

SAINTGITS COLLEGE OF APPLIED SCIENCES

Minutes of meeting held on 23-10-2020

Time : 9.40 am

Place : Principal's office

Agenda

1. Work Allotment for the academic year 2020-21.
2. MOOC Courses
3. NAAC work
4. Student Development Programme
5. Faculty appraisal system
6. Induction programme for the first years
7. Mentoring system
8. News letter
9. Other matters if any.

Decisions Taken

1. Asst. Prof. Reshmi Susan Jacob, Academic Co-ordinator welcomed the new joiners :- Ms. Priyanka Menon and Ms. Aadhisra Merita Solomon who joined on 19-10-2020 and Ms. Reshma Shyana Shajans who joined on 21-10-2020.
2. Classes were allotted to the newly joined faculty as follows :- Perspectives and Methodologies of Economics and Fiscal Economics to Ms. Priyanka Menon, Micro Economics and Managerial Economics to Ms. Aadhisra Merita Solomon and Monetary Economics and Environmental Economics to Ms. Reshma Shyana Shajans.

3. Academic Coordinator made a suggestion to introduce a new Add On, 'Introduction to Econometrics for III year students'. Ms. Priyanka Menon and Ms. Aaditha Merita Solomon were assigned to frame a draft syllabus for the same.
4. Principal, Dr. K.K. John suggested that teachers can use evening time also for conducting and CRT training apart from class hours.
5. } Class teachership was assigned as follows:- Ms. Aaditha Merita Solomon and Ms. Heina Anni Jose for first year, second years - Ms. Priyanka Menon and Ms. Reshma Shyana Shajan for second years, for Third years Ms. Nam Mohan.
6. Ms. Reshma Shyana Shajan was selected as the department MOOC co-ordinator. Reshmi miss suggested using Coursera as E-learning platform.
7. Principal gave following directions regarding the activities of department.
 - Strive to transform the department to leading Centre for Economics in South India.
 - Collect classic text books of Economics, for this purpose start a DelNet account
 - Introduce Economists to the student community.
 - Frame a syllabus for PG in Applied Economics which is proposed to begin in the next academic year.
8. Principal gave instructions to teachers to identify suitable subjects for MOOC and assign them to students and encouraged teachers to join online courses.

9. Academic Coordinator briefed on the NAAE work. The correction works for criteria I and II is being done. Time Table and work hour is completed. Principal suggested forming a syllabus combining conventional Economics with foreign trade.
10. Asst. Prof. Manu Mohan was selected as the Co-Academic Co-ordinator.
11. Ms. Reshna Shyna Shajan was announced as the in-charge of the Economic association of the department 'Arthashastra'. A proposal to form an Economic wing consisting of five students from each class was made by Principal and to hold meetings of the wing atleast twice per semester.
12. Principal directed teachers to go for paper publications individually and along with students and attend FDP and seminars. A group of 5 students and 1 teacher to be formed and three papers from the group is highly appreciable.
13. Academic Coordinator suggested encouraging and finding ways to conduct participative and experiential learning methods.
14. Academic Coordinator gave the following instructions regarding the Induction programme to be held on 28th October, 2020.
 - Give guidelines to ensure best performance from every student
 - Search for innovative methods to make the learning process interesting and create enthusiasms among students.

- Collect student feedback, video presentations from students would be remarkable



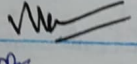

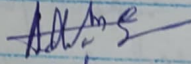

15. Dr. K.K. John directed teachers to assist students to attain a value-based system, motivating them to take part in extra-curricular activities and also introduce them to various clubs noted by the College. Mentoring sessions should be carried on every week.
16. Mentors for each year is selected as, Ms. Preyanika Menon and Ms. Aadhuia for first years. Ms. Hima and Ms. Rishma for second years and Ms. Vidya and Ms. Athira for third years.
17. Bridge course for the first year students have been conducted. Academic Co-ordinator reported that a detailed introduction regarding the subjects was given during the course. She also announced a very positive feedback regarding the bridge course.
18. As part of the bridge course, a best student was identified based on a bridge assessment test and free writing. Accordingly, Sreelakshmi J. was selected.
19. Dr. K.K. John suggested that students should be motivated to think globally and Academic Co-ordinator recommended giving students the pensive of going after opportunities. He also gave the notion to prepare a newsletter which showcases student's progression after joining college, their scope for future education and the various activities of the department. It should be

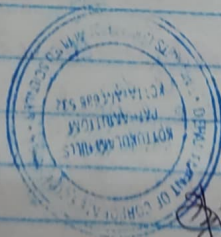
send to schools and awareness regarding the department should be given.

