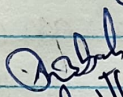
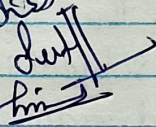

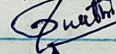




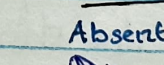

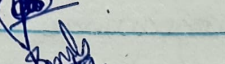
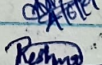
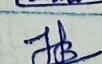

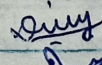
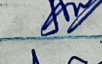

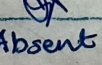



STAFF MEETING 22

All staff of the department of commerce are requested to attend the meeting on 4th June 2019 at 10.30 a.m in Principal's office.

Agenda

- Preliminary allocation of duties and responsibilities.
- Department Orientation
- Other matters if any
- * Project Orientation

| Sl. No. | Members | Signature |
|---------|-------------------------------|--|
| 1. | Asst. Prof. Anish B Bhaskaran |  |
| 2. | Asst. Prof. Seethu John |  |
| 3. | Asst. Prof. Lima Lukose |  |
| 4. | Asst. Prof. Juby Thomas |  |
| 5. | Lr. Praetha Thomas |  |
| 6. | Lr. Aby Alex William |  |
| 7. | Lr. Silpa Mary John |  |
| 8. | Lr. Saathi Sara Rajan |  |
| 9. | Lr. David Joseph |  |
| 10. | Lr. Anni Mary John |  |
| 11. | Lr. Vinicetha P. George | Absent |
| 12. | Lr. Philson Philip |  |
| 13. | Lr. Anu Anna Biju |  |
| 14. | Lr. Sarabhi Sudhakaran |  |
| 15. | Lr. Beshma R |  |
| 16. | Lr. Ginta Thomas |  |
| 17. | Lr. Althik Nivan |  |
| 18. | Lr. Divya Sajin |  |
| 19. | Asst. Prof. Anil Zacharia |  |
| 20. | Asst. Prof. Anju Ann Abraham |  |
| 21. | Lr. Athira S Kumar | |
| 22. | Lr. Sneha Grace Thomas | Absent |

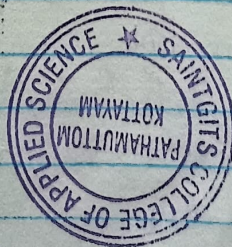
MINUTES OF LAST MEETING HELD ON 4/6/19

Venue: Principal's office

Time: 10.30 a.m

- Principal Prof. M.C Joseph welcome new joiners and given general instructions regarding college rules and regulations.
- Academic Coordinator Asst. Prof. Anish B Bhaskaran explained the department structure and teacher-in-charge of various activities of department for the academic year 2019-20.
- It is proposed to conduct only one internal exam from this year onwards and marks for module test will be considered as other internal.
Also there is an another proposal that module test of all subjects can be conducted twice in a month (Wednesdays) and club activities can be conducted during other two Wednesdays of the month.
- There is a proposal from Internal exam cell. Teachers should give questions to Mr. Aaby Alex William using google form from daily portions. Link will be open from 9.00 a.m - 4.00 p.m.
- It is decided that project should be completed for the approval of the class tour of final years. Project co-ordinator should ensure this.
- It is decided that faculties can co-ordinate any programme under the banner of commerce association. Commerce association will make necessary arrangements for the program.
- It is decided to combine present first years to two divisions from third semester onwards. There will be 2 divisions for the coming first year.
- It is decided to submit 150 books on 3rd of every month for P.C, 9th for B.Com first year, 7th for B.Com second year and 5th for B.Com third year.
- It is decided to give project orientation for final year students by Asst. Prof. Juby Thomas

