department was held on 1.06.2023 at 11.30 AM

### Agenda:

- \* Ranklist preparation of guest lecturer for the year 2023-24.
- \* Result analysis of 6<sup>th</sup> sem UG examination.
- \* Regarding Headship rotation.
- \* Awareness about open course and syllabus to students.
- \* Regarding NAAC filing system.

1. Dr. Ayana N. [Signature]
2. Prajina P. [Signature]
3. Rameeran CKV. [Signature]

1. Rank list of Guest lecturers for the year 2023-24 has been prepared and the ranklist was accepted by the College council.
2. Result analysis of 6<sup>th</sup> sem UG examination was conducted.
3. As per the college council decision of Headship rotation implementation, the charge of HOP was handed over to Dr. Ayana N.
4. Open courses and syllabus offered by the department will be displayed on the notice board to make students aware about the program.
5. NAAC filing system should be started by the department.
6. Analysis of University results of UG program done and efforts should be made by the Department to improve the results.



A meeting of Microbiology department was held on 12.07.23 to discuss the announcements made, matters discussed and decisions taken in the college council meeting. The department meeting was held at 1:30pm.

1. Dr. Ayana N. J.
2. Srinivasa mot KM. Sany
3. Ramesan CKV.

1. Collection of PTA fund from newly admitted students.

As per the college council decision, each newly admitted students should pay Rs 5,000/- PTA fund and Rs 250/- membership fee.

2. Teaching staffs should pay PTA membership fee Rs 250/-

3. Online attendance of students should be maintained using Ethab from August onwards.

4. Tutorial works should be conducted at the department under the supervision of Head of the Department. Tutor for the I year students should continue their tutorship for the same batch until they leave the college.

5. The first three hours should be engaged by teachers in case of faculty shortage.

6. Cleanliness in the classrooms should be ensured by the department with the help of students.

7. Update the stock register including furnitures in the department classrooms.

8. PTA meeting of I sem should be arranged.



9. Students should be directed to wear ID cards inside the campus.
10. Result analysis of UG pass out students should be submitted to Principal.
11. 15-07-2023 is decided to mark as working day in order to compensate collector declared holiday on 5-07-2023 due to heavy rainfall.



3.08.2023

Meeting of Microbiology department was held on 3.08.2023 at 10 AM.

### Agenda:

- \* Bridge course and add on course.
- \* I semester result analysis.
- \* Department stock register maintenance.
- \* Community quota admission.

1. Dr. Ayana N

2. Pragna P

3. Ramesan CKV

~~Pragna P~~

1. Department need to conduct Bridge course for I sem UG students for atleast 10 hours and the syllabus for the same should be submitted to IQAC before 17/8/23.
2. Community quota admission of I semester UG programme will be on 7.08.23. Necessary arrangements should be made.
3. 5<sup>th</sup> August 2023 is declared as working day in order to compensate the collector declared holiday on 6<sup>th</sup> June 2023 due to heavy rainfall.
4. Department stock register should be maintained.



16-08-2023

1

A meeting of the Microbiology Department was held on 16-08-2023 at 10 AM to discuss the matters and decisions made by the College Council meeting held online at 15-08-23.

1. Dr. Pyana N
2. Prajna P
3. Ramean CKV

1. Onam celebration is decided to conduct in grand manner. Staff club Onam celebration will be on 16.08.2023.
2. Students will be engaged by the Counsellor of College in case of faculty shortage especially in the morning hours.
3. Monthly attendance of students should be published.
4. Remedial classes should be conducted for academically weak students.



08.09.2023

3

Microbiology department meeting held on 8.09.2023 at 10 AM in the department.

Agenda:

- x Attendance
- x Result analysis
- x Academic programmes

1. Dr. Ayana N ✓
2. Prof. P. ✓
3. ~~Prof. CFV~~ ✓

1. Reports of University results will be collected by the IQAC coordinator that will be submitted to the Principal.
2. Departments should conduct academic programmes for academic improvement and motivation of students.
3. PTA meeting should be conducted.
4. Attendance of the students should be marked each hour in the ET lab.



5.10.2023

5

A meeting of the Microbiology Department was held on 5.10.23 at 1.30 pm. Important decisions made by the College council meeting was discussed.

1. Dr. Pyara N

2. Pragna P

3. Prabha C

1. Study leave for V<sup>th</sup> Sem UG students will be given from 4<sup>th</sup> October onwards.

Model exam for Open course cannot be conducted on a common date.

2. Freshers party for I<sup>st</sup> year and Association inauguration should be conducted after V Sem University examinations.

3. Monthly attendance should be published before 16<sup>th</sup> October in the notice board and should be sent in class WhatsApp group.

4. ET-lab attendance is mandatory and attendance will not be given to students after 9.45 without genuine reasons.

A meeting of Microbiology department was held on 27.11.23 at 1.30 pm, to discuss the important decisions taken and announcements made in the College Council meeting.

1. Dr. Pyana N
2. Prof. P. Pijil
3. P. Ramani. C. V.

1. Model examination for I Semester degree students should be conducted from 6<sup>th</sup> December onwards.
2. PTA meetings of III Sem and I Sem should be completed at the earliest.
3. Orientation class for parents of physically disabled students will be on 5<sup>th</sup> December at 3.00 pm. HOD will be attending the meeting.
4. Association inaugurations of the department should be conducted before X-mas vacation. Date given for Microbiology department is 20<sup>th</sup> December.



Microbiology department meeting was held on 18.12.23 at 11.45 AM to discuss the matters that were addressed at the College Council meeting.

1. Dr. Jyana N
2. Saimee Md. K.M. Saimee
3. Ramnarayan

1. Model exam answer papers should be handed over on the day of reopening.
2. Association inauguration of the Department will be rescheduled.
3. PTA meeting of the I semester students should be completed at the earliest.

A meeting of Microbiology department was held on 19.1.24 at 1.30 pm at the department.

### Agenda:

- \* Association inauguration
- \* Focus seminar series
- \* Final semester exam and portion completion
- \* I sem internal marks entry
- \* Resumption of I Sem UG classes
- \* V<sup>th</sup> Sem exam result analysis
- \* FYCUP

1. Association inauguration should be conducted as a half day session programme between Jan 29<sup>th</sup> and Feb 5<sup>th</sup> 2024.
2. Should complete the portions of final year students by 1<sup>st</sup> week of March.  
VI sem model exams should be conducted over a convenient date.
3. I<sup>st</sup> year UG classes (I semester) will be resumed from 22<sup>nd</sup> Jan after I Sem University exam.
4. 3<sup>rd</sup> February 2024 will be a working day, in order to compensate collector declared holiday on 26<sup>th</sup> July 2023.
5. Focus seminar 2024 should be conducted on any dates between 17<sup>th</sup> to 27<sup>th</sup> February 2024.
6. Request should be given for repairing of instruments before Practical Examination.
7. Data regarding the I semester exam, about the



pass percentage and number of students appeared was submitted to the Council, which was analysed

1. Dr. Pyana N

2. Pyana P

3. Ramulan. CK

Handwritten signature and scribbles in blue ink, including a vertical line and a horizontal line with a crossbar.

11.2.2024

Department of Microbiology conducted a meeting on 11.2.2024 at 1:30pm. The discussions of College Council meeting was addressed.

1. Dr. Ajana N
2. Prayna P
3. Ramachand

1. Discussion regarding the possibility of increasing the student strength in the department.
2. Since, the college association inauguration was not able to conduct on the two dates that were previously scheduled, council have suggested that it can be conducted on any date convenient for the students and the department.
3. FYGUP workshop in connection with FOCUS 2024 seminar series will be held on 17<sup>th</sup> Feb 2024. Event will be inaugurated by Honble minister Sri Kadamappally Ramachandran.
4. University Practical examination and Project Viva of VI<sup>th</sup> semester should be conducted between Feb 28 and March 8. Study leave can be given to students after the completion of portions.
5. Attendance register of students should be maintained in the department countersigned by HOD and Principal. as directed by DD office audit team.



4.3.2024

A department meeting of Microbiology was held on 4.3.2024 at 1.30pm.

1. Dr. Ayana N
2. Saanya Mol KM ~~Saanya~~
3. Ramu R. Ch ~~Ch~~

1. List of requirements in relation to the implementation of FYGUP in colleges from 2024-2025 academic year should be submitted to Principal and the same will be forwarded to the Managers.
2. The portion completion list and reports of V<sup>th</sup> semester should be submitted at the earliest.
3. Department can conduct Association inauguration and farewell party on days convenient to the department.
4. Preparations regarding the stock verifications should be completed as it will be done before summer vacation.

21.05.24.

An online department meeting was conducted on 21.05.24 at 10 AM.

Agenda:

- \* Guest lecturer interview.
- \* Admission.
- \* FYGUP.

1. Guest lecturer interview for the academic year 2024-25 will be conducted on 24.05.2024.
2. Faculty advisor and Senior faculty advisor for FYGUP should be nominated.
3. Proceedings for the utilization of TD fund for the year 2023-24 for purchase of chemicals and other equipments in the lab has to be made.
4. Model exam for II semester should be conducted soon after reopening.

  
Dr. Ayman H.



11/7/2023

## Decisions Taken:

- (1) Mrs. Kala K.S. is selected as the IAC coordinator for Physics Dept.
- (2) In the UG & PG admission process of 2023-24, Romya M and Manoo V.J. will help in the verification process under the guidance of Mrs. Sreshma Rajan.
- (3) It is decided to open an account in the Co-operative bank, S.N. College to collect & save the lab fees collected from the students in each year. Kala Teacher is assigned to keep record of the details.
- (4) It is decided to conduct a program in each month to motivate our students in academic activities. A teacher coordinator will plan and execute the program in each month including all students & faculties of the department. The program can be scheduled on 1 hour of Friday on a convenient date.
- (5) The II Semester first internal exams are tentatively scheduled to conduct on 11<sup>th</sup>, 15<sup>th</sup>, 18<sup>th</sup> and 22<sup>nd</sup> of August.
- (6) It is also decided to activate the Science club activities after the beginning of II<sup>nd</sup> & I<sup>st</sup> year classes.

11/7/2023

A department meeting <sup>will be</sup> was conducted on 11/7/23 at 3:30 pm to discuss the following matters.