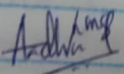
20. Principal decided that the immediate take ahead is to launch the Post-Graduate Programme. Opinions were taken from all the faculty members regarding the syllabus and innovative steps that can be adopted in the department. A proposal for Industrial visit to Kudamkulam power plant was made and also introducing certificate courses in foreign languages like German, Latin etc.

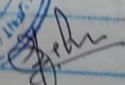
Meeting ended by 10.30 am.

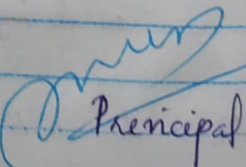
Members present

1. Dr. K.K. John 
2. Ms. Reshmi Susan Jacob 
3. Ms. Manu Mohan 
4. Ms. Priyanka Menon 
5. Ms. Aadhis Meita Solomon 
6. Ms. Rishma Shyna Shajan 




Staff Secretary


Academic Co-ordinator


Principal

SAINTGITS COLLEGE OF APPLIED SCIENCES.

Minutes of meeting held on 10-11-2020

Time: 2.30pm

Place: Room no

Agenda

1. Allocation of staff for NAAC
2. Discussion on PO's, PSO's and CO's.
3. Webinar on Civil Service Orientation
4. National constitution and cake day
5. Diwali celebration.

Decisions taken.

1. Staff were allocated to different criteria's for NAAC work.
2. Discussion was held on PO's, PSO's and CO's. Academic Co-ordinator informed the completion of work regarding NAAC criteria I and II by the 6th of November, 2020.
3. The meeting decided to conduct a webinar on 'Orientation for Civil service'. Ms. Reshma Shyama Shajan was assigned as the co-ordinator for the event.
4. Decision was taken to conduct a poster making competition and cake baking competition part of celebrating National Constitution day. Ms. Aadheer Merita Solomon and Ms. Reshma Shyama Shajan

was selected as the co-ordinators for the event respectively.

5. First year students were directed to make a video as part of Dewali celebrations.

Meeting ended by 3.00pm

Members present

1. Dr. K.K. John
2. Ms. Reshmi Susan Jacob
3. Mr. Manu Mohan
4. Ms. Priyanka Menon
5. Ms. Aadha Meeta Solomon
6. Ms. Reshma Shyna Shajan

Aadha
Staff Secretary

John
Academic Co-ordinator

Princip
Principal



SAINTGITS COLLEGE OF APPLIED SCIENCES

Minutes of meeting held on 19-11-2020

Time - 10.30am

Place - Principal's office

Agenda

1. Student placement and internship
2. PG Syllabus
3. Video presentation on Constitutional values.

Decisions taken

1. Academic Co-ordinator, Ms. Reshmi Susan Jacob announced that two students of E5, Ajesha and Shaven got selected as the campus ambassadors and interns at IMMVN.
2. Dr. K.K. John directed to start structuring the syllabus for PG programme. Drafting the syllabus for subjects is assigned as following:-

Micro Economics - Dr. K.K. John, Ms. Aadhia Merita Solomon.

Macro Economics - Ms. Manu Mohan, Ms. Reshma Shynan Shajan

Economic growth and Development - Ms. Reshmi Susan Jacob, Ms. Aadhia Merita Solomon

Indian Economy Analysis - Ms. Reshmi Susan Jacob, Dr. K.K. John

Mathematical Economics - Ms. Reshmi Susan Jacob, Ms. Priyanka Menon

- Excel - Ms. Vineetha P George, Ms. Reshmi Susan Jacob
- Econometric method - Ms. Reshmi Susan Jacob, Ms. Priyanka Menon
- Research methodology and Minor Research - Dr. K.K. John, Ms. Priyanka Menon
- SPSS - Ms. Priyanka Menon
- Environment Economics - Dr. K.K. John, Mr. Manu Mohan
- Financial Economics - Dr. K.K. John, Ms. Priyanka Menon
- Advanced Econometrics - Ms. Reshmi Susan Jacob, Ms. Reshma Shyona Shajan
- International Economics - Ms. Reshma Shyona Shajan - Ms. Aadhisra Merita Solomon
- Fiscal Economics - Dr. K.K. John, Ms. Priyanka Menon
- Economics of Health - Mr. Manu Mohan
- Agriculture and Industry - Dr. K.K. John, Ms. Reshmi Susan Jacob
- Research Methodology - Ms. Priyanka Menon
- Publications - Ms. Priyanka Menon
- Rural Economics and Money Banking - Dr. K.K. John