- Faculties are advised to attend external workshops, national seminars and present papers.
- There is a discussion about the disciplinary issues that are facing currently and the action to be taken to overcome the same.
- The following are department wise clubs and incharges.
 - a. Entrepreneurial skill development club - Anu Mary John
 - b. Managerial Talent Club - Seethu John & Surabhi Sudhakaram
 - c. Auction Club - Akhil Ninan
 - d. Business quiz and debate club - Aby Alex William
 - e. Accounting cell - Anu Anna Biju
- The following are the criteria heads for NAAC purpose.
 - Criteria I - Mr. Preetha Thomas
 - Criteria II - Asst. Prof. Seethu John
 - Criteria III - Asst. Prof. Jubey Thomas
 - Criteria IV - Mr. David Joseph
 - Criteria V - Asst. Prof. Lima Lukose
 - Criteria VI and VII - Mr. Seethi Sora Pajan
- Asst. Prof. Jubey Thomas detailed about important things to be noted while publishing research papers in the journals.
- Special appreciation to Asst. Prof. Anu Zacharia for organizing felicitation to bank holders and also for the effort she took for getting UNAT membership to our college.
- Special thanks was given to faculties of English department for their contribution.



Meeting concluded at 11:45 am

Done

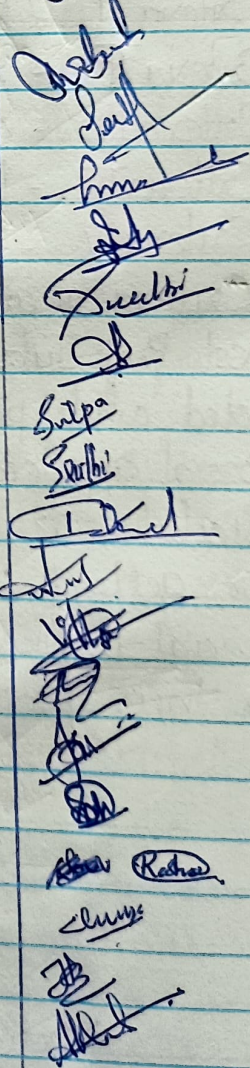
Seethi
5/6/19

STAFF MEETING - 23

All staff of the department of commerce are requested to attend the meeting on 15/6/2019 at 12.30 p.m.

Agenda

- Orientation and induction B. First years and M.Com First year.
- Admission status of B.Com and M.Com
- Other matters if any.
- * YAC Orientation

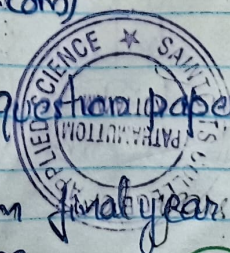
| Sl.No | Members | Signature |
|-------|--|--|
| 1. | Asst. Prof. Anish B Bhaskaran Asst. Prof. Seethu John Asst. Prof. Lima Lukose Asst. Prof. Jubu Thomas Lr. Preetha Thomas Lr. Aby Alex William Lr. Sulpa Mary John Lr. Sruithi Sara Rajan Lr. David Joseph Lr. Anu May John Lr. Vinetha P George Lr. Philson Philip Lr. Anu Anna Biju Lr. Susabhi Sudhakaran Lr. Reshma R Lr. Divya Sajin Lr. Jinta Thomas Lr. Akhil Ninan |  |

MINUTES OF THE LAST MEETING HELD ON 15/6/19

- ✓ - The seats of B.Com taxation are filled and B.Com Computer applications will be completed by third allotment.
- ✓ - The induction programme for 7th Batch of M.Com and 1st batch of M.Com finance and taxation will be conducted on 17/6/2019 at 10.15 am.
- ✓ - The induction programme for B.Com 1st year will be conducted on 24/6/2019 at 10 am. First year class teachers and batch co-ordinator will co-ordinate the same. Mr. Philson Philip and Mr. David Joseph should prepare the common slides for the presentation and other slides should be prepared by class teachers.
- ✓ - The ice breaking session of the orientation programme will be handled by Mr. Philson Philip and Mr. David Joseph. Class teachers should support them for the smooth conduct of the programme.
- ✓ - It is decided that teachers should take back the adjusted hours and teachers should report the hour position weekly.
- ✓ - Teachers should participate in journal review competition conducted as part of library week.
- Department council appreciated Asst. Prof. Joby Thomas for taking project orientation for final years (B.Com)
- Mr. Aby Alex Williams will take FDP on question paper setting on 19/6/2019.
- It is decided to give VC orientation to B.Com final year students.