## Agenda:

- (1) Selection of new department IAC coordinator.
- (2) Assign charges for PG & UG admission assistance.
- (3) Account opening for student lab fee.
- (4) Monthly academic activity - Teacher coordinated.
- (5) Internal exam schedule.
- (6) Any other matter.

## Members Present:

- 1) Sreshma Rajan ✓
- 2) Romya Krishna M ✓
- 3) Vipin V K ✓
- 4) Kala K.S. ✓
- 5) Rashida T N K ✓
- 6) Bivitha T K ✓
- 7) Romya M ✓
- 8) Manoo V.J. ✓

13/7/2023

## Points Discussed &amp; Decisions Taken.

The decisions and suggest instructions discussed in the Council meeting are conveyed to the staff of the Department. They are,

- (1) Instructions regarding the UG & PG admission was shared and necessary arrangements are planned for the smooth conduct of the admission process.
- (2) UG and PG results of the last pass-out batch are to be analysed and submitted to the ICAC in the given format. The work is assigned to concerned tutors.
- (3) 3 year tutorial system is advised for the ease of data collection and for the effective implementation of the tutorial system.
- (4) Furniture & equipment stock registers should be maintained after their updates.
- (5) Academic activities for the upcoming months are to be planned and implemented under the supervision of teaching staff in the department.
- (6) V Sem PTA meeting is decided to be conducted on 1/8/2023 at 2pm in the 05 class room.

13/7/2023

A meeting of the teaching staff to discuss the decision of Council meeting held on 12/7/2023 will be conducted on 13/7/2023 at 3.30pm in the staff room.

## Agenda:

- (1) UG & PG Admission
- (2) Result & Discipline
- (3) 3 Year Tutorial System
- (4) Stock Register Update
- (5) V Sem PTA date to fix
- (6) Academic activities - schedule
- (7)

- 1) Sureshna Rajan
- 2) Rashida S.M.C.
- 3) Kala K.S
- 4) Bintha T.K
- 5) Manasa V.J
- 6) Reemya Krishna M



26/9/2023

## Points Discussed &amp; Decisions Taken:

- For College Union election, which will be held on 29/09/2023, the necessary Executive Teacher, HOD, Malayalam Dept was given the charge of returning officers.
- College Council has decided to prepare an Academic Calendar to monitor the Academic activities in the college.
- Model examination for V Sem UG Students was decided to conduct in the kind O.C. class room from 18/9/2023 onwards.
- Orientation programme for 2<sup>nd</sup> year students will be arranged in the college Auditorium. Students should be present given introduction to present here at the given time. For science batch the tentative time given is 10:30 am on 18<sup>th</sup> of August.
- Remedial classes for V<sup>th</sup> & VI<sup>th</sup> sem students whose university exams are about to begin, should be conducted in the evening tutorial time.
- For every batch, <sup>monthly</sup> attendance should be calculated strictly and published before 10<sup>th</sup> of every <sup>next</sup> month.
- Principal authorized to update all the stock registers.
- An online PTA meeting was <sup>decided to be</sup> conducted to apprise the fees and time management of V sem students.

26/9/2023

A meeting of the teaching staff to discuss the decision of Council meeting held on 14/09/2023 will be conducted on 14/09/2023 at 2.45 pm in the staff room.

## Agenda:

- (1) College Union Election
- (2) Preparation of Academic Calendar
- (3) Model Exam V Sem UG.
- (4) Orientation Programme for I<sup>st</sup> Semester.
- (5) Remedial classes
- (6) Attendance calculation & Publication.
- (7) Formation of Clubs & committees
- (8) PTA meeting of V sem students.

## Members Present:

- (1) Sreshma Rajan ✓
- (2) Rashida T.K. ✓
- (3) Kala K.S. ✓
- (4) Binita T.K. ✓
- (5) Manoj V.J. ✓
- (6) Remya Krishnan M. ✓

19/9/2023

Points Discussed & Decisions Taken.

- (1) III Sem UG model examination is decided to conduct on the following dates  
 31/10/2023 - General English I  
 1/11/2023 - General English II  
 2/11/2023 - Second language  
 3/11/2023 - Core course  
 6/11/2023 - Complementary I  
 8/11/2023 - Complementary II
- (2) It was decided in the Council meeting to purchase a digital training kit in communicative English for the first year students - 'Thaligala'. Tutors are requested to collect Rs 100/- from each first year student towards this purpose.
- (3) Third sem PTA meeting is decided to conduct on
- (4) As per the instruction of the Principal, dept. faculty discussed about the emergency equipments which are to be repaired and HOD prepared the list and given to the college office.
- (5) Instruction should be given to the first sem students to link their Aadhar card and mobile number before 25<sup>th</sup> Sept. so as to register in the DigitalLocker.

19/9/2023

A department meeting is decided to conduct on 19/9/2023 to discuss the decisions taken in the council meeting which was held on 18/9/2023.

Agenda:

- (1) Model examination for III Sem UG students.
- (2) Digital training for I Sem students in English.
- (3) PTA meeting details.
- (4) Equipments to repair - list preparation.
- (5) Student registration in DigitalLocker.

Members Present:

- (1) Ereshma Rajan
- (2) Rashida T.N.E. 
- (3) Kala K.S. 
- (4) Bintha T.K. 
- (5) Vijaya V.K. 
- (6) Remya M. 
- (7) Remya Krishna 
- (8) Madhavi V.T. 



14/2/2024

Points Discussed & Decisions Taken

- (1) The duty of preparing a list of equipments to be purchased upon the release of PD fund is given to Mr. Vipin V.K.
- (2) VI Sem UG Model examination is scheduled and the time table is circulated to the students.
- (3) Dept. faculties are informed about the decision to conduct a University level Workshop to familiarise with the new changes incorporated in the four-year UG program. Kanour University Vice-Chancellor Dr. Bijoy Mondan will be presenting the Key Note Address.
- (4) It is informed to all faculties that a congratulating ceremony is planned to be conducted at the noon interval time on this Friday to felicitate the winners of University level Kalasarvam.
- (5) Two new stock registers are given to the department from college office to furnish the details of working/not-working computers and to update the list of furnitures.
- \* HOD is assigned to collect the data and record it.

14/2/2024

A meeting of the teaching staff to discuss the decision of Council meeting held on 14/2/2024, is decided to be conducted on 14/2/2024, 3:30pm.

Agenda

- (1) PD Fund - Purchase of equipments.
- (2) VI Sem - Model exam.
- (3) FYUGP - University level Workshop.
- (4) Congratulation ceremony for Kalasarvam winners.
- (5) Preparation of Computer & Furniture Stock Register.

Members Present:

- (1) Sreshona Rajan
- (2) Ranaya Krishna M. 
- (3) Vipin V.K. 
- (4) Kala K.S. 
- (5) Rashida T.N.K. 
- (6) Bintha P.K. 
- (7) Ranaya M.S. 
- (8) Manoj V.J. 

16/3/2024 Points Discussed &amp; Decisions Taken

- (1) The decision of the council, to celebrate college day on 25<sup>th</sup> March is informed to all teachers and asked them to inform the students also. As a part of the celebration College Union is planning to conduct a food fest and an ethnic day for students.
- (2) Kanwar University is implementing a Health Insurance for UG & PG students. Teachers of our dept. are asked to inform and make an awareness among the students about this insurance. Students who are interested can submit Rs 65/- per year as the premium.
- (3) It is decided to take the subscription of yoga-nadam magazine through staff club.
- (4) Teachers are asked to submit the portion completed portion coverage certificate report to the Principal.
- (5) It was decided to conduct the general papers of IV Sem UG <sup>model</sup> examination in a centralized mode on 19<sup>th</sup> & 20<sup>th</sup> of March. The rest of the papers are to be taken care of the dept. according to the convenience.
- (6) The function to congratulate all the meritorious students by the college PTA is scheduled to be held on 20/3/2024.
- (7) Teachers of the dept. have decided to conduct Physics association day on 19/3/2024 and decided to invite Prof. B. Deepick as the chief guest, who was the former dept. head.

16/3/2024

A department meeting is scheduled to be conducted on 16/3/2024, followed by the council meeting held on 15/3/2024.

Agenda:

- (1) College Day Celebration
- (2) University Health Insurance for students
- (3) 'Yoga-nadam' - membership.
- (4) Portion completion.
- (5) IV Sem UG Model Exam
- (6) Merit Day - College PTA.
- (7) Association Day.

Members Present:

- (1) Sreshma Rajan ✓
- (2) Remya Krishnan ✓
- (3) Rashida T.N.K. ✓
- (4) Vipra V.K. ✓
- (5) Binita T.K. ✓
- (6) Remya M. ✓



17/3/2024

Points Discussed & Decisions Taken

- \* All department teachers discussed and decided to give Rs 25,000/- as a cash prize to Anusree
- \* A memento and banner will be arranged by Vipin V.K.
- \* Stage arrangement & comparison will be taken care of by Romya M & Kabeesh
- \* Refreshments to the chief guest and audience are dealt by Rashida T.N.K & Harish V.T.
- \* Programme schedule is to be prepared by Sreshma Rajan & Romya Krishnan M.

In the meeting all our members expressed their desire to have the Vice Chancellor Dr. Bijoy Nandan as the chief guest.

The date of the felicitation programme is tentatively chosen as 22/3/2024, if it is convenient for the chief guest and the other invitees.

Action Taken:

The felicitation ceremony was conducted flawlessly with the participation of prominent individuals and the Vice Chancellor, making the event a grand success.

17/3/2024

A meeting of the teaching staff is to felicitate Anusree N, who got selected in University of Crete, Greece for Ph.D with Marie-Curie fellowship. It decided to be conducted at 3.30pm 17/3/2024.

Agenda:

Felicitation to Anusree N.