3. First year students were directed to present a video as part of the celebrations of National Constitution day.

Members Present

- | | |
|---------------------------|-----------------------------|
| 1. Dr. K.K. John | 7. Ms. Priyanka Menon |
| 2. Ms. Reshmi Susan Jacob | 5. Ms. Reshma Shyona Shajan |
| 3. Mr. Manu Mohan | |

Adm/1009
Staff Secretary

Academic Co-ordinator

Principal

SAINTGILTS COLLEGE OF APPLIED SCIENCES

Minutes of meeting held on 01-12-2020

Time - 2.30 pm

Place - Room no - 301

Agenda

1. Christmas celebration
2. Result announcement
3. Publishing of forms A, form B for second semester
4. Poster on voting rights

Decisions taken

1. It has been decided to conduct joined Christmas celebration of staff and students on 19th December 2020. The programme will be streamed live via Youtube for students.
2. Decision was taken to assign final year students to create a video as part of Christmas celebration.
3. Staff secretary announced, Sree Lakshmi Devakumar of C₁ and Amrutha Anil of B₁ as winners of poster making competition and Judy Rajan of and Alina of as winners of cake baking competition.
4. Academic Co-ordinator informed that Form A, Form B for second semester was announced.

Meeting ended by 3.10 pm.

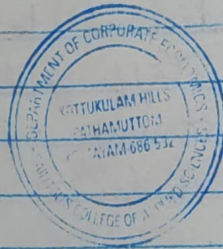
Members present

1. Dr. K. K. John
2. Ms. Reshmi Susan Jacob
3. Ms. Manu Mohan
4. Ms. Priyanka Menon
5. Ms. Adhira Meera Solomon
6. Ms. Reshma Shyna Shajan

Adhira
Staff Secretary

John
Academic Co-ordinator

Manu
Principal



SAINT GITS COLLEGE OF APPLIED SCIENCES

Minutes of meeting held on 16-12-2020

Time - 3.35 pm

Place - Room no - 301.

Agenda.

1. Christmas celebration and vacation
2. Postponement of University exam of E5.

Decisions taken.

1. Discussion was held regarding organising programme for Christmas celebration and vacation.
2. The meeting discussed about postponement of University exams of final year students.

Meeting ended by 3.50 pm

Members present

1. Dr. K.K. John
2. Ms. Reshmi Susan Jacob
3. Ms. Manu Mohan
4. Ms. Priyanka Menon
5. Ms. Adhira Meita Solomon
6. Ms. Reshma Shyua Shajao

Staff Secretary

Academic - Coordinator

Principal

SAINTGITS COLLEGE OF APPLIED SCIENCES

Minutes of meeting held on 01-01-2021

Time - 2.00 pm

Place - Room no - 301

Agenda

1. Revision class for final years
2. Project
3. SDP
4. Other matters if any.

Decisions taken

1. Ms. Reshmi Susan Jacob, Academic Co-ordinator reported that revision class for undertaken for E5 students.
2. The meeting decided to divide final year students into 9 groups for the project work and guides for each group was also allotted.
3. Ms. Reshmi Susan Jacob announced that four students joined for internship as Human Resource interns at Learnovate. Bona Grace Thomas, Canice Nel Gomez, Ansu Anothi and Krishna priya were the selected students.

Members present

- | | |
|---------------------------|-----------------------------|
| 1. Dr. K.K. John | 4. Ms. Priyanka Menon |
| 2. Ms. Reshmi Susan Jacob | 5. Ms. Aadhya Meika Solomon |
| 3. Ms. Manu Mohan | 6. Ms. Reshma Shyaa Shajan |

Staff Secretary

Academic Co-ordinator

Principal

SAINTGITS COLLEGE OF APPLIED SCIENCES

Minutes of meeting held on 16-01-2021

Time - 12.00 pm

Place - Computer Lab B Com

Agenda

1. Commencement of sixth semester and fourth semester.
2. Allocation of time table and work hours.
3. Internal exams.
4. Project discussions.
5. Revision class for E3.
6. PTA Meeting for E1.
7. MOOC
8. Updation of Department website.
9. Inter-institute budget.
10. Other matters if any.