The meeting concluded at 1.00 p.m

Seetha Department Secretary



Jone

STAFF MEETING - 24

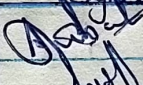
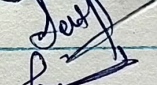
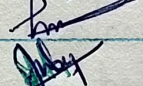
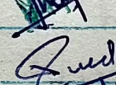
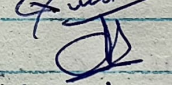
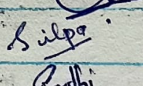
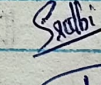
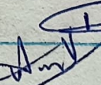
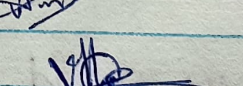
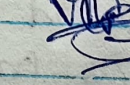
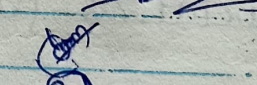
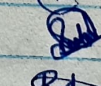
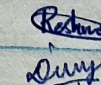
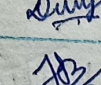
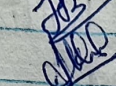
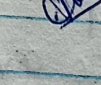


All staff of the department of commerce are requested to attend the meeting on 24/6/19 at 2.30 p.m

Agenda

- Reporting / plan of action of various coordinators of various activities or duties.

- Other matters, if any.

Refresher programme for 2nd years and 3rd years, B.Com 1st sem orientation
Journal review for M.Com pt sem students, ATT presentation

| Sl.No | Members | Signature |
|-------|-------------------------------|--|
| | Asst. Prof. Anish B Bhaskaran |  |
| | Asst. Prof. Seethu John |  |
| | Asst. Prof. Uma Lukose |  |
| | Asst. Prof. Juby Thomas |  |
| | Dr. Preetha Thomas |  |
| | Dr. Aby Alex William |  |
| | Dr. Silpa Mary John |  |
| | Dr. Sreethi Sara Rajan |  |
| | Dr. David Joseph |  |
| | Dr. Anu Mary John |  |
| | Dr. Vineetha P George |  |
| | Dr. Philson Philip |  |
| | Dr. Anu Anna Biju |  |
| | Dr. Susabhi Sudhakaran |  |
| | Dr. Reshma R |  |
| | Dr. Divya Sajjan |  |
| | Dr. Jinta Thomas |  |
| | Dr. Athil Niran |  |

MINUTES OF THE LAST MEETING HELD ON 24/6/19

- Department council appreciated batch coordinators and teachers for the smooth conduct of the induction programme.
- Department council appreciated Asst. Prof. Joby Thomas and Ms. Aby Alex William for getting prizes in journal review competition and other students' prizes in different competitions as part of library week celebration.
- Department council appreciated Ms. Jinta Thomas and Ms. Divya Sajon for the success of FDP conducted on June 21 by Ms. Aby Alex William.
- It is informed that orientation to M.Com 1st years will be given within the department.

All the faculties reported the activities done by them and presented the plan of action for their respective duties.

Ms. Akhil Ninan Joseph - Orientation/Placement

- It is informed that orientation to B.Com 1st years will be on July 1st (B.Com Computer Application) and July 3rd (B.Com Taxation).
- About placement, it is proposed to conduct an one day workshop on aptitude test and group discussion.

Ms. Reshma R - SEM

- Teaching practice for M.Com student
- Discussing NET questions
- Journal review
- Digital version of multiple choice questions will be launched.