Members Present:

- (1) Romya Krishnan M. 
- (2) Vipin V.K. 
- (3) Kabeesh T.T. 
- (4) Kabeesh M.S. 
- (5) Romya M. 
- (6) Rashida T.N.K. 
- (7) Sreshma Rajan 

15/3/24

36

@ 11:40 am

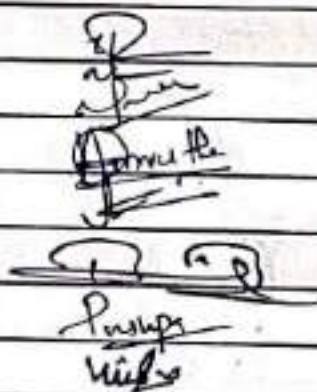
## Dept Staff Meeting

Conveyed the following decisions of Council Meeting

1. Collect Union fund from 1<sup>st</sup> & 11 year students (Rs 100)
2. Insurance for students by Kennard University - one time payment of Rs. 45/- and sum assured is Rs. 2 lakhs. Collect the amount before March 27 from 1<sup>st</sup> & 11 year students.
3. Staff club will pay Rs. 35k for Yoganadams
4. Guest teachers of Arts departments can work till 21/3 and science teachers till 25/3/24.
5. V.C will come to facilitate Mercury Scholarship winner
6. PTA general body meeting on 20 or 21<sup>st</sup> March
7. Meet day on 21<sup>st</sup> March

### Members

1. Dr. Rejitha P R
2. Dr. Anusha R
3. Amantha K. K
4. Anup K V
5. Divyashree P S
6. Pushpanjali C S
7. Vishnu V S

  
The block contains seven handwritten signatures, each corresponding to one of the members listed on the left. The signatures are written in black ink and are somewhat stylized. The first signature is for Dr. Rejitha P R, the second for Dr. Anusha R, the third for Amantha K. K, the fourth for Anup K V, the fifth for Divyashree P S, the sixth for Pushpanjali C S, and the seventh for Vishnu V S.



## Dept Staff meetings

### Discussions: -

1. Decided to conduct association Inauguration in between 29/1/24 to 5/2/24. Only half day is required.
2. Dr. Ravchandran's class on SGR - Feb 1
3. Decision on group Accident Insurance for students will take later. (Rs 45 per student is required)
4. VI<sup>th</sup> sem classes up to 5<sup>th</sup> March and depts can conduct model exams individually.
5. Second sem B.com class will commence from 22/1/24.
6. Compensatory working days - Feb 3 & 17
7. Focus Seminar Series - Inauguration on 17/2/24 and ends on 28/2/24.

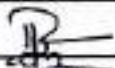
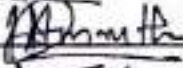
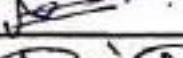
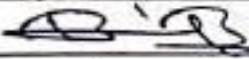

Inauguration day title - workshop<sup>on</sup> FYUCIP

Focus Committee members - Dr. Jayasree, Dr. Jeethna & Rakhi  
Rs 5000 will allocate to each dept for conducting Focus seminar.

8. Students attendance register should be signed by Tutor, Hon and Principal.
9. Decided to Publish Journals at college level. Its first issue will be on 1<sup>st</sup> July, 2024.

### members: -

Dr. Rejitha P R  
Arumtha K. K  
Anus  
Divash RB  
Pushpanjali C S

## Staff Meeting at 3.30 pm

### Discussions: -

1. College council decided to apply for marginal increase
2. Decided to conduct a program for congratulating university fine arts winners on 16/12/24 12 noon
3. Conveyed about Forum inauguration Program function

### Inauguration: - Minister

Keynote - VC of Kennur University

Resource Person - Dr. Joshi, Former registrar, Calicut Univ.

4. Meeting to decide about PD fund can conduct later.
5. Attendance register and stock register should keep update
6. From 19/12/24 new prayer will play

### Members: -

Dr. Rejitha. PR

Dr. Anulha .R

Amantha K.K

Arun.KV

Dr. Irackal R

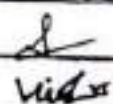
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Vishnu.V.S











Staff Meeting at 3.30 pm

### Decisions Conveyed

Conveyed decisions of Council Meeting held at 11.40 am

1. PD Fund blocked - 4 lakhs liability to college
2. Completed stock verification by March 20<sup>th</sup>
3. Guest teachers can decide whether to continue or stop after completing today's meeting which is held at University.
4. Association day and farewell can decide departments independently
5. Teachers have to submit paper completion certificate of 6<sup>th</sup> sem

Members: -

Dr. Rajitha. P.R

Dr. Anjali.R

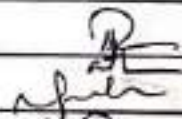
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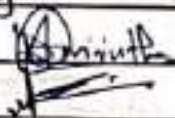
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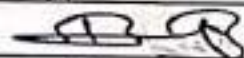
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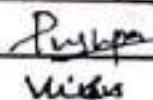
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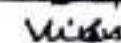
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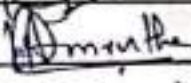

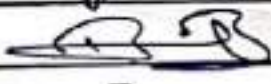



# Staff Meeting

## Discussions:-

1. 1<sup>st</sup> Sem Model Examination - 5/12/23 to 12/12/23  
Question paper Submission - before 29/11/23
2. Classes can be conducted based on special time table due to valuation camp.
3. PTA meeting of I, III & V sem conduct before xmas holidays
4. Teached Indore updation nodal officer - Dr. Prasad
5. Online orientation program for guest teachers of less than one year experience - 28/11/23 @ 11 am
6. Conduct meeting of parents of PWD students - 5/12/23 @ 3 pm
7. Compel students to register MOOCs online courses. Dr. Rathika is the college level co-ordinator
8. Association inauguration on 19/12, 20/12 & 21/12/23 with an academic session

## Members:

Dr. Rajitha. PR	
Dr. Anjali. A	
Amrutha K.K	
Anu. K.V	
D. Prashant R.S	
Pushpanjali. C.S	



## Dept Staff Meeting

### Discussions: -

1. Model Exam for 1<sup>st</sup> sem - 1 Jan onwards

2. Association Inauguration postponed

3. College finearts - 19, 20, 21 of December 2023

Teachers can conduct classes during these days in order to complete the 1<sup>st</sup> sem portions.

### Members: -

Dr. Reetha P.R

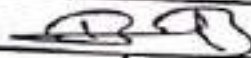
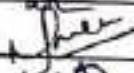
Dr. Jinish R

Amrutha K.K

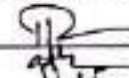

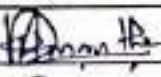
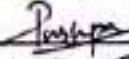
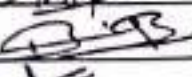

Arav.K.V

Divya R.S

Pushpanjali .cs



1. Assigned charge to the Malajalam Dept for conducting College Union Election, which is decided to be held on 29/9/23.
2. Each department have to conduct more academic programs
3. Conduct class PTA
4. Mark students attendance in all lab and register.

Rajitha PR   
 Amutha R   
 Bhupesh TK  
 Amutha KK   
 Pushpagali CS   
 Divya RS   
 Arun K. V 

14/9/23 Council Meeting @ 11:45. Dept Meeting @ 1:00 pm

Decisions conveyed to dept teachers -


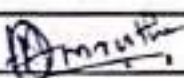
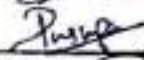
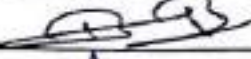
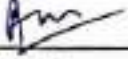


1. All teachers must have to attend Conferences (22/9/23)
2. Conduct 5th sem Model Exams deptwise from 2019 to 2019.
3. Decided to conduct orientation program to first years on 18/9/23. Science 10:30 am, BBA/BCom 11:45 am and BA 1:30 pm
4. Decided to conduct skill development courses to first year students. Proposed courses are GK, computer learning and in English writing. Tutors are required to collect the interested students name
5. Depts should have to arrange remedial coaching for 5th sem students who failed in 2nd and 1st sem.
6. Display monthly attendance in notice board (All classes)
7. Decided to provide last 10 minutes of each hour for students election campaigning.





A meeting of dept staff was held on 5/10/23 to discuss the decisions taken at Council meeting held on dept at 3.30 pm.

Members:-

1. Rejitha PR 
2. Anutha R
3. Bhupesh TK
4. Anutha KK 
5. Pushpanjali S 
6. Divya RS 
7. Arun KV 
8. Priyanga PM 
9. Sayoof US 

1. Hearing on complaints of students decided to be held on 6/10/23
2. Teachers are not willing to contribute for the installation of punching machine
3. College will conduct FDP on NMC, LMS, AI, Moodle etc. Proposed date Oct 30, 31, Nov 1, 2, & 3.
4. Proposed to conduct a 2 days NAAC seminar by IAC
5. Depts should keep separate stocks register for furniture & electric equipments and digital Equipment
6. Freshers day can conduct an association inauguration day
7. Will purchase 100 steel glass for seminar hall and 30 glass for IAC
8. 150,000/- cost english learning software will purchase with the help of PTA & Alumni
9. Monthly attendance will have to publish on 10<sup>th</sup> of every month duly signed by Tutor & Hou.
10. No attendance - after 9.45 am
11. Depts can conduct remedial coaching for 5<sup>th</sup> sem students (1<sup>st</sup> & 3<sup>rd</sup> am) (11 am)
12. Allowed last 10 minutes for electra campaigning (each hr)
13. Will conduct an orientation class about the usage of smart board

Principal's meeting

2. From August 1, attendance should be in online mode
3. Tutorial systems must be compulsory and one tutor for one batch should introduce in every department
4. First three hours class is compulsory and letoff should be intimated to Principal
5. Try to ~~clean~~ clean classrooms by students itself
6. Dept stock register should be updated and countersigned by the HOD and external stock verifying members.
7. Have to conduct PTA meeting of V<sup>th</sup> sem as early as possible
8. College Level Monitoring Committee (CLMC) constituted and appointed Dr. Jithesh K as college co-ordinator. CLMC should function in every dept
9. Appointed Jersey John as Ladies Hostel Deputy Warden
10. Have to reconstitute college level clubs and committees
11. UG Admission:-

13 - 14	- BSc
15 - 19	- B Com / BBA
20 - 22	- BA

In the admissions 40% students from GM, 20% each from community, SC & ST, 10% EWS, 5% PWD and 5% Sports PTA fund Rs. 5250 for each students, it should be collected by PTA ex. members

12. Appointed Dr. Ajana as Council Secretary
13. Discipline Committee Coords :- Sreenish Sir, Rathika Tr
14. Every teacher should wear ID card
15. July 15 (Saturday) will be compensatory working day for teachers.



16. Institutional Alumni co-ordinator - Dr. Jittha K  
 17. SRF coordinator - Dr. Prasanth S. P  
 18. Every department should conduct maximum Academic Programs.

~~Decisions taken~~ Decisions taken at Dept

(1) Dr. Amutha R & Mr. Divash RS allotted tutorship of 2023-26 batch. For 2024-27 batch tutors will be Pushpanjali CS & Arun KV and for 2025-28 it will be Bhupesh TK and Amutha KK.

