

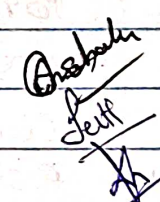
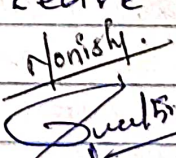
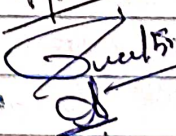
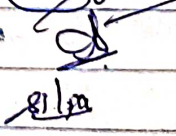
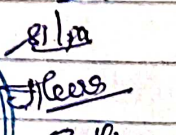
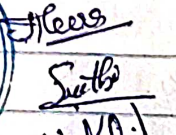
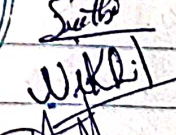

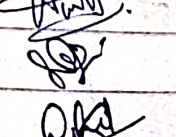
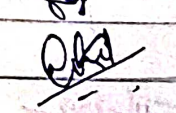

STAFF MEETING - 16

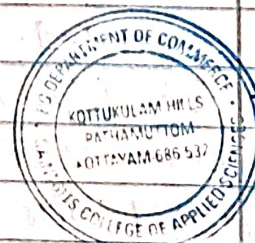
All the staff members of the Department of commerce are requested to attend the Department staff meeting on 13th June, 2017, Tuesday at 2.50 pm, in the Principal's office.

Agenda for the Meeting.

1. Minutes of the last meeting held on 3rd June, 2017.
2. Graduation day
3. Class committee meetings
4. NSS (Blood Donor's day)
5. Induction / orientation for 1st years
6. Other matters if any
OJA presentation.

MEMBERS

SL NO	MEMBERS PRESENT	SIGNATURE.
1	Prof. M. C. Joseph	
2	Asst. Prof. Anish B Bhaskaran	
3	Asst. Prof. Seethu John	
4	Asst. Prof. Krishnakumar P	
5	Asst. Prof. Lima Lukose	Leave
6	Asst. Prof. Juby Thomas	Leave
7	Asst. Prof. Abha Mohan	Leave
8	Gr. Monisha Ann Roy	
9	Gr. Preetha Thomas	
10	Gr. Aby Alex William	
11	Gr. Silpa Mary John	
12	Gr. Meera Elza John	
13	Gr. Sathy Sara Rajan	
14	Gr. Nikhil Anil	
15	Gr. Aru Mary John	
16	Gr. Leah Ann Thomas	
17	Gr. David Joseph	



MINUTES OF THE MEETING HELD ON 13th June, 2019

VENUE :

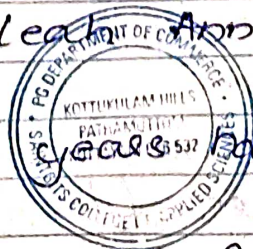
TIME : 2.50 p.m

Sl. NO.	MEMBERS PRESENT	MEMBERS ABSENT
1.	Prof. M.C. Joseph	
2.	Asst. Prof. Anish B Bhaskaran	
3.	Asst. Prof. Seethu John	
4.	Asst. Prof. Krishnakumar P	
5.		Asst. Prof. Lima Lukose
6.		Asst. Prof. Jubby Thomas
7.		Asst. Prof. Abha Mohan
8.	Lr. Monisha Anno Roy	
9.	Lr. Preetha Thomas	
10.	Lr. Aby Alex William	
11.	Lr. Silpa Mary John	
12.	Lr. Meera Elza John	
13.	Lr. Suthi Sasa Rajan	
14.	Lr. Nikhil Anil	
15.	Lr. Anu Mary John	
16.	Lr. Leah Ann Thomas	
17.	Lr. David Joseph	

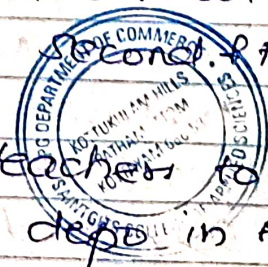
The meeting was chaired by Department coordinator, Asst. Prof. Anish B Bhaskaran.