Ms. Jinta Thomas External seminar/FDP

- Teachers can arrange external seminars for subjects and can conduct workshops.

- Batch co-ordinators and class teachers can organise atleast 2 workshops per year.
- Internal FDP commenced. First FDP was taken by Mr. Aby Alex William

Mr. Anu Mary John - ED club

- It is proposed to conduct a workshop in the month of July.
- Atleast 2 meet the entrepreneurs programme is proposed to do in this year.

Mr. Preetha Thomas - Enrich / Batch Co-ordinator

- As there is no enrich hour for 1st and 3rd years just 10 minutes of first hour should be given for newspaper reading and weekly presentation should be done in the hour of class teacher.
- As the batch co-ordinators of final years it is informed that project groups have been divided and start the project work immediately. It is informed that OTI presentation will be done from 27th June 3 to 4 p.m. Whole class should be presented for the same.

Mr. David Joseph - Exam cell

- It is informed that there is a change in the format of question paper and it will given to all shortly.
- It is decided that as all the faculties have the opinion to change the centralised valuation, teachers can value their respective papers. A code of conduct for the valuation will be issued soon.
- It is informed that module test marks should be updated weekly and commentor should also be there in the class at the time of module test.

Mr. Aby Alex William - Question paper setting

- It is informed that link for updating questions have been sent to all faculties. It should note that login to the link with samtgits.org.

Ms. Philson Philip - Commerce association

- It is announced that a name for commerce association have been given 'YESHUS'.
- A online photography competition have been conducted as part of environment day. It is informed that Gits Blitz intercollegiate fest will be probably after exam vacation. Proposals are invited for change in events and one event should be for P.C. students.
- It is informed that first years can join to the various department clubs.
- Talent show of second years and third years will be on Friday (28/6/19)

Ms. Vinetha P George - Website/ICF

- Photo of new faculties have been taken.
- Faculties should inform if there is any change in their profile.
- PPTs and video presentations should be mailed for ICF.

Ms. Silpa Mary John Mentoring/Women's cell

- It is informed that class teachers should collect the statement of co-mentor also on 2nd of every month, class teacher give to batch co-ordinators on 3rd and batch co-ordinators to Ms. Silpa Mary on 4th of every month.
- It is proposed to do 2 activities per semester under the banner of women's cell.

Ms. Anu Anna Biju

- It is proposed to give accounting basics to students who take to science and give assistance to students who wish to go

for professional courses.

Asst. Prof. Seethu John ISO / Batch co-ordinator

- It is informed that ISO books should be collected by class teachers - PCs - on 3rd of every month 3rd year - 5th 2nd year - 7th and 1st year - 9th.
- It is informed that class teachers of senior classes should inform about the consequences of sagging in their classes. Teachers should monitor the staircases and corridors during interval time.
- Datasheet collected from 1st year should be consolidated by class teachers.

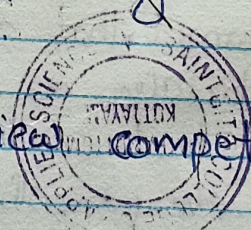
Asst. Prof. Lima Lukose Alumni/PFA

- It is informed that PFA can be conducted after 2nd module test as there is no 1st internal exam.
- Broadcast group for parents should be created for every class. Mark updates should be given to NRI parents.

- Sr. Suthi Sava Rajan informed that all faculties in charge of various activities should mail their plan of action for preparing department schedule.

- It is informed that refresher programme for 2nd years and 3rd years will be conducted during the month of July.

- It is planned to conduct a journal review competition for M.Com 1st sem students



Department Secretary

Suthi

Asst. Prof.
30/07/19

Done

Staff meeting - 25

All staff of the department of commerce are requested to attend the meeting on 3/8/19 at

Agenda

- Reporting by faculties of respective duties.
- Other matters, if any.