Members: —

Rejitha P R

Amutha R

Bhupesh TK

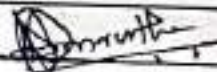
Amrutha K K

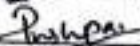
Pushpanjali CS

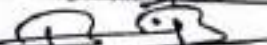
Divash RS

Arun K. V











2/8/23

27

Council Meeting - 2/8/23 @ 2:30 PM, Dept meeting on  
3/8/23 @ 1:00 pm.

Decisions:-

1. Tutors must have to give instruction to students to wear ID cards.
2. Decided to give Notice to KSV & SEI to remove boards and decorations before 5 pm of 3/8/23. Otherwise proceed legally.
3. Propose to reduce advance to guest teachers.
4. Every department should have to offer bridge course to first year students either through online or offline mode.
5. 5/8/23 (Saturday) compensatory working day with Thursday's time table. Conduct classes based on the availability of teachers, since Saturday have community quota Allotment.
6. 19/8/23 (Saturday) will be a working day. There will be a class on Chat GPT (to the teachers).
7. For the valuation of 11 Sem UG, only one teacher from each dept will permit to attend.



## Discussions.

1. VI Sem results
2. Arrange special time table for II Sem classes (UG)
3. For valuations of University papers - request forwarded to the principal with order.
4. Grant teachers appointment for the required dept having proper workload.
5. HoD Rotations - Implementation of university order reg.
6. Admissions - UG and PG
7. V Sem Open Course.  
circulation - T. K. Bhupath.  
members: Ranga  
Nikhil.
8. Inform changes in Nominal roll at the earliest to the office.
9. Conduction of AME as usual - as it seems part of documentation
10. Enforce General discipline in the campus
11. Campus cleaning
12. Conduct programs in the departments as part of environment day June 5<sup>th</sup> 23
13. Submission of AQAR by the Jills.

4. Submit workload statement before 1<sup>st</sup> sem starts
5. Open Cause: - Model officer Bhupesh TK, Nithinya S  
Ranya Balan as supporters.

Every department should display syllabus in the notice board

6. AMC Meeting will continue
7. Marginal Increase -

B Com (Finance)	40+8
B Com (Coop)	60
M Com	10+10

Members: -

Rejitha. P R

Amutha R

Bhupesh TK

Amrutha K K

Pushpanjali C S

Divya R S

Arun K. V

R  
amutha

Arun  
Pushpanjali

RS  
Arun



20/05/2023

Minutes of the Meeting held in the Online (Google Meet)  
on May, 20<sup>th</sup>, 2023 at 8:00 p.m.

Agenda:

1. Paper Allotment - V Semester ~~III Sem~~ MA & BA
2. Assignment of Tutorship for the Academic Year 2023-24
3. Appointment of Dept level IQAC co-ordinator
4. World Environment day celebration.
5. Any other matter.

Members Present:

1. Dr. Jayashree T.O.
2. Dr. Bandu V.V.
3. Dr. M. Rajeev
4. Ms Pthyanka Jayaprakash
5. Ms Sophia DG.

Decisions

1. The following papers have been assigned to teachers  
III Sem MA

EC03C11-International Economics I (5 hrs) Dr. Jayashree (JTO)  
EC03C10-Public Economics (II) (5) hrs - Dr. Bandu (BV)  
EC03C13 Financial Economics (5 hrs) - Dr. Rajeev. (MR)  
EC03C12-Environmental Eco (5 hrs) - Ms Sophia (DG) (SDG)  
EC03E01 - Development of Economic Ideas (5 hrs) - Ms P.T.

III Sem BA

1. ~~3~~ 803 ECO - central Themes is Indian Economy (5 hrs)  
Dr. BV - 3 hrs & MR 2 hrs.
2. 3804 Eco - International Economics (4 hrs)  
JTO - 1 hr + SDG - 3 hrs.

### V Sem BA Economics

- 5D01Eco - Generic Elective (2 hrs) - MR (1) + PJ (1)  
 5D07Eco - Basic Tools for Eco Analysis (6 hrs) - P.J.  
 5B08Eco - Heterodox Economics (4 hrs) - S.D.G.  
 5B09Eco - Macroeconomic Analysis-1 (5 hrs) - J.T.C.  
 5B10Eco - Development Economics (4 hrs) - B.V.  
 5B11Eco - Economics of Banking & Finance (4 hrs) - M.H.

3. Decided to appoint the following teachers as tutors for various classes for the academic year 2023-24.

- I BA - Dr. Rajeev
- II BA - Dr. Bunde V.V. (1 to 32)  
Ms. Sophia D.G. (33 to 64)
- III BA - Ms. Pampurka Jayaprakash (1 to 32)  
Dr. Jayashree T.O. (31 to 64)

I & II DG - Dr. Jayashree T.O.

3. Decided to appoint to Dr. Bunde V.V. as department level ISAC coordinator.

It was decided to conduct a talk on the occasion of World Environment Day. Also decided to invite Dr. Guhanarandhan K., Principal MVR Institute of Life Science & Research Studies, Pusarnikudam as Resource Person.

*[Signature]*  
20/5/23




01/06/2023.


- Minutes of the Staff meeting held in the Dept as part of the College Council held in UGAC Rooms on 1 June 2023 at 10.30 a.m.


Agenda : Discussion on Council Meeting decisions regarding.


- ① Discussion and implementation of University Academic Calendar 2023-24.
- ② Appointment of Guest Faculty in various depts as per current workload.
- ③ Preliminary review of 6<sup>th</sup> Sem UG Results.
- ④ UG & PG Admissions.
- ⑤ HOD Rotation
- ⑥ V<sup>th</sup> Semester Open Course
- ⑦ Any other Matter.

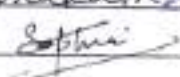
Members Present .

Dr Jayashree T.O. 

Dr Bandu V.V. 

Dr Rajesh M. 

Ms Paryanka Jayaprakash 

Ms. Sophia D.G. - 

Discussed the UG academic calendar 2023-24, and decided and informed to follow the same for preparing the students for UG examinations and timely completion of the syllabus.

As part of the college council held on 19/4/2023 decided to implement Academic Rotation is w.e.f. 01/6/23 and charge of 400 is handed over to the next senior teacher in the dept as per the proceedings of the principal dated 31/5/2023.

The newly appointed heads are decided to take charge after physically verifying all the departmental records and stock and a Charge taken report

has to be submitted to the principal by all new HODs

- Informed that all council members are to be the members of Admission Committee for I Sem UG and PG for the academic year 2023-24.
- Mrs. Vipin V.K. was appointed as University level Nadal officer for admission and Mr. Sunesh P. Assistant Professor of Management Studies was given the charge of Admission Committee. Concludingly, all council members were requested to assist admission procedure.
- Instructed to conduct Department meetings by HODs timely for reporting the minutes and decisions taken in the HOD meetings and Council Meetings to the faculty members.
- Informed that Second semester classes will be continued for III Semester Students till 10/6/23. Instructed to follow special timetable for this. Dr. Rajeev, who is handling II Sem classes was requested to complete the portions as early as possible. Afternoon classes are allotted to Language teachers from 5/6/2023 to 29/6/23. Decided to conduct a model examination for the II Sem UG students in the last week of June.
- Informed that Guest faculty will be appointed upon the commencement of First Sem classes. The meeting requested the directed the HODs to submit the workload, and time table in the prescribed format before Guest faculty appointment.



- Instructions should be given to the V Semester UG Students regarding the Generic Elective Course and syllabus offered by each dept.  
Mr. Bhupesh T.K. was appointed as the Coordinator of the GEC (Asst. Prof., Commerce Dept) and Mr. Nithinya (Asst. Prof., Zoology Dept) & Dr. Lanya Balan (Asst. Prof., Hindi Dept) were appointed to assist Mr. Bhupesh T.K.
- Discussed that UG results of the UG programme (2020-23) are not promising and best efforts should be taken by the dept to improve the results. Informed to strengthen the tutorial system and to ~~offer~~ remedial classes for the academically poor students.
- Academic Monitoring Committee (AMC) is to be continued.
- Collection of feedback from ~~from~~ Outgoing UG & PG Students, Alumni and parents. Mr. Vipin V.K. was appointed for preparing feedback forms.
- Instructed to start the NAAC filing system by the depts.
- Decided to distribute Teachers diary at the earliest. Mr. CKV Ramesh - in charge - Asst. Prof. Microbiology.
- Canteen functioning will be started from June 5<sup>th</sup> onwards. Submissions of tuition fees of final year UG & PG students to the office on or before 6/6/2023 without fine.
- Preparation of College handbook and calendar for 2023-24 by Calendar Committee.
- Informed that all the committees of the college will be reconstituted.

- Informed that Environmental Day celebrations has to be observed by the dept and proper documentation is to be done with geotagged photos.
- Informed to use effectively the interactive boards LCD projector & laptops and sponsored by PTA.

  
16/12/23



Minutes of the meeting held in the Dept on 11/07/2023  
at 3:30 p.m.

Members present:

Dr. Jayashree T. ~~o.s.~~  
 Dr. Bandu V.V. ~~o.s.~~  
 Dr. Rajeev M. ~~o.s.~~  
 Ms. Piyanka Jayaprakash ~~o.s.~~  
 Ms. Sophia D.G. - Sophia

Agenda:

1. I internal test for V sem UG & III sem PG.
2. I sem PG & I sem PG paper allotment.
3. Any other matter.

Decisions

① Decided to conduct first internal test for V sem UG classes between 18<sup>th</sup> July to 27<sup>th</sup> July 2023.

Also decided to conduct II internal test for III sem PG students immediately after the completion of first module.  
 Tentative date - Public Economics - II - 27<sup>th</sup> July, Industrial Eco - 31<sup>st</sup> Aug  
 Econ. Economics - 2<sup>nd</sup> August, Financial Eco - 4<sup>th</sup> & Eco thought on 7<sup>th</sup>

② Decided to publish the monthly attendance of 1<sup>st</sup> Semester Students.

③ The papers of I sem UG & I sem PG have been assigned to the teachers:

I sem UG - Microeconomic Analysis  
 Total - 6 hrs. Divided between among 3 Teachers.  
 3 hrs - Dr. Jayashree T.O.  
 2 hrs - Dr. Rajeev M.  
 1 hr - Prof. (Dr.) Kumar S.P.