Matters Discussed & Decisions Taken:

- The meeting welcomed new faculties Lr. Anu Mary John, Lr. Leah Ann Thomas and Lr. David Joseph.
- Result Analysis of final years have been submitted.
- It was decided that Lr. Aby Alex William will be in charge of photo album of the department.



4. It was decided that all teachers should give their areas of preference or specialisations to Asst. Prof. Lima Lukose to assign as a project guide for m.com third semester. So that teachers and students can go for paper presentations and publications.
5. It was advised to submit standardised format of internal exam. question paper by Asst. Prof. Kishrakumar P to the academic co-ordinator on 16/6/2017.
6. The last date for submitting 1st Internals question paper & answer scheme is on 26th June, 17.
7. It was also decided to publish a question bank in the commerce department for each batch by incorporating 1st internal, 11th internal and university question papers.
8. It was informed that on 29th & 30th June, 2017 a workshop on 'Data Analysis' is organised in SCMS, Ernakulam. It was suggested that at least one of our staff member should participate in it. (preferably KKP or ABB).
9. Academic co-ordinator congratulated other dept. faculties and the department faculties for co-operating with the project viva for m.com students.
10. It was decided to give a Thanking letter for inter-dept. faculties for their cooperations.
11. It was announced that add on will start on June 14, 2017 onwards for 2nd & 3rd year students.
12. It was informed to all class teachers to copy put the class files to the com depo. in Anish Sir folder.

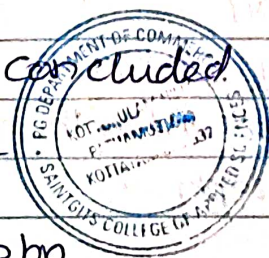


13. It was announced that graduation day is organised on 16th June, 2017 at 2.30 pm to 5.30 p.m. Best outgoing students are Kaveehma and vivin.
14. Department conducted 3 class committee so far and informed that other class committee will be scheduled for next week.
15. It was informed by Mr. David Joseph Blood Donor's Day will be celebrated on 14th June, 2017 by collecting a blood group database.
16. Academic co-ordinator congratulated Cr. David Joseph for attending 2 days NSS camp in M.G. University. Topic: Jaivam 2017.
17. Meeting also congratulated Cr. Preettha Thomas for conducting the environment day celebration, Cr. Monisha Ann Roy for ~~the~~ coordinating the project viva for m.com, Cr. Aby Alex William for add on courses co-ordinating and Cr. Jubey Thomas and all other class teachers for conducting Refresher day for 2nd & 3rd years.
18. It was suggested to conduct an inauguration of commerce Association by an Alumni & decided to put forward the suggestion to staff council.
19. It was decided to conduct a department auditing on 26th June, 2017.

Meeting concluded at 4.00 pm
Staff secretary

Meera

Cr. Meera Elza John



Abhishek
20/6/17

Academic co-ordinator

STAFF MEETING-17

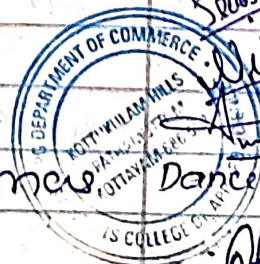
All the staff members of the Department of commerce are requested to attend the Department staff meeting on 20th June, 2017, Tuesday at 12.45 pm, in the Principal's office.

Agenda for the Meeting.

1. Staff council decisions.
2. Selection of students for various activities
3. Next week plan of action.
4. Other matters if any...

MEMBERS

Sl. No.	Members Present	Signature.
1.	Prof. M.C. Joseph	
2.	Asst. Prof. Anish B Bhasakaran	
3.	Asst. Prof. Seethu John	
4.	Asst. Prof. Krishnakumar P	
5.	Asst. Prof. Uma Lukose	Absent.
6.	Asst. Prof. Jubey Thomas	Induction meeting
7.	Asst. Prof. Abha Mohan.	Leave
8.	Lr. Monisha Ann Roy	
9.	Lr. Preettha Thomas	
10.	Lr. Aby Alex William	
11.	Lr. Silpa Mary John	
12.	Lr. Meera Elza John	
13.	Lr. Southi Sasa Rajan	
14.	Lr. Nikhil Anil	
15.	Lr. Anu Mary John	
16.	Lr. Leah Anna Thomas	Dance club meeting
17.	Lr. David Joseph	