* Conducting module test

* One day workshop on Business Development in association with IEDC

| Sl. No | Members | Signature |
|--------|-------------------------------|--|
| | Asst. Prof. Anish B Bhaskaran | |
| | Asst. Prof. Seethu John | |
| | Asst. Prof. Lima Lukose | Absent (Duty leave went for in Deutsche) |
| | Asst. Prof. Juby Thomas | |
| | Mr. Preetha Thomas | |
| | Mr. Aby Alex William | |
| | Mr. Silpa Mary John | |
| | Mr. Seethi Sara Rajan | |
| | Mr. David Joseph | |
| | Mr. Anu Mary John | Absent |
| | Mr. Vimeetha P George | |
| | Mr. Philson Philip | |
| | Mr. Anu Anna Biju | |
| | Mr. Susabhi Sudhakaran | |
| | Mr. Reshma R | |
| | Mr. Divya Sajan | |
| | Mr. Jinta Thomas | |
| | Mr. Akhil Ninan | |

MINUTES OF THE LAST MEETING HELD ON 3/8/2019

- Mr. Aby Alex William suggested that teachers should mention in the remarks column of ISO book about the updation of question bank of respective subjects.
- It is informed that while entering questions in question bank teachers should enter modulewise questions.
- It is informed that model question paper^{for} second years and final years should be submitted on 30th August.
- It is decided that for conducting module test there is no need of taking print for theory papers. Teachers write the set number in the test paper book and give questions on black board or PPT.
- Batch co-ordinator of first year Asst Prof. Seethu John reported that 128 students admitted in B.Com Computer application. Mentoring should be completed. Module test will be conducted on 7/8/A.
- Batch co-ordinator of second year Asst Prof. Juby Thomas reported about the effectiveness of merging of class. 1st round mentoring of all students should be done. It is proposed to conduct IV on 14th August (S₃A) 16th August (S₃B) and 22nd August (T₃). Teachers accompanying are S₃A SSR, PP S₃B JA, AAW T₃ JT, ANJ
- Batch co-ordinator of final year Mr. Preetha Thomas informed that OTT presentation of final years has almost completed.
- It is proposed to give an orientation to M₃ and M₁ during the month of September. Mr. Akhil Niran Joseph should co-ordinate the same.
- Mr. Philson Philip informed that classteachers or mentors can recommend the students for participating in intercollegiate fest. More representation from 2nd years should be for intercollegiate fest. It is suggested that extension activity to various schools should be planned. Commerce association is planning to conduct an interdepartment

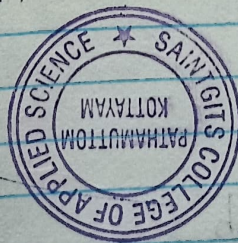
IPL auction game.

- Faculties should mail the ICR methods used by them to
Lr. Vineetha P George.
- Lr. Anu Mary Thomas informed that a workshop on business development
by RD club is proposed to conduct on 13th August.
- It is proposed to conduct a workshop on research and also it is
suggested to invite Asso. Prof. Mini Joseph (K.G. College) for the same.

Department Secretary
Seethi

Asbab
5/9/19

Seethi

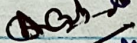

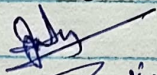
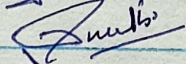


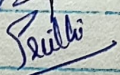
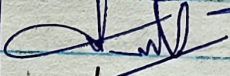
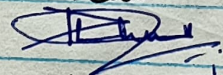
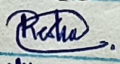


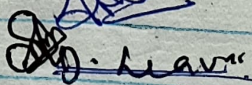


Staff meeting - 26

All staff of the department of commerce are requested to attend the meeting on 5/9/19 at 12.20 p.m