I Sem P6 - Total 5 papers.

- ① Microeconomic Theory I - allotted to Prayanka (5 hrs)
- ② Macroeconomic Theory I (5 hrs)  
3 hrs assigned to Mr. Sophia & 2 to Dr. Jayasree.
- ③ Indian Economy (5 hrs) - Dr. Bhandu VV.
- ④ Environmental Eco (4 hrs)  
2 hrs assigned to Sophia & 2 hrs to Dr. Rajesh M.

~~11/7/23~~



12/07/2023 at 3:30 pm. 17

Minutes of the staff meeting held in the Department (as part of the college council held in College Seminar Hall on 12/7/23 at 10.30 am) on 12/7/23 at 3:30 p.m.

Agenda - Discussion of council meeting decisions.

Members Present:

1. Dr. Sanyal P. O.
2. Dr. B. B. B. B.
3. Dr. K. K. K.
4. Dr. S. S. S.
5. Dr. S. S. S.

Decisions:

- Council members - All H.O.D.s - all decisions taken in the council should be confidential.
- H.O.D.'s responsibility - Dept result & discipline.  
Online attendance from August 1 onwards.
- Tutorial - It should be strengthened and made effective - strict monitoring from the part of HOD.  
No profusion in the tutorialship.  
Excess classes should be engaged - if classes are left free it should be informed to the principal.
- Clearing of classroom with the help of students.  
Dept staff register should be updated.
- 1st B.Com PTA meeting -  
C.M.C. covered - Mr. Jitresh - Chemistry dept.  
Admission to 1st B.Com U.C. classes will begin from 13<sup>th</sup>  
Date - 13 to 14 - science.  
15 to 19 - B.Com & BBA.  
20 to 22 - P.A.B.  
PTA Donation - 5000/-  
Membership fee - 250/-  
Principal requested all the teachers to take PTA membership.

Principal informed that PIA documents will be transparent and will be published in the website.

Council Secretary - Dr. Arjuna.  
Discipline Committee convenor - Sreemath TV (Politics Dept) & Rathika (Hindi Dept).

College Alumni coordinator - Dr. Jithu (Chemistry Dept)  
NIRF convenor - Mr. Sreemath TV (Politics Dept)  
SIRF convenor - Dr. Prasanth (Botany Dept).

Total seats in BA-Eco. 60 (60)

40% O.M. (24)

20% Community (12)

20% SC/ST (12)

20% Management (12)

In addition to this. 10% EWS (6)

5% PWD (3)

Sports 2.

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11.

Total  $60 + 11 = 71$

~~Dr. Arjuna~~  
12/2/23




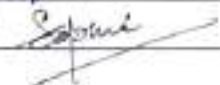


Minutes of the Staff meeting held in the department on 3/8/23 at 1:00 p.m.

### Agenda

- 1) Discussion on Council meeting decisions
- 2) Mat Day celebration in account
- 3) Evaluation of internal test.
- 4) PTA meeting of V Semester BA.
- 5) Community Quota admission.
- 6) Any other matter: Formulation of Planning Forum.
- 7) Any other matter.

### Members Present:

- 1) Dr. Jayasree T.D. 
- 2) Dr. Bindu V.V. 
- 3) Dr. Rajeev M. 
- 4) Mrs. Sopheen D. G. 

### Decisions

1. Discipline should be strictly followed in the department. Students having shortage of attendance should be informed. Their Parents have to be called.
2. Students should wear ID card (Compulsorily)
3. Bridge Course has to be given to 1 year U.G. students. Syllabus should be framed.
4. Result Analysis of 1<sup>st</sup> Sem and 4<sup>th</sup> Sem.
5. Remedial classes to be conducted.
6. Maintain a departmental Stock Register - (Books, in library, furniture, infra structure in dept classroom).
7. Students should park their vehicles in the allotted area.
8. Community Quota admission on 5/8/23 at 2:00 p.m.

- August 5th is a working day with Thursday's timetable
- A class will be arranged for the use of Smart board to teachers (Council decision)
- Add-on-course to be started in the department
- August 19th is a working day
- Re-Constitution of Staff club
- Meet Day on 17/8/23 in association with Economics Alumni - in Seminar Hall at 2:00pm -
- Raising of Journal Fund - to be handed over.
- Constitution of a Planning Forum.  
 Co-Ordinate, Talk, Seminars, Assoc. Teachers Co-ordinate to be Selected - -  
 Teacher Co-ordinator - Ms. Sophia D. G.  
 Student Co-ordinator -
- Evaluation of internal Test of O.G. and P.G.  
 - Decided to conduct Retest for absentees and students who secured low marks.
- Subscription of newspaper - (Hindustan) and journals -  
 - Frontline, - (Yojana)
- V Sem P.T.A. meeting on 18/8/23 - at 2:30pm



Minutes of Staff meeting held in Department  
on 19/9/23 - at 1:15 PM

### Agenda

1. Discussion on Council meeting decision
2. P.T.A meeting of IV B.A (IV Sem)
3. Any other matters

- Members Present:

- 1 - Dr. Jayasree P.O
- 2 - Dr. Bindu V.V
- 3 - Dr. Rajeev M
- 4 - Ms Priyanka Jayaprakash
- 5 - Smt. Sapani D.G.

- Onam Celebration evaluation -

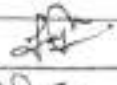




- Attendance should be taken in E-T lab
- College Union election on September 29th
- Dept of Malayalam is in charge of College Union election
- Academic Programmes to be conducted
- Result oriented classes should be given.
- Class P.T.A for IV Sem B.A - at 2:00 PM on 15/9/23
- Inauguration of Planning Forum - on 19/9/23 - A.N
- Talk by Dr. P. Vandana
- Add-on Course - Co-ordinator - Dr. Rajeev M
- Ms Priyanka Jayaprakash
- Preparation of Syllabus - 1
- for add-on Course - Tentative date - 18/9/23

Minutes of Staff meeting held in Department  
on 14/9/23 at 1:30 PM

### Agenda:

1. College Union election
2. V Sem Model Exam
3. Preparation of Academic Calendar.

### Members Present:

1. Dr. Jayashree T. O. 
2. Dr. Bindu V. V. 
3. Dr. Rajeev M. 
4. Ms. Praymika Jayaprakash 
5. Smt. Sophia D. G. 

### Decisions:

College Union election - on 29<sup>th</sup> September

- Malayalam Dept is in charge

- To prepare College / Department Calendar.

- Update the college website

- Dept - website Co-ordinator - Dr. Rajeev M.

- Teaching and non-Teaching Staff should be present at Sreenarayana Guru Samadhi - on 22/9/23

✓ V Sem B.A - Model exam - Dept wise to be conducted

- 25<sup>th</sup> onwards - (1:30 to 4:30 PM)

College level Orientation Prog for I Sem UG - on 18<sup>th</sup> September - 1:30 - for B.A.

ICC - Co-ordinator - Dr. Bindu V. V for next year.

Skill Development Committee to be formulated for 1<sup>st</sup> year students -

Apply for Minor Project or Seminars.

Seminars to be conducted by IQAC - Remedial classes to be given



With some attendance APC to be given -

Publish the attendance of all classes on 18th September for election

- Students with 70% attendance can be permitted to write University exams and can stand for election
- Meet the Candidate Programme in Connection with election in auditors' auditorium

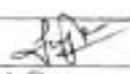


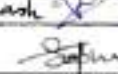
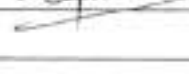
Minutes of Staff meeting held in the Department  
on 5/10/23 at 2:00 PM

### Agenda

General meeting decisions discussion

1. Review of college union election
2. Complaints (regarding the victory day) from students
3. Installation of Bio-metric punching machine in college.

### Members Present

1. Dr. Jayasree T.O. 
2. Dr. Benu V.V. 
3. Dr. Rajeev M. - 
4. Smt. Prityanka Jayaprakash 
5. Smt. Sapani D.G. - 

### Decisions

- Principal Congratulated Malayalam Dept for the smooth conduct of college union election.
- Action was to be taken against the students who violated the rules while conducting the victory day celebrations on the basis of the complaint received by students.
- Unanimously teachers protested against giving the contribution towards the installation of punching machine.
- Launching of new website for the college (update)
- FDP in Association with CUK - (5 day program)
  - Oct 30, 31, 1, 2, 3 - (CMS, Mocc. etc.)
- 1000 RS Registration fee.
- Valuation in December - 1st 3rd 5th (13-12/21 (19/12)
- NACC Seminar (Cross Day) by UAc Chairman for teachers.
- Stock Register to be kept for Dept -  
(for Electrical equipments and Furniture - Maintenance log)



Digital equipment register to be maintained

Computer class and Skill acquisition class to the students

- interested students can apply.
- language software for enhancing the language skill for the students for 1<sup>st</sup> year students
- Monthly attendance statement should be published in notice board on 10<sup>th</sup> of every month.
- Attendance should be taken in E-I lab (Compulsory)

Minutes of staff meeting held in the Department  
on 20/10/23 at 9:15 am:

### Agenda:

1. Council meeting decision discussions
2. Model Exam for 1<sup>st</sup> Sem U.G. and P.G.
3. Division of Papers for V<sup>th</sup> Sem. U.G.

### Members Present:

1. Dr. Jayasree T.O. ~~---~~
2. Dr. Bindu V.V. ~~---~~
3. Dr. Rajeev M. ~~---~~
4. Smt. Priyanka Jayaprakash ~~---~~
5. Smt. Sophia D.G. - Sh

Model exam should be conducted for 1<sup>st</sup> Sem U.G. and P.G. from 3<sup>rd</sup> onwards

- V<sup>th</sup> Sem classes will start on 30/10/23 - Can be decided by the Court
- Question paper of model exam should be given on 25/10/23
- 1<sup>st</sup> year should have their Aashas with the given link
- AQAA can be submitted within 4 days
- Paper division for 6<sup>th</sup> Semester U.G. and IV Sem P.G.
- Basic Tools - Smt. Priyanka Jayaprakash - 6 hrs
- Econometrics - Jayasree T.O. - (6 hrs)
- Public Economics - Sophia D.G. - (5 hrs)
- Macro Economics - Dr. Bindu V.V., Dr. M. Rajeev



Minutes of Staff meeting held in Department  
on 28/11/23 at 1:15 pm.