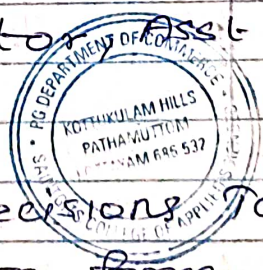
MINUTES OF THE MEETING HELD ON 20th June, 2017

VENUE : Department

Time : 12.30 pm

Sl. No.	MEMBERS PRESENT	MEMBERS ABSENT
1.	Prof. M.C. Joseph	
2.	Asst. Prof. Anish B Bhaskaran	
3.	Asst. Prof. Seethu John	
4.	Asst. Prof. Krishnakumar	
5.	Cr. Monisha Ann Roy	
6.	Cr. Praeetha Thomas	
7.	Cr. Aby Alex William	
8.	Cr. Silpa Mary John.	
9.	Cr. Meera Elza John	
10.	Cr. Suthi Sara Rajan	
11.	Cr. Nichel Anel	
12.	Cr. Anu Mary John	
13.	Cr. David Joseph.	
14.		Asst. Prof. Uma Kutase.
15.		Asst. Prof. Jubey Thomas
16.		Asst. Prof. Abha Mohan
17.		Cr. Leah Anna Thomas.

The meeting was chaired by Department coordinator, Asst. Prof. Anish B. Bhaskaran.



Matters Discussed & Decisions Taken:

1. It was decided to form a department advisory committee within July, 2017.
2. It was approved by the staff council to conduct an inauguration of commerce association by an Alumni

3. Centralised paper correction was approved by the staff council, for that special appreciation was given to Asst. Prof. Krishnakumar P.

4. It was informed that 2nd and 3rd year class teachers should mail the add on list to Mr. Aby Alex William on 21st June, 2017.

5. Places for industrial visit for 2nd years were identified by Mr. Dand Joseph.

6. Asst. Prof. Juby Thomas reported the date of 1st years induction is on 2th June at 2.00pm

7. class teachers were advised to select student representatives from each class and also to be advised to select students from 2nd years for selecting the GEM of seas.

8. Department Anti ragging committee was formed

The main co-ordinator will be Asst. Prof.

Krishnakumar P along with other faculties

Mr. Dand Joseph, Asst. Prof. Juby Thomas,

Mr. Preetha Thomas, Mr. Nikhil Pril and

Mr. Anu Mazy John.

9. It was also decided to give an orientation regarding the ragging to 2nd and 3rd year.

Meeting concluded at 12.45 p.m

Staff Secretary

Jilka

Mr. Meera Elza John

Dr. Babu
27/6/17.

Academic Co-ordinator

STAFF MEETING - 18.

All the staff members of the Department of Commerce are requested to attend the Department staff meeting on 27th June, 2017. Tuesday at 2.45 p.m in the Principal's office

Agenda for the Meeting

1. Minutes of the last meeting held on 20th June, 2017.
2. Induction Day Schedule Discussion
3. Anti-ragging Committee
4. FDP by Dr. Monisha Ann Roy
5. Abha Miss Send off.
6. Other Matters if any.

MEMBERS

Sl.No	MEMBERS	SIGNATURE OF PRESENT MEMBERS	REASON FOR LEAVE.
1.	Prof. M.C. Joseph		
2.	Asst. Prof. Anish B Bhaskaran	<u>Anish</u>	
3.	Asst. Prof. Seethy John	<u>John</u>	
4.	Asst. Prof. Krishnakumar P	<u>Krishna</u>	
5.	Asst. Prof. Uma Lakshmi	<u>Uma</u>	
6.	Asst. Prof. Juby Thomas	<u>Juby</u>	
7.	Asst. Prof. Abha Mohan		
8.	Dr. Monisha Ann Roy	<u>Monisha</u>	
9.	Dr. Preetha Thomas	<u>Preetha</u>	
10.	Dr. Ahy Alex William	<u>Ahy</u>	
11.	Dr. Silpa Mary John	<u>Silpa</u>	
12.	Dr. Meera Elza John	<u>Meera</u>	
13.	Dr. Sreethi Sasa Rajan	<u>Sreethi</u>	
14.	Dr. Nikhil Anil	<u>Nikhil</u>	
15.	Dr. Anu Mary John	<u>Anu</u>	
16.	Dr. Leah Anna Thomas	<u>Leah</u>	
17.	Dr. David Joseph	<u>David</u>	