Agenda

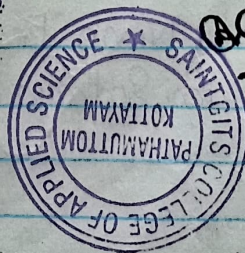
- Internal exam for M1 and M3, Internal exam for B.Com 3rd sem and 5th sem
- Academics and discipline
- Other matters, if any

| Sl No. | Members | Signature |
|--------|-------------------------------|---|
| 1. | Asst. Prof. Anish B Bhaskaran |  |
| 2. | Asst. Prof. Seelbu John |  |
| 3. | Asst. Prof. Lima Lukose | Leave. |
| 4. | Asst. Prof. Juby Thomas |  |
| 5. | Dr. Preetha Thomas |  |
| 6. | Dr. Aby Alex Wiltram |  |
| 7. | Dr. Silpa Mary John |  |
| 8. | Dr. Sreelhi Sara Pajan |  |
| 9. | Dr. David Joseph | Leave |
| 10. | Dr. Anu Mary John |  |
| 11. | Dr. Vimeetha P George | Leave |
| 12. | Dr. Philson Philip |  |
| 13. | Dr. Anu Anna Biju | Leave |
| 14. | Dr. Reshma R |  |
| 15. | Dr. Divya Sajan |  |
| 16. | Dr. Jinta Thomas | D-leave |
| 17. | Dr. Akhil Nanan Joseph |  |
| 18. | Dr. Surabhi Sudhakaran |  |

MINUTES OF THE LAST MEETING HELD ON 5/9/2019

- The academic co-ordinator Asst. Prof. Anish B Bhaskaran wished a happy teachers day to every faculties.
- It is decided that answerscheme for model exam of 3rd and 5th sem should be prepared by subject teachers and submit before commencing exam.
- It is informed that all subject teachers of 3rd and 5th semesters should complete their portion before second internal and remedial measures should be taken for low scoring students.
- It is informed that there should be proper contact with the parents and parents of problem makers can be called at any time.
- Asst. Prof. Juby Thomas informed that project questionnaire should be prepared before the university exam.
- Department council appreciate Sr. Anu Mary John for conducting workshop of ED cell.
- It is informed that all teachers should ensure the discipline during the exam celebration.

Department Secretary
Seethi



AShah
5/10/19

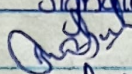
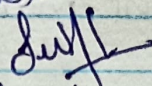
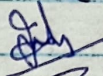
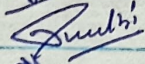


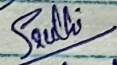
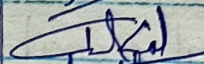
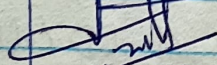
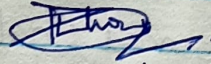



Amur

Staff meeting - 27

All staff of the department of commerce are requested to attend the meeting on 5/10/19 at 9.30 a.m

Agenda

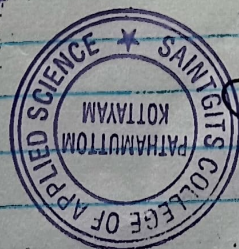
- Internal Exam for B.Com 1st semester
- Academics
- Internal audit
- Other matters x Retest of B.Com 3rd sem and 5th sem

| S.No | Members | Signature |
|------|-------------------------------|---|
| 1. | Asst. Prof. Anish B Bhaskaran |  |
| 2. | Asst. Prof. Seethu John |  |
| 3. | Asst. Prof. Lima Lukose | Absent |
| 4. | Asst. Prof. Juby Thomas |  |
| 5. | Dr. Preetha Thomas |  |
| 6. | Dr. Aby Alex William |  |
| 7. | Dr. Silpa Mary John |  |
| 8. | Dr. Sushbi Sara Rajan |  |
| 9. | Dr. David Joseph |  |
| 10. | Dr. Anu Mary John |  |
| 11. | Dr. Vinetha P George | Absent |
| 12. | Dr. Philson Philip |  |
| 13. | Dr. Anu Anna Biju | Absent |
| 14. | Dr. Reshma R |  |
| 15. | Dr. Divya Sajan | Absent (D.L) |
| 16. | Dr. Jinta Thomas |  |
| 17. | Dr. Akhil Niman Joseph |  |
| 18. | Dr. Sushabi Sudhakaran | Absent (D.L) |