### Agenda

1. Council meeting decisions discussion.
2. Model Exams of I Sem M.A.
3. Any other matters.

### Members Present

1. Dr. Jayasree T.O.
2. Dr. Bindu V.V.
3. Dr. Rajeev M.
4. Smt. Priyanka Jayaprakash
5. Smt. Sophia D.G. -

1. I Sem B.A model Examination - From Dec. 6th onwards - Question paper should be given on delhi as CV camp of VII Sem starts on 30/11/23. Internal arrangement should be done by the department so that classes can be handled. P.F.A. writing of I Sem B.A. to be conducted on 13/12/23.
  - Dr. P. Prasad is selected as nodal officer for updating Teacher Index.
  - Association Inauguration (Malayalam, History, Maths, Economics) should be conducted on the same day.
  - Date can be <sup>decided</sup> ~~fixed~~ later. Academic Program/Seminar to be conducted - 19/12/23
  - 23/12/23 - Christmas Programmes.
  - Meeting of the Parents of PWD students with Principal at 3:00 pm on 5/12/23
  - NPTEL - Mooc Course - Enroll the students UG/P.G. for the Swayan Course - college co-ordinator - Dr. Pathak.





Minutes of Staffs Meeting held in Department on 18/12/23  
at 1:15 pm

### Agenda

1. P.D.A meeting of 1<sup>st</sup> year -
2. Model exam Review - Valuation of answer Scripts
3. Association Inauguration

### Members Present:

1. Dr. Jayasree P. D.
2. Dr. Bonda V. V.
3. Dr. Rajeev M.
4. Smt. Priyanka Jayaprakash
5. Smt. Sarpica D. G.

1. Review of the 1<sup>st</sup> Sem v/c's Model Exam.  
- Answer scripts should be returned on 1/1/24
2. Selection of members of Kolosarans  
- 18/12/23
- 1<sup>st</sup> off stage items
- 2<sup>nd</sup>, 2<sup>nd</sup> - off stage items inauguration
3. Association inauguration to be held during February
4. Kassar University Kolosarans during 2- to 11- February
5. 89-91 - Pre-degree batch to take over Canteen  
- Starts function from 1/1/24 onwards  
- Names of students for Scholarship to be handed over to principal both V. G and P. G (from all batches)  
- financially backward.
- Pre-opening after Christmas holiday - 1/1/24  
- 22 to 28/12/23 - Nxt Camp at Pathiriyal School  
all are invited

Minutes of Staff meeting held in the Department on  
17/1/2024 at 2:30 pm

### Agenda

1. Association inauguration
2. Fine Arts Competition
3. Focus Seminars
4. Group Accident Insurance Scheme for students
5. Final Semester Exam/ Policy Completion
6. Uploading of 1 Sem P.G./U.G. Internals
7. Any other matter (Paper division of 1 Sem M.A and 0 Sem U.G.)

### Members Present

1. Dr. Jayaraj P. D.
2. Dr. Bindu V V
3. Dr. M. Rajeev
4. Smt Priyanka Jayaprakash
5. Smt. Sopna D. G. - Sopna

Association inauguration can be held b/w 29-2nd

Feb. as per department decision -

- Only half-day is allowed.
- Feb 1st afternoon - class by Raveendran Sir - on NAAC
- whole Kerala prog. by Asiamet - b/w 29 - 2nd
- Fine Arts Competition from 2 - 11 February.
- Group Insurance for students - after classification
- from

Final Semester VI Sem March 13th

- class up to 5th March
- Model exams to be arranged by the department
- 1st Sem. U.G. / P.G. classes will commence from 22/1/24
- Compensatory working day on Feb 3, Feb 17 -
- to compensate Draining holiday

Focus Seminar Series Feb 15 - 29.



inaugural speech - on FYUGP - on 17<sup>th</sup>.

- Focus change - Seeghna, Rakhee, Jayasree.
- Co-ordination.
- Submit the documents of Income Tax before 20<sup>th</sup> Nov.
- Students attendance register to be signed by Tutor, HOD, Principal.
- Reading Room in relation connection with library to be arranged.
- Research Journals to be started by both Science streams and Arts  
multi-disciplinary Journals
- Co-ordinator from Ceo. dept - Dr. M. Rajeev.
- ~~First~~ <sup>Second</sup> Sem P.G. Portion Division:
  - Micro Economics - Priyanka Bapat 5 hours
  - Macro Economic Theory I - Sopha D.G. - 5 hours
  - Indian Economy - Dr. Dinda V.V. 4 hours
  - Econometrics - 3 hrs - Dr. Jayasree T.O.  
2 hrs - Dr. Rajeev M.

Second Sem. U.G.

Micro Economic Analysis I - 4 hrs - Dr. Rajeev M.  
2 hrs - Dr. Jayasree T.O.

Minutes of the staff meeting held in the Dept on  
06/2/24 at 3.30 pm.

### Agenda

- 1) Model examinations for VI sems BA
- 2) Project Viva - UG
- 3) Any other matter.

### Decisions

- 1) Decided to conduct model examination for 4 BA students from 20/2/24 to 28/2/24.
 

20/2	Basic Tools
22/2	Macro Economic Analysis I
26/2	Public Economics
28/2	Econometrics
- 2) Project viva Examination on 15/2/24 & 16/2/24.
- 3) As per the recommendation from the IQAC Dept Coordination, decided to complete the criterion-1 (curricular aspects, Criterion-3 - Research, innovation and extension, Department profile & Faculty profile) by Feb. 20<sup>th</sup>, 2024.

### Members Present:

1. Dr. Jayashree T.D. ~~Signature~~
2. Dr. Bindu V.V. ~~Signature~~
3. Dr. M. Rajeev.
4. Ms. Prayanka Jayaprakash.
5. Ms. Sophia D.L. ~~Signature~~



Minutes of the staff meeting held in the Dept on 14/2/2024  
at 3:30 pm

Agenda

1. General meeting announcements - held on 14/2/24 at 11:45 am.
2. Department matters

Members Present

1. Dr Jayashree T. S. ✓
2. Dr Bunde V V ✓
3. Dr Ramesh M
4. Ms. Rajamata Jayaprakash
5. Ms. Raghava DG - Sopna

News

1. Decided to maintain the strength of students in all the dept. as such due to lack of facilities to accommodate more students.
2. Congratulated all the students and teachers who worked for the success of in the University Athla festival held at Peoples College, Muvattur. Our college attained third position in the Kalakosavan.
3. Decided to conduct associated Inauguration as per the convenience of the students.
4. Decided to organize a ~~54000~~ a one-day workshop on FEMUL as part of the Focus Seminar inauguration - Inauguration by Minoli Kadannapally.
5. Ratanachandran Keppurath address by - Rejoy Navilan - the VC of KNR VIT. & class by Dr. Josth E. V. Teacher Department of Calicut Uty.

Decided to complete the classes and Model exam by 1<sup>st</sup> March 2024. 5<sup>th</sup> onward study leave

Minutes of the staff meeting held in the Dept 10  
 4/1/24 at 2.30 pm

Agenda: colonial meeting decisions.

Members Present:

Dr Jayashree T.D.

Dr Bomble V.V.

Dr Rajeev M.

Mr Phyanter Jayaprakash

Mr Jyothna D.G. - ~~Jyothna~~

Decisions:

Allotment of PD fund to various science dept.

(3,27,000/-)

Physics - 98,000/-

Chemistry - 1,02,000/-

Botany - 84,000/-

Microbiology - 28,000/-

• Library fund - 1,65,000/-

Completion of stock verification by March 20, 2024

• Association day and farewell - dept wise

Submission of documents in original for claiming the income tax exemption.

• Yoganadava Subscription - from staff club fund

• BBA dept got AICTE recognition.

Staff  
 4/1/24



Minutes of the staff meeting held in the Dept on  
4/3/24 at 3.30 pm

Agenda: cocorial meeting decisions.

Members Present:

Dr Jayashree T. S.

Dr Bimalu V V

Dr Rajeev M

Ms Prayanka Jayaprakash

Ms Sophia DG - ~~Sophia~~

Decisions:

Allotment of PD fund to various science depts.

(3,27,000/-)

Physics - 98,000/-

Chemistry - 107000/-

Botany - 84000/-

Microbiology - 28000/-

• Library fund - 1,65,000/-

Completion of stock verification by March 20, 2024

• Association day and farewell - dept wise

Submission of documents in original for claiming the income tax exemption.

• Yoganadam Subscription - from staff club fund.

• BBA dept got AICTE recognition.

~~Sophia~~  
4/3/24

Minutes of the staff meeting held in the Dept <sup>37</sup> of 00  
15/3/24 at 3:30 pm

### Agenda

Council meeting decisions.

Members present:

1. Dr Jayasree T O
2. Dr Bindu V V
3. Dr Rajan M
4. Ms Sopia D G
5. Ms Piyanka Jayaprakash

### Decisions

1. No class after the past two hours on March 18<sup>th</sup> 2024
2. on March 19, 2024, 12:30 pm onwards ethnic days celebration. 5 pm to 7 pm music night.
3. Collection of union fund Rs 100/- from students.
4. IV Semester model examination on Common course and language on 19<sup>th</sup> & 20<sup>th</sup> Feb.
5. Collection of Rs 45 from students towards insurance (as per university instruction)
6. Yoganadan subscription of Rs 34,000/- remitted from Staff club fund
7. Submission of U Bon position completion report
8. DTA General Body Meeting on March 21, 2024 at 2 pm.
9. Meet day celebration - those who excel in arts, sports, NSS & NSS + endowment distribution.

  
15/3/24



30 Minutes of the staff meeting held Online (Google meet)

Date 29/05/24

Time 8 PM

### Agenda:

1. Council meeting decisions intimations held on 22/5/24 held online
2. ~~Viva~~ examination portion allotment
3. Model examination for II Sem UG & II Sem PG
4. Assignment of tutorialship
5. Submission of II year PG project & Model subject viva <sup>conduct of</sup>
6. World Environment Day celebrations on June 5th
7. Any other matter & Sem portion allotment.

### Members Present:

- Dr Jayashree T O. ~~Sign~~
- Dr Bindu VV
- Ms Sophia DG - ~~Signature~~
- Ms Prayanka Jayaprakash.

### Decisions

Decided to appoint Dr B. Prasad, Assistant Prof. Dept of Zoology as admission Nodal officer for the year 2024-25.