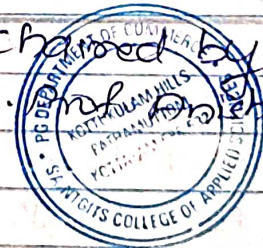
MINUTES OF THE MEETING HELD ON 27th June, 2017

VENUE: Department

Time: 2.00 p.m

Sl.No	Members Present	Members Absent.
1	Prof. M. C. Joseph	
2	Asst. Prof. Anish B Bhaskaran	
3	Asst. Prof. Seethu John	
4	Asst. Prof. Krishnakumar P	
5	Asst. Prof. Uma Lukose	
6	Asst. Prof. Jubey Thomas	
7	Asst. Prof. Abha Mohan	
8	Lr. Monisha Ann Roy	
9	Lr. Breetta Thomas	
10	Lr. Aby Alex William	
11	Lr. Silpa Mary John	
12	Lr. Meera Elza John	
13	Lr. Southi Sara Rajan	
14	Lr. Nikhil Anil	
15	Lr. Anu Mary John	
16	Lr. Leah Anna Thomas	
17	Lr. Dand Joseph	

The meeting was chaired by
Department co-ordinator Asst. Prof. Anish B
Bhaskaran.



Matters Discussed & Decisions Taken.

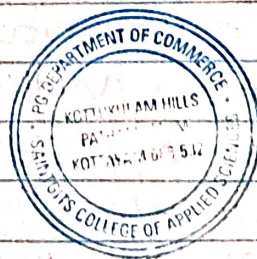
1. It was decided to submit question paper & answer scheme by July 30th, 2017.
2. It was advised to have a department meeting.
3. It was declared to select student coordinators for commerce Association events and a meeting should be organised.

4. Industrial visit for 2nd year is planned on July 1st Saturday. It was advised to ensure that all students should participate for it.
 5. Special appreciation was given to Asst. Prof. Jubly Thomas for co-ordinating the induction program for 1st years. ~~Asst. Prof. Jubly Thomas~~ given orientation regarding PTA registers.
 6. Add on courses offered for 1st year, computer Application are BEC, Life skills & computer Fundamentals and for Taxation students compulsorily they have to study Excel.
 7. Coordinator also appreciated Co. Monisha Ann Roy for organising OJT for third years.
 8. It was informed that attendance percentage should be published to students on 5th of every month and submit for internal audit on 10th of every month.
 9. FDP by Co. Monisha Ann Roy was postpone due to Abha Mrs send off.
 10. Asst. Prof. Abha Mohan was given farewell by the department.
- Meeting concluded at 4.30 p.m

Staff secretary

Meera

Co. Meera Elsa John.



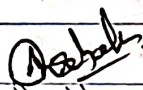
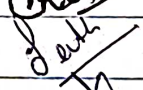

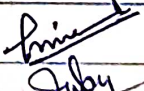
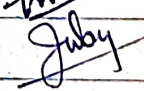

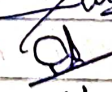
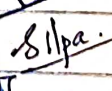
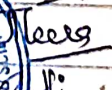


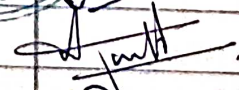
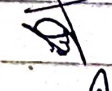

Abha
4/7/17

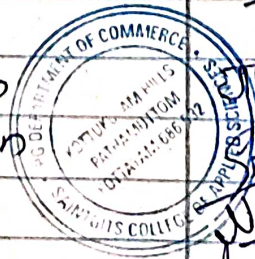
STAFF MEETING - 19

All the staff members of the Department of Commerce are requested to attend the Department Staff meeting on 4th July, 2017, Tuesday at 2.45 p.m, in the Principal's Office.