MINUTES OF THE LAST MEETING HELD ON 5/10/19

- It is decided to release the question bank of first years on October 11 as their internal exam is scheduled on next week.
 - Lr. Aby Alex Williams informed that teachers should update the question bank regularly.
 - The last date of submitting answer scheme for internal examination of first years is October 15.
 - It is informed that class teachers should arrange the remedial class for their respective classes.
 - It is informed that Form A should be entered on October 11 and Form B on October 14.
 - It is informed that class PIA should be scheduled on 9th, 10th and 11th October.
 - Class teachers informed that feedback from students had been taken (2nd year and 3rd year) and it should be mailed to Asst. Prof. Anish B Bhaskaran and Lr. Preetha Thomas.
 - It is informed that mentors should note the disciplinary actions taken against their mentees in profile book and mentoring book.
 - It is informed that teachers should be willing to go for intercollegiate fest, tour, T.V, placement etc on a rotation basis.
 - It is informed that NAAC file should be submitted on October 25th and final submission on October 31st.
 - Department council appreciate Lr. Aby Alex Williams for proper conduct of model exam and release of question bank.
 - It is informed that class teachers should take list of students who want to write select.
- The meeting concluded at 10.30 a.m.

Sudhi



22/10/19

Preetha

Staff meeting 28

All staff of the department of commerce are requested to attend the meeting on 28/10/19 at 1:15 p.m

Agenda

- E-Content management
- Department Corporate Social Responsibility
- Semester reporting by class teachers
- Workshop on research methodology
- Moll
- Other matters of any * Retest for B.Com 1st years * Remedial class

| Sl.No | Members | Signature | for B.Com 1 st sem * University exam for B.Com 3 rd and 5 th sem |
|-------|-------------------------------|-----------|--|
| 1 | Asst. Prof. Anish B Bhaskaran | | |
| 2 | Asst. Prof. Seethu John | | |
| 3 | Asst. Prof. Lima Lukose | | |
| 4 | Asst. Prof. Joby Thomas | | |
| 5 | Dr. Preetha Thomas | Absent | |
| 6 | Dr. Aby Alex William | | |
| 7 | Dr. Silpa Mary John | | |
| 8 | Dr. Seethi Sora Rajan | | |
| 9 | Dr. David Joseph | | |
| 10 | Dr. Anu Mary John | | |
| 11 | Dr. Vineetha P George | | |
| 12 | Dr. Philson Philip | | |
| 13 | Dr. Anu Anna Biju | | |
| 14 | Dr. Reshma R | | |
| 15 | Dr. Divya Sajin | | |
| 16 | Dr. Jinta Thomas | | |
| 17 | Dr. Akhil Niran Joseph | | |
| 18 | Dr. Susabhi Sudhakaran | | |

MINUTES OF THE LAST MEETING HELD ON 22/10/19

- E-Content Management
All the faculties should show videos and other materials that supplement the syllabus of the subject. Such videos should be mail to ICT team or put in the folder maintained in COMDEPS.
- Department Corporate Social Responsibility
As the part of department corporate social responsibility it is proposed to give guidance to near by business firms regarding GST return filing, tally income tax return filing.
Mr. Aby Alex William, Ms. Vinetha P George, Ms. Anu Anna
Mr. David Joseph, Asst. Prof. Jubey Thomas should take initiative for the same.
- It is proposed to sign MOU with CA firms
- Asst. Prof. Jubey Thomas informed that the workshop on Research Methodology has been postponed to January due to PEs examination. It is planning to conduct a paper presentation competition for PEs students along with the workshop.
- It is proposed to conduct a paper presentation competition for our PEs students
- Batch co-ordinator (Asst. Prof. Seethu John) of first year informed that subject teachers should group the students into slow learners, average learners and high learners and remedial class should be arranged for slow learners and average learners.