Decisions taken

1. Decision was taken to start sixth semester classes from 27th of January to 2nd of February, 2021. Study leave will be given for E5 till timetable being published. Fourth semester classes will to begin on 25th January 2021.
2. Allocation of work hour and timetable for even semester was discussed.
3. Academic co-ordinator reported that second internal exams for fifth semester will begin from 19-01-2021.

4. Topics for sixth semester project was finalized and presentation was held on 08-01-2021.
5. Decision was taken to call the second year students from 18th of January to 27th of January as part of giving revision for third semester.
6. Meeting decided to conduct PTA meeting for students of E1 on 18th January, 2021.
7. Teachers were directed to assign students to do MOOC courses. Decision was taken to start MOOC for E1. Ms. Rishma Shyana Shajan has been nominated as College MOOC secretary, Academic Co-ordinator conveyed appreciation to her.
8. Discussion was placed on offering a MOOC based on behavioral economics or Environmental Economics.
9. Academic Co-ordinator directed to update the Department website including latest events and programmes hosted by department.
10. Meeting also decided to work on a newsletter to create awareness regarding the course.
11. A proposal on inter-institutional budget analysis competition was forwarded to Associate director on 17-01-2021 for approval.

12. Decision was taken to continue Econometrics as Add On for sixth semester also.
13. The meeting decided to submit the attendance of E1 students in the parents group.
14. Class teacher of E1 reported that classes for E1 will be shifted to Microsoft TEAMS from 21-01-2021
15. Ms. Aadhisia Meita Solomon reported that class committee and literary association for E1 was conducted on 05-01-2021 and 15-01-2021 respectively.

The meeting ended by 1.10pm.

Members present

1. Dr. K.K. John
2. Ms. Reshmi Susan Jacob
3. Ms. Manu Mohan
4. Ms. Priyanka Menon
5. Ms. Aadhisia Meita Solomon
6. Ms. Reshma Shyua Shajan

Aadhisia Meita Solomon
Staff Secretary

John
Academic Co-ordinator

[Signature]
Principal



SAINTGITS COLLEGE OF APPLIED SCIENCES

Minutes of meeting held on 04-02-2021

Time - 11.00 am

Room no -

Agenda

1. Discussion on Gitzblitz.
2. Selection of event co-ordinators.

Decisions taken -

1. Discussion on the conduct ^{of} Gitzblitz was held. Two events namely Inter-institute Budget analysis competition and Best Economist were finalized as the department events. Academic Co-ordinator directed to give follow up for the event related works.
2. Ahana Sara Chacko and Shawn Varghese Mathew was selected as the student coordinators for Best Economist and Ms. Reshma Shyana Shajais as the teacher-in-charge. Ahana Ann Korah and Samuel M Thomas was selected as the student coordinators for Inter-Institute Budget Analysis Competition and Ms. Anthea Meita Solomon as the teacher-in-charge. Ms. Manu Mohan was selected as the Department Event Co-ordinator.

Members Present

1. Ms Reshmi Susan Jacob &
2. Ms. Manu Mohan ~~Manu~~
3. Ms. Reshma Shyana Shajais ~~Reshma~~
4. K.K. John
5. Ms. Anthea Meita Solomon ~~Anthea~~



Staff Secretary

Academic Co-ordinator

Principal

SAINTGITS COLLEGE OF APPLIED SCIENCES

Minutes of meeting held on 01-03-2021

Time - 9.30 am

Room no - 303.

Agenda.

1. Aiteblitz
2. Project Evaluation
3. Lab exam
4. Internal exam for I & II years
5. offline classes
6. PPA
7. Timetable
8. SCASA
9. Other matters if any

Decisions taken.

1. Academic coordinator, Reshmi Susan Jacob reported that the official logo launch of Aiteblitz was held on 26-2-21. Also directed to continue the events related works.
2. Academic coordinator announced that final year students should submit the hardcopy of project by 25th of March, 2021.
3. Third year class teacher, Ms. Manu Mohan reported that University lab exam will be conducted today for sixth semester students.