AGENDA FOR THE MEETING

1. Minutes of the last meeting.
2. Orientation for 1st years
3. Internal Examination
4. Commerce Association
5. Industrial visit
6. Monthly evaluation - department responsibility
7. Other matters, if any.....

Sl.No	Members	Signature	Reason for leave
1.	Prof. M.C. Joseph		
2.	Asst. Prof. Anish B Bhaskaran		
3.	Asst. Prof. Seethu John		
4.	Asst. Prof. Krishnaraman P		
5.	Asst. Prof. Uma Lakshmi		
6.	Asst. Prof. Jubey Thomas		
7.	Co. Monisha Ann Roy		Accounting class.
8.	Co. Preetha Thomas		
9.	Co. Aby Alex William		
10.	Co. Silpa Mary John		
11.	Co. Meera Elza John		
12.	Co. Southi Sara Rajan		
13.	Co. Nilhil Anil		
14.	Co. Anu Mary John		
15.	Co. Leah Anna Thomas		
16.	Co. David Joseph		



MINUTES OF THE MEETING HELD ON 4th July, 2017.

VENUE: Department

Time: 3.00 p.m

Sl.No	Members Present	Members Absent
1.	Prof. M. C. Joseph	
2.	Asst. Prof. Anish B Bhaskaran	
3.	Asst. Prof. Seethu John	
4.	Asst. Prof. Krishnakumar P	
5.	Asst. Prof. Lima Lukose	
6.	Asst. Prof. Juby Thomas	
7.		Dr. Monisha Ann Roy
8.	Dr. Preetha Thomas	
9.	Dr. Aby Alex William	
10.	Dr. Silpa Mary John	
11.	Dr. Meera Elza John	
12.	Dr. Southi Sara Rajan	
13.	Dr. Nikhil Anil	
14.	Dr. Anu Mary John	
15.	Dr. Leah Anna Thomas	
16.	Dr. David Joseph	

The meeting was chaired by Department Co-ordinator Asst. Prof. Anish B Bhaskaran.

Matters Discussed & Decisions Taken:

- Asst. Prof. Krishnakumar P announced that all the teachers have submitted their 1st internal question papers and answer scheme yet to be received.
- It was also declared that procedure for valuation is prepared by Asst. Prof. Krishnakumar P and it will be circulated within 14th July, 2017.
- It was decided to send S3A students for industrial visit on July 29th 2017. Class teachers and

tour co-ordinator should take the effort for the same.

4. Add on courses for 1st years started on 4th July, 2017. It was announced this time life skills add on courses are not offered to the students.

5. Date for 1st year orientation was announced. For S1A - 10th July, S1B - 11th July and T₁ - 12th July.

Asst. Prof. Krishnakumar P will be having special supervising duty during these 3 days.

Teachers accompanying for the orientation are as follows:

Class	Male Faculty	Female Faculty
S1A	AAW/David Joseph	PT/Leah Ann Thomas
S1B	Nikhil Anil	Soubhisree Royar
T ₁	Dand Joseph	Silpa Mary John

It was decided that the concerned faculty has to handle the session of ice-breaking during the 1st day of orientation.

6. It was also announced that 1st internal exam will start on 17th July, 2017 for 2nd and 3rd years.

7. It was suggested to include the testpaper marks as assignment marks of each subject of students in their internals. 2 marks for testpaper, and 3 marks for assignment.

8. It is decided its inauguration Commerce association on 7th July.
Meeting concluded at 4.30 p.m

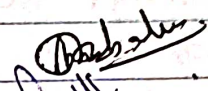
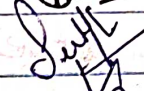
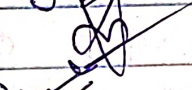
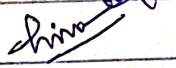
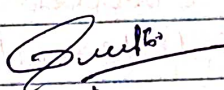

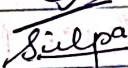
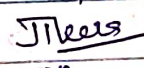
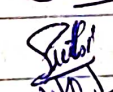

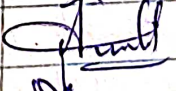

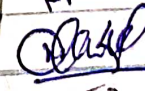
Dr. Subh
19/7/17.