- Asst. Prof. Seethu John detailed various criteria and files that should be maintained by the faculties.
 - It is informed that class teachers should take list of students who want to write select (B.Com 1st sem)
 - The university exam of 3rd years and final years will be on last week of this month.
- The meeting concluded at 2:15 p.m

Asbah
11/11/19

Seethu



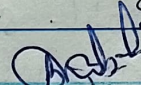
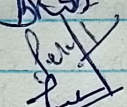
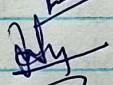
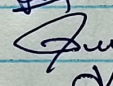
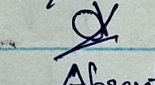
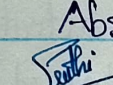
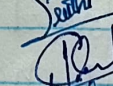
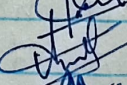
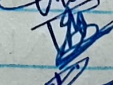
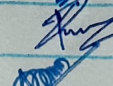
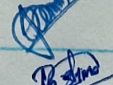
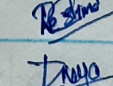
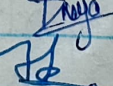
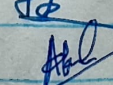
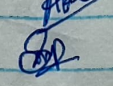
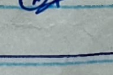
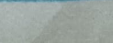
Seethu

Staff Meeting 29

All staff of the department of commerce are requested to attend the meeting on 1/11/19 at 11:30 a.m

Agenda

- 1st semester university exam
- Department EDP
- File updation
- Next Semester Plan and commencement of class
- Subject allocation
- Other matters, if any;
- Childrens day celebration

| Sl. No | Members | Signature |
|--------|-------------------------------|--|
| 1. | Asst. Prof. Anish B Bhaskaran |  |
| 2. | Asst. Prof. Seethu John |  |
| 3. | Asst. Prof. Lima Lukose |  |
| 4. | Asst. Prof. Juby Thomas |  |
| 5. | Lt. Beetha Thomas |  |
| 6. | Lt. Aby Alex William |  |
| 7. | Lt. Silpa Mary John | Absent |
| 8. | Lt. Sautbi Sara Rajan |  |
| 9. | Lt. David Joseph |  |
| 10. | Lt. Anu Mary John |  |
| 11. | Lt. Vineetha P George |  |
| 12. | Lt. Philson Philip |  |
| 13. | Lt. Anu Anna Biju |  |
| 14. | Lt. Reshma R |  |
| 15. | Lt. Divya Sajon |  |
| 16. | Lt. Jinta Thomas |  |
| 17. | Lt. Akhil Niran Joseph |  |
| 18. | Lt. Susabhi Sudhakaran |  |

MINUTES OF THE LAST MEETING HELD ON 1/11/19

- It is informed that the e-content supporting the syllabus should be identified earlier and it should state in the ISO book. Also Cr. Vineetha P George will should maintain a register for the same.
- It is informed that Asst. Prof. Joby Thomas should submit the proposal of workshop on research methodology.
- It is decided that teachers should give question paper solving as one assignment and MOOC course as another assignment.
- Department FDP will be completed during the months of November and December.
- ^{B.Com} First year Form A/B should be entered on 5/11/19 and faculty profile should be updated on 6/11/19.
- It is informed that notice should be drafted for the programmes conducted by the faculties and handover to Cr. Suthi Sava Rajan.
- It is informed that Cr. Aby Alex William should convene a meeting of committee members with respect to department ~~corporate~~ social responsibility and form a plan for the activities.
- It is informed that children's day will be celebrated by visiting nearby schools.
- It is informed that 1st semester university exam will be on 1st and 2nd week of November.

Department Secretary

SuthiA. S. Suthi
29/11/19