4. Academic coordinator reported that offline internal exams for E4 and E1 will be conducted on 2nd, 4th, 6th and 1st, 3rd and 5th of March respectively.
5. The meeting discussed the conduct of offline classes for first year students commenced from 15-2-21 to 27-02-21 and also decided to start second semester classes from 8th of March-21. Reshmi miss also gave guidance for the offline classes for second and third years from 8-3-21 to 16-3-21 and 17-3-21 to 30-3-21 respectively.
6. Discussion was carried on the conduct of PTA meeting for second and first year students. It was decided to conduct meeting for third years in the second week of March.
7. Discussion on timetable for second semester was carried out. Financial administration paper was distributed to Manu Sir and Adheia miss.
8. Academic Coordinator announced that Edwin Alan John of E6 and Joel Shaiju John of E1 was selected as the Sports Secretary and First year representative of SCASA.
9. Project teams were reallocated and 7th group ~~was~~ ^{will be} guided by Reshmi miss and 4th group by Reshmi miss.

10. Decision was taken to start, Industrial Economics, as Add on course for 4th semester from 8th of March 2021.

Meeting ended by 10.15 am.

Members Present

Dr. K.K. John

Ms. Reshmi Susan Jacob

Ms. Manu Mohan

Ms. Aadhis Meritz Solomon

Ms. Reshma Shyaa Shajan

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Staff Secretary

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Academic Coordinator

[Signature]
Principal



SAINTGITS COLLEGE OF APPLIED SCIENCES

Minutes of meeting held on 09-03-2021

Time - 3.30pm

Room no - Principal's office

Agenda

1. Gitzblitz
2. Internal exam assessment
3. Commencement of second semester classes and offline classes
4. Project
5. PTA
6. Other matters if any

Decisions taken:

1. Dr. K.K. John enquired about the department works regarding Gitzblitz and also gave guidance for the smooth conduct of the event. John Sir will be the judge for the department event, Arthavicharana.
2. Dr. K.K. John also directed the staff to follow strict evaluation of examination and to maintain good discipline in conduct of classes. He also directed to make the students ^{who failed to} write the entire answers of the internal examinations.
3. Academic Coordinator, Asst. Prof. Rishmi Susan Jacob reported that second semester classes ~~got~~ commenced on 8th of March 2021.
4. Discussion regarding offline classes for EA students from 10th to 15th of March and classes for E6 students

from 16th March to 7th April was undertaken. Timetable for E4 was also discussed.

5. Academic Coordinator directed the staff to guide the final year students to submit the draft project on 25th of March, 2021. She also reported that the date for project presentation is 26th of March and model viva on 7th April, 2021.

6. Discussion was undertaken to conduct PTA for EA post model examination and also for E6 students.

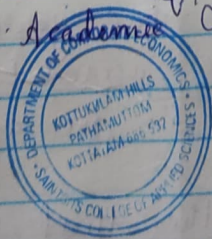
7. Asst. Prof. Manu Mohan was nominated as the coordinator for Best Outgoing student.

The meeting ended by 4.15 pm

Members present

1. Dr. K.K. John
2. Ms. Reshmi Susan Jacob
3. Ms. Manu Mohan
4. Ms. Aadhera Meeta Solomon
5. Ms. Reshma Shyba Shajan

Adhwa
Staff Secretary



John
Coordinator

Principal

SAINTGITS COLLEGE OF APPLIED SCIENCES

Minutes of meeting held on 30-04-2021

Time - 2pm

Room no - 301

Agenda

1. Professional Body Membership
2. Model Viva for final year students
3. Best Outgoing student
4. Farewell for final year students
5. Internal FDP
6. MUN meeting
7. Conduct of online classes
8. MOOC
9. Other matters if any

Decisions taken

1. As part of taking membership in a Professional Body, Dr. K.K. John interacted with the Indian Economic Association which provides membership for 5 years with a membership fee of Rs. 25000/-. The institution provides benefits like free journals, publications and ACM useful for NAAC accreditations. The proposal was forwarded to Levi Sir for approval.
2. The model viva for the third year students were conducted on 7th of April 2021. Dr. K.K. John and Asst. Prof. Reshmi Susan Jacob served as the internal examiners. All students presented their topics.