Members: Rathika, Mahesh,

Decided to conduct model examination for II Sem UG from 5/6/24 to 9/6/24 (English & Language)

Main and complementary department wise on 10/6/24 & 12/6/24.

The project submissions are scheduled for the 7th June. Decided to conduct model viva on the 6th & 7th of June.

Tutorialship assignments:

II BA: Prayanka Jayaprakash

I BA: Dr Bindu VV and Ms Sophia DG

I & II year PUs : Dr. Jayashree T. O.  
 I BA : Dr. M. Rajeev.

5. It was decided to conduct an awareness programme in association with the Economics Alumni in the light of world end of <sup>the</sup> talk by the Alumni, interactive sessions and the planting of saplings.

6. V sem UG. portion allocation.

- 1) Basic Tools for Economic Analysis - JTO (6 hrs)
  - 2) Heterodox Economics - PJ. (4 hrs)
  - 3) Macroeconomic Analysis & SDGs (5 hrs)
  - 4) Development Economics & DV. (4 hrs)
  - 5) Economics of Banking & Finance MR (4 hrs)
  - 6) Open course - Basics of Economics - MR (2 hrs)
- (Total - 25 hrs)

*[Signature]*  
 24/5/24



STAFF MEETING ON (14.07.2020)  
 WITH PRINCIPAL P.K. KAVAYAL (TUESDAY) 11  
 KUMAR IN THE IQAC (Through Google Meet)  
 CONFERENCE HALL (BETHULEKSHMI JINJA)

14.07.2020 ചൊവ്വയാഴ്ച ഉച്ചയ്ക്കു 3 മണിയ്ക്കു  
 ഹിസ്റ്ററി ഓഫ് ഇന്ത്യ കോഴ്സിംഗ് കൗൺസിലിന്റെ പ്രിൻസിപ്പൽ  
 കെ.പി.കെ.കാവയാൽ, എസ്.എ.ടി. ഓഫീസ്, കോളേജ്,  
 വെള്ളൂർ. പി.കെ.കാവയാൽ, വിവിധ കോളേജ്  
 കൗൺസിലർമാരുടെ സാന്നിധ്യത്തിൽ ഗൂഗിൾ മീറ്റിംഗിലൂടെ  
 കൗൺസിലിംഗ് ആർ. - യൂണിവേഴ്സിറ്റി കൗൺസിൽ നടന്നു  
 നടന്നു

അവസരം:

- 6<sup>th</sup> Sem Study Material, exam
  - 5<sup>th</sup> Sem Study Material (online) എന്നിവയുടെ
  - 5<sup>th</sup>, 6<sup>th</sup> Sem Exam (online) നടത്തുന്നതിനുള്ള നടപടി
- 1) പ്രൊഫ. കെ. കാവയാൽ
  - 2) പ്രൊഫ. എ.ടി. ഓഫീസ്
  - 3) പ്രൊഫ. കെ.ക
  - 4) വെള്ളൂർ. പി.കെ.കാവയാൽ
  - 5) പി.കെ.കാവയാൽ
  - 6) കൗൺസിലർമാർ - വിവിധ കോളേജ്
  - 7) കൗൺസിലർമാർ - യൂണിവേഴ്സിറ്റി

കൗൺസിലിംഗ് ആർ. - യൂണിവേഴ്സിറ്റി കൗൺസിൽ  
 വിവിധ കോളേജ് കൗൺസിലർമാരുടെ സാന്നിധ്യത്തിൽ  
 ഗൂഗിൾ മീറ്റിംഗിലൂടെ നടന്നു. കൗൺസിലർമാർ  
 വിവിധ കോളേജ് കൗൺസിലർമാരുടെ സാന്നിധ്യത്തിൽ  
 നടന്നു. കൗൺസിലർമാർ വിവിധ കോളേജ്  
 കൗൺസിലർമാരുടെ സാന്നിധ്യത്തിൽ നടന്നു.  
 Core, Complementary, Common കൗൺസിലർമാർ  
 എസ്.എ.ടി. കൗൺസിലർമാർ Remedial  
 Class ന്നു വിവിധ കോളേജ് കൗൺസിലർമാർ  
 വിവിധ കോളേജ് കൗൺസിലർമാരുടെ സാന്നിധ്യത്തിൽ  
 നടന്നു. കൗൺസിലർമാർ വിവിധ കോളേജ്  
 കൗൺസിലർമാരുടെ സാന്നിധ്യത്തിൽ നടന്നു.

(P.T.O)

14 DEPARTMENT MEETING ON 15/07/2020  
 THROUGH GOOGLE MEET (3 മണിയ്ക്കു)

15/7/2020 ചൊവ്വയാഴ്ച ഉച്ചയ്ക്കു 3 മണിയ്ക്കു  
 ഹിസ്റ്ററി ഓഫ് ഇന്ത്യ കോഴ്സിംഗ് കൗൺസിലിന്റെ  
 പ്രിൻസിപ്പൽ കെ.പി.കെ.കാവയാൽ, എസ്.എ.ടി. ഓഫീസ്,  
 കോളേജ്, വെള്ളൂർ

- 1) പ്രൊഫ. എ.ടി. ഓഫീസ്
- 2) പ്രൊഫ. കെ.ക
- 3) വെള്ളൂർ. പി.കെ.കാവയാൽ
- 4) പി.കെ.കാവയാൽ
- 5) കൗൺസിലർമാർ
- 6) വിവിധ കോളേജ് കൗൺസിലർമാർ

കൗൺസിലിംഗ് ആർ. - യൂണിവേഴ്സിറ്റി കൗൺസിൽ

- 1) വിവിധ കോളേജ് കൗൺസിലർമാരുടെ സാന്നിധ്യത്തിൽ നടന്നു.
- 2) വിവിധ കോളേജ് കൗൺസിലർമാരുടെ സാന്നിധ്യത്തിൽ നടന്നു.
- 3) PTA വിവിധ കോളേജ് കൗൺസിലർമാരുടെ സാന്നിധ്യത്തിൽ നടന്നു.
- 4) വിവിധ കോളേജ് കൗൺസിലർമാരുടെ സാന്നിധ്യത്തിൽ നടന്നു.
- 5) വിവിധ കോളേജ് കൗൺസിലർമാരുടെ സാന്നിധ്യത്തിൽ നടന്നു.
- 6) വിവിധ കോളേജ് കൗൺസിലർമാരുടെ സാന്നിധ്യത്തിൽ നടന്നു.
- 7) വിവിധ കോളേജ് കൗൺസിലർമാരുടെ സാന്നിധ്യത്തിൽ നടന്നു.

**DEPARTMENT LEVEL  
STAFF MEETING ON 05/07/2020 9  
SUNDAY  
THROUGH GOOGLE MEET**

2020  
4

5.7.2020 ന് നടന്ന അദ്ധ്യക്ഷൻമാരുടെ യോഗം 10 മണി മുതൽ 12 മണി വരെ. യോഗത്തിൽ പങ്കെടുത്തവർ: അദ്ധ്യക്ഷൻമാർ, അസിസ്റ്റന്റ് അദ്ധ്യക്ഷൻമാർ, ഹെൽപ്പർമാർ, റിപ്പോർട്ടർമാർ.

- 1) ഡോ. വി.എ.ടി. അബ്ദുൾ
- 2) ശ്രീമതി. മ.
- 3) അഡ്വ. വി.എ.ടി. അബ്ദുൾ
- 4) അഡ്വ. വി.എ.ടി. അബ്ദുൾ
- 5) അഡ്വ. വി.എ.ടി. അബ്ദുൾ
- 6) വി.എ.ടി. അബ്ദുൾ (പങ്കെടുത്തവർ)

വിവരങ്ങൾ:

- \* 5<sup>th</sup> Sem ക്ലിപ്തമായി വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. ടാബിൾ 57/ 58 ന്റെ വിവരങ്ങൾ വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. അദ്ധ്യക്ഷൻമാർക്ക് വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം.
- \* 4<sup>th</sup> Sem പരിഷ്കരണത്തിൽ അധികൃതർക്ക് വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം.
- \* അദ്ധ്യക്ഷൻമാർക്ക് വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം.
- \* വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം.
- \* വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം.
- \* 5<sup>th</sup> Sem 3<sup>rd</sup> Sem actual strength കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം.
- \* വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം.
- \* 5<sup>th</sup> Sem വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം.

- \* Skill based Course - UGC ന്റെ നിയമങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം.
- \* Second Language and Test നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം.
- \* വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം.
- \* വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം.
- \* വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം. വിവരങ്ങൾ നൽകുന്നതിൽ കൗതുകം.











**DEPARTMENT LEVEL  
STAFF MEETING...**  
FROM 2019 JUNE ...

①

6.6.2019 ന് ചൊവ്വ രാവിലെ 10:30 ന് നടന്ന  
ഡി.പി.എസ്. സെക്ഷൻ പരിഷ്കരണ യോഗം വിവരങ്ങൾ

പങ്കെടുത്തവർ

- 1) ഡി.പി.എസ്. ഐ.സി. എ.എസ്
- 2) ശ്രീലക്ഷ്മി
- 3) സി.ജി.പി. *[Signature]*
- 4) ഡി.പി.എസ്. *[Signature]*
- 5) ഡി.പി.എസ്. *[Signature]*
- 6) ഡി.പി.എസ്.

വിഷയങ്ങൾ

- 1) ഡി.പി.എസ്. സെക്ഷൻ പരിഷ്കരണ യോഗം വിവരങ്ങൾ
- 2) ഡി.പി.എസ്. സെക്ഷൻ പരിഷ്കരണ യോഗം വിവരങ്ങൾ
- 3) ഡി.പി.എസ്. സെക്ഷൻ പരിഷ്കരണ യോഗം വിവരങ്ങൾ
- 4) ഡി.പി.എസ്. സെക്ഷൻ പരിഷ്കരണ യോഗം വിവരങ്ങൾ
- 5) ഡി.പി.എസ്. സെക്ഷൻ പരിഷ്കരണ യോഗം വിവരങ്ങൾ
- 6) ഡി.പി.എസ്. സെക്ഷൻ പരിഷ്കരണ യോഗം വിവരങ്ങൾ

②

**DEPARTMENT MEETING**

13.6.2019 ന് ചൊവ്വ രാവിലെ 10:30 ന് നടന്ന  
ഡി.പി.എസ്. സെക്ഷൻ പരിഷ്കരണ യോഗം വിവരങ്ങൾ

- 1) ഡി.പി.എസ്. ഐ.സി. എ.എസ്
- 2) ശ്രീലക്ഷ്മി
- 3) സി.ജി.പി. *[Signature]*
- 4) ഡി.പി.എസ്. *[Signature]*
- 5) ഡി.പി.എസ്. *[Signature]*
- 6) ഡി.പി.എസ്.