STAFF MEETING - 20.

AGENDA.

1. PTA
2. Industrial visit
3. Other Matters (if any)

Date : 19th July, 2017

Sl. NO	Members	Signature	Reason for leave
1.	Prof. M. C. Joseph		
2.	Asst. Prof. Anish B Bhaskaran		
3.	Asst. Prof. Seethu John		
4.	Asst. Prof. Krishnakumari P		
5.	Asst. Prof. Lima Lukose		
6.	Asst. Prof. Jubey Thomas		
7.	Cr. Preetha Thomas		
8.	Cr. Abij Alex William		
9.	Cr. Silpa Mary John		
10.	Cr. Meera Elza John		
11.	Cr. Southi Sara Rajan		
12.	Cr. Nichil Anil		
13.	Cr. Anu Mary John		
14.	Cr. Leah Anna Thomas		
15.	Cr. Dand Joseph		

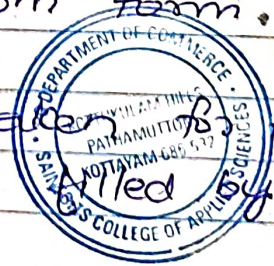


Minutes of the Meeting Held on 19th July, 2018

Venue: Department

Time: 12:30 p.m

1. It was advised to give preference only to B.com students for the add on courses.
2. Special appreciation was given to Cr. David Joseph and Cr. Nikhil Anil for conducting the ice-breaking session for first years.
Academic co-ordinator also appreciated other faculties who have accompanied the students for orientation.
3. It was announced that testpaper folder will be created by Asst. Prof. Jubey Thomas after the 1st Internal Exam.
4. It was advised to conduct group mentoring once in a month and the schedule should be set by the mentor itself.
5. It was finalised to write the group mentoring report of final year students in the back side of PTA register.
6. It was declared that m.com Form A & B was submitted.
7. Following decision were taken by the PTA:
 - (i) Student profile should be filled by the concerned mentor
 - (ii) Aug 1st week onwards PTA will be scheduled
 - (iii) Result analysis & attendance of each class should be presented to the parents by the class teachers.

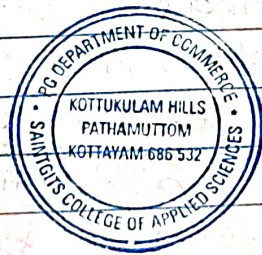


8. Industrial visit is yet to be finalised.
9. It was announced that project class for M.com students will be held on 26th July, 2017.
10. Special appreciation was given to Asst. Prof. Krishna Kumar and all other faculties for smoothly conducting the centralised valuation.
11. Course file of each class should be submitted on 1st week of August for internal audit.
12. It was advised to take the list of students who have skipped the internal exam by the class teacher.
13. It was also advised to take the list of students staying in hostel / PG, mode of transport they are using by Lt. David Joseph.

Meeting concluded at 12.45 pm

Staff-Secretary
 Lt. Meera Elza John

Dehsh
 25/7/17



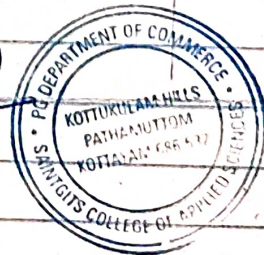
STAFF MEETING - 21

Date: 25th July, 2017

Agenda

1. PTA
 2. Result analysis
 3. First year question paper
 4. Mentoring
 5. Placement training
 6. ASAR 16-17
 7. Other matters (individual file auditing)
- FDP by lecturer David Joseph

SLNO	Members	Signature	Reason for leave
1	Prof M.C. Joseph		
2	Asst-Prof. Anish B Bhaskaran	Signature	
3	Asst. Prof. Seethu John	Signature	
4	Asst. Prof. Konshrakumar P	Signature	
5	Asst. Prof. Lima Lukose	Signature	
6	Asst. Prof. Juby Thomas		
7	Gr. Preetha Thomas	Signature	
8	Co. Ahy Alex William	Signature	
9	Gr. Silpa Mary John	Signature	
10	Co. Meera Elza John	Signature	
11	Gr. Suthi Sasa John	Signature	
12	Co. Nilchal Anil	Signature	
13	Co. Aru Mary John	Signature	
14	Co. Leah Anna Thomas	Signature	
15	Gr. David Joseph	Signature	



Minutes of the Meeting Held on 25th July, 2017.

Venue: Department

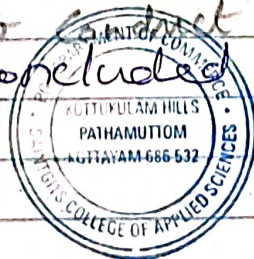
Time: 12.30 p.m.

1. It was advised to create a test paper folder by Asst. Prof. Juby Thomas
 2. It was also advised to conduct group mentoring of those mentor who haven't conducted it.
 3. It was decided to conduct a project class for m.com students on 26th or 27th of July, 2017.
 4. Class teachers should submit course file on 1st week of August, 2017.
 5. It was declared that PTA schedule was completed and PTA will start from August, 1st onwards. and time will be from 3pm to 4 pm.
 6. Asst. Prof. Krishnakumar P said that question paper format is mailed to the faculty mail id and everyone should submit first year question paper on or before 31st July, 2017.
 7. It was also suggested to conduct a placement training on 17th August, 2017
 8. It was decided to conduct FDP by Dr. David Joseph
- Meeting concluded at 12.45 pm

Staff Secretary

Mess

G. Meera Elza John



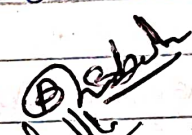
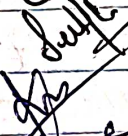
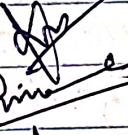
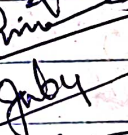
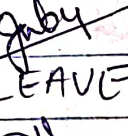
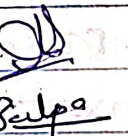
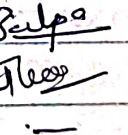
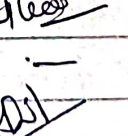
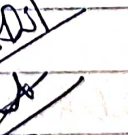
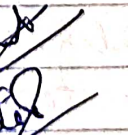
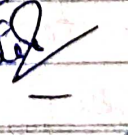
Dr. David Joseph
1/8/17

STAFF MEETING-22

Date : 8/8/2017.

Agenda

1. Group Mentoring
2. Project class for Mcom
3. PTA
4. Question Paper for 1st years
5. Other matters (if any)

Sl No	Members	Signature	Reason for leave
1	Prof. M.C. Joseph		
2	Asst. Prof. Anish B Bhasakaran		
3	Asst. Prof. Seethu John		
4	Asst. Prof. Karshnakumari P		
5	Asst. Prof. Lina Lukose		
6	Asst. Prof. Jubey Thomas		
7	Co. Preetna Thomas	LEAVE	
8	Co. Abey Alex William		
9	Co. Silpa Masay John		
10	Co. Meera Elza John		
11	Co. Southi Sora Rayan		Meeting for school fee.
12	Co. Nikhil Anil		
13	Co. Anu Masay John		
14	Co. Leah Anna Thomas		
15	Co. Dand Joseph		Miss meeting



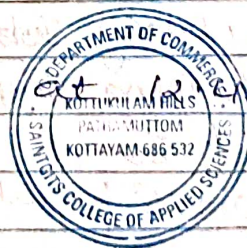
MINUTES OF THE MEETING HELD ON 1ST AUGUST, 2017

VENUE: Department.

Time: 12-15 pm.

1. It was advised to conduct an individual mentoring for every student from 1st week of August.
2. It was decided to conduct a project class for Mcom students on 5th Aug, 2017.
3. Lr. Aby Alex William informed that a folder for photo album was created in comdepo. All teachers are also requested to put main events photo in this folder.
4. Academic coordinator declared that all class in charge have submitted the course file.
5. It was also declared that PTA will start from 1st Aug onwards. Co-ordinator