3. To find the best outgoing student for the academic year, application forms were circulated among final year students, 4 students namely, Ahana, Ayesha, Sharon and Nikita were qualified for the final round. The final round was held on 7th April 2021, from 2.00pm to 3.00pm. Associate director Prof. M.C Joseph, Asst. Prof. Anus Padmanabhan and Asst. Prof. Lida Mary George served as the judges. Sharon Vaughese Mathew was adjudged as the best outgoing student.
4. Farewell programme for the final year students were held on 09-04-2021 abiding to the safety norms of the pandemic. All teachers felicitated and wished a prosperous life to all students.
5. As part of the internal FDP series being conducted at College, two topics were suggested for the department. All the staff members were directed to actively participate in the sessions.
6. Academic Coordinator reported that Sharon Vaughese Mathew, Ahammed Subair, Aksha Elza Joseph and Ayush Thomas from the department participated in the Model United Nations Meeting held on 8th May, 2021.
7. Discussion was held on the conduct of online classes and teachers were directed to assist the students and give mental support to students against the hard time of pandemic.

8. Teachers were directed to motivate the students make best use of the online learning platforms and gave suggestions to students about the courses available.
9. Academic Coordinator announced that the budget for this academic year was given ^{by} the department.

The meeting came to an end by 3 pm.

Members present

1. Dr. K.K. John
2. Asst. Prof. Reshmi Susam Jacob
3. Asst. Prof. Manu Mohan
4. Asst. Prof. Aadhis Merita Solomon
5. Asst. Prof. Reshma Shyna Shajan

[Signature]

Staff Secretary

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Academic Coordinator



[Signature]
Principal

SAINTGITS COLLEGE OF APPLIED SCIENCES

Minutes of meeting held on 25-05-21 ✓

Time - 4 pm

Platform - Googlemeet

Agenda

1. Professional Body membership
2. Newsletter preparation
3. Add On
4. FDP
5. MOOC
6. Selection of Association incharge and activities.
7. Core paper on 'Constitution of India' for 4th semester Engineering students.
8. Other matters if any.

Decisions taken ✓

1. Dr. K.K. John directed the department to initiate the procedure for taking membership in Society for Agricultural research and Social Development which has an annual membership fee of Rs 3000/-. Principal also asked the faculty members to take individual membership for the same.
2. Academic Coordinator reported that the faculty development programme for the staff members started on 10th May 2021. First session was handled by Dr. K.K. John on the topic 'Use of Latin Phrases in English'. Topics for presentation for staff were also decided accordingly, Asst-Prof. Reshmi Susan Jacob and Asst. Prof. Anshix Merita Solomas

will handle a session on 'Banking Trends in India' and Asst. Prof. Manu Mohan and Asst. Prof. Rishma Shyra Shajan will take a class on 'Freedom movement and Constitution'.

3. Suggestion was put forward to prepare a department newsletter, for which the Academic coordinator have communicated for collecting testimonials from the alumni and a tentative date by end of July was fixed for publishing the newsletter.
4. The meeting decided to organize various programmes as part of Environment day. A video presentation 'Tribute to Sundarlal Bahuguna' was assigned to second year students. Academic coordinator also announced a National level Quiz competition based on Environment day programme. Asst. Prof. Manu Mohan was selected as the event coordinator. Second year students Sneha Mariam Jiji and George Mathew were selected as the student coordinators.
5. Academic coordinator informed that MOOC courses are available in Coursera. All the staff and students from the department were decided to do courses.
6. Decision was carried out to provide Add on from placement for 5th semester and CRT for 6th semester respectively.

7. Principal Dr. K.K. John nominated Asst. Prof. Manu Mohan to take core paper on 'Constitution of India' for 4th semester Engineering students from 4th May 2021.
8. Discussion was held on selecting Association incharge and activities for the academic year.
9. Dr. K.K. John proposed that University exams may commence by July and admissions might start by September.
10. The meeting discussed selection of NAAC student coordinators from first and second year students.
11. Dr. K.K. John directed the department to undertake a mini project in data analysis using Econometric techniques. Asst. Prof. Reshma Shyna Shajan was nominated as the coordinator.

Members present

1. Dr. K.K. John
2. Asst. Prof. Reshmi Susan Jacob
3. Asst. Prof. Manu Mohan
4. Asst. Prof. Aadhis Merita Solomon
5. Asst. Prof. Reshma Shyna Shajan

Aadhis
Staff Secretary

Reshma
Academic Coordinator

Manu
Principal