വിഷയങ്ങൾ

- 1) ഡി.പി.എസ്. സെക്ഷൻ പരിഷ്കരണ യോഗം വിവരങ്ങൾ
- 2) ഡി.പി.എസ്. സെക്ഷൻ പരിഷ്കരണ യോഗം വിവരങ്ങൾ
- 3) ഡി.പി.എസ്. സെക്ഷൻ പരിഷ്കരണ യോഗം വിവരങ്ങൾ
- 4) ഡി.പി.എസ്. സെക്ഷൻ പരിഷ്കരണ യോഗം വിവരങ്ങൾ












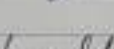
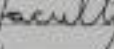
## STAFF MEETING

DAY: 26-2-2019 TIME: 12:45 PM

VENUE: ENGLISH DEPARTMENT

- AGENDA:
- (1) CONDUCT OF ONE DAY SEMINAR ON COLONIAL PAST.
  - (2) COMPLETION OF PORTIONS VI SEM / IV SEM / II SEM.
  - (3) ANY OTHER MATTER.

### Faculty Members Present

- 1) Dr. N. Sajom (HoD) 
- 2) Anantha Kumaran 
- 3) Sureshbabu KV 
- 4) Dr. Sridha P.C. 
- 5) Ananya Ahan 
- 6) Lakshmi Raghavan 
- 7) Sate Rameshwar 
- 8) Anantha KV 
- 9) Dr. CP Sathesh 
- 10) Anantha P. 
- 11) P.D. Prinja 


\* HoD Welcomed the faculty members

\* The meeting discussed the matter of completion of IV & VI Sem BA

### Core & Common Portions.

\* All projects of VI Sem were allotted for all the eleven faculty members including the guest faculty. Each member shall supervise four projects.

\* The Faculty Members unanimously decided to host a One Day Seminar on the Topic "Re-visitng the Colonial Past: Perspectives on Malabar on 1st March, 2019. The Members unanimously approved of the proposal to co-opt the Centre Social Science Collective of the college as co-hosts. The decision shall be communicated to Mr. P. Vandana, HoD of Economics; Ms. Veena Madhommal, HoD of History and Mr. Suresh, HoD of Political Science.

Meeting concluded at 1.30 P.M.   
Dr. N. Sajom

# STAFF MEETING

DAY: 27/02/2019 TIME: 3.45 PM.

VENUE: ENGLISH DEPARTMENT.

Agenda: (1) Completion of Portions in II Sem / IV Sem / III BA / & MA II+IV Semesters

(2) Conduct of One Day Seminar.

## Faculty Members Present

- 1) Mr. N. Sajjan (Hd) English
- 2) Q. Deena Madhumal
- 3) Suresh. IV
- 4) CP. Sathesh
- 5) Gayathri P
- 6) V. S. Lakshmi Rv
- 7) P. C. Sanyal
- 8) Sata Ramakrishnan
- 9) Dr. Sabita P. C.
- 10) George Alex

Decisions:

STAFF MEETING  
DAY: 27/02/19 TIME: 3.45 PM

Agenda: (1) Allocation of portions of I Sem / III Sem Common Courses  
(2) Other Matter (Introduction of new guest Faculty)

## Faculty Members Present

- 1) Dr. CP Sathesh CPSS-1
- 2) Sata Ramakrishnan
- 3) Hrudya P
- 4) Maralini Ranjan
- 5) Sri Varanya
- 6) Divyanka P
- 7) Theetha T.N
- 8) Akshaya Abashan
- 9) Dr. Sabita P. C.
- 10) Nikhila - P
- 11) Radhee Raghavan

## Decisions

- Portions for the I Sem were allotted on the basis of the new time-table.
- Portions for the III Sem (Common) divided among the teachers.

Final allocation to be done only after the new Common Eng. text (I Sem) is available.



- 5) Remedial coaching to be implemented more strongly.
- 6) Students having difficulty in accessing online classes could be given regular classes, as and when the opportunity comes, before exams are conducted.
- 7) Departmental discipline to be enhanced in suitable ways.

The meeting concluded at 2:00 pm.

## STAFF MEETING

Date: 22/11/2020

Time: 4:00 pm

Venue: Online

Google Meet

Agenda:

- (1) Position Allocation of IMA & IBA English class
- (2) Review of Online classes
- (3) Internals of II Sem MA
- (4) Any Other Matters

## STAFF MEETING

DAY: 06/07/2020 MONDAY  
 TIME: 1 PM  
 VENUE: ENGLISH DEPARTMENT

- Agenda:
- (1) Allocation of Portions of III Sem, 6 Sem UG and III Sem PG for the year 2020-21
  - (2) Conduct of Online PTA Meeting for three classes
  - (3) Review of Online classes from June 1, 2020
  - (4) Application for Skill Development courses - Permission - ref.
  - (5) Results (UG & PG) analysis
  - (6) Any Other Matter

## Faculty Members Present

1. Dr. C.P. Sathesh HOD English CP/SH/L
2. Dr. Sabita P.C. ~~PC~~
3. Headye ~~PC~~
4. Rakhee Raghavan ~~PC~~
5. Dr. B.B./K.V. AV ~~PC~~

## Decisions Taken -

- \* Online PTA meeting to be conducted for III B.A. Wednesday - 5th pm. (8<sup>th</sup> July 2020)
- III B.A. - Thursday - " - 7<sup>th</sup> " "
- III MA - Friday - " - 10<sup>th</sup> " "
- Decided to permit online attendance of the students who attend online classes.

- \* Allocation of portions done for III P.G. & III B.A. & III B.A. batches among the teachers (Regular) and guest faculty.



# STAFF MEETING

Day: 13/02/2020

Time: 3.45 p.m

Venue:

Agenda: 1) Completion of Portion in IV Sem MA; VI Sem BA; IV Sem BA & II Sem MA

- 2) Conduct of Internal Examinations
- 3) Question paper setting for Internal Exams
- 4) Any other Matters

## Faculty Members Present

- |                     |                             |
|---------------------|-----------------------------|
| 1) Dr. CP Sathesh   | CP Sathesh                  |
| 2) Dr. Aritha S     | <del>Aritha S</del>         |
| 3) Rakhee Raghavan  | Rakhee R                    |
| 4) Aruna Anandharam | <del>Aruna Anandharam</del> |
| 5) Nikhila P        | <del>Nikhila P</del>        |
| 6) Anushila P       | <del>Anushila P</del>       |
| 7) Alena Abraham    | <del>Alena Abraham</del>    |
| 8) Divyapal S       | <del>Divyapal S</del>       |
| 9) Mahalingam Rajan | <del>Mahalingam Rajan</del> |
| 10) Fredy P         | <del>Fredy P</del>          |
| 11) Harikumar N     | <del>Harikumar N</del>      |
| 12) Sai Vasu        | <del>Sai Vasu</del>         |

## Decisions

The meeting began at 3.45 p.m.

An analysis of the portion completion of III B.A. was done. Portion to be completed by next week.

Question paper of 80 marks for 3 hrs to be prepared.

11.50 a.m. Malayalam lit. - LR.

(17<sup>th</sup> Feb 2020 to 24<sup>th</sup> Feb 2020)

- 19<sup>th</sup> World literature - RR
- 20<sup>th</sup> New lit - SPG
- 21<sup>st</sup> Film studies - CPS
- 22<sup>nd</sup> Indian lit - PH

Common papers - portions remaining to be completed

Sem IV MA portions remaining discussed and assigned

Sem MA Internal Exam Schedule

- Postcolonial Writing - 19<sup>th</sup> Wed - HY & DP
- Women's Writing - 20<sup>th</sup> Thu - CBV
- Film Studies - 24<sup>th</sup> Friday FN - CPS
- Comprehension - 24<sup>th</sup> Mon AN - AU

Disto paper setting of Comprehension (Allocation)

I Sem { Brit. Lit. Chaucer to 17<sup>th</sup> C.  
16<sup>th</sup> C.  
Lit. Literatures  
Hist & Structure of Engl. Lit.

II Sem { Lit. of the Romantic  
Victorian  
Mod. Lit. Theory  
Drama

III Sem { 20<sup>th</sup> C. Br. Lit.  
Literatures  
Indian Writing in English  
American Lit.

IV Sem { Postcolonial  
Women's Writing  
Film Studies

STAFF MEETING WITH PRINCIPAL

Day 07/08/2020 Time: 12:00 Noon  
Venue: IQAC ROOM

- Agenda:
- (1) Result Analysis of III BA & II MA 2020 per set batches
  - (2) Academic Matters
  - (3) Any Other matters

Faculty Members

- (1) Dr. K. Ajayakumar - *[Signature]*
- (2) Dr. SP Satheesh
- (3) Dr. Lakshmi R.V.
- (4) Dr. Subitha P.K.
- (5) Rakhee Raghavan
- (6) Hrudya!

CPS's  
*[Signature]*  
Rakhee  
*[Signature]*

Decisions:-

- 1) Live sessions could be limited to around 30-40 minutes taking into account the convenience of students to attend continuously.
- 2) Steps to be taken to improve the performance of students in B.A. English as well as that of B.A. History & Palaeontology. Experienced teachers to give take classes here.
- 3) In other departments, performance in English papers has improved.
- 4) PPA meeting to be made more regular and a tutorial system to be made rigorous - every two weeks a student to be mentored.



## STAFF MEETING

- Agenda:
- (1) Allocation of portions of II Sem / IV Sem Common & Core Courses
  - (2) Review of the performance of students in first semester
  - (3) Other matters - Application for Staff Development Courses
  - (4) Result Analysis (UG & PG)
  - (5) Any other matter

### Faculty Members Present

1. Dr. CP Satheesh HoD English CP 5/15
2. Dr. Chaitanya P. Ga. ~~CP 5/15~~
3. Ananya P. ~~CP 5/15~~
4. Radhika Raghavan - ~~CP 5/15~~
5. Dr. Lakshmi BV ~~CP 5/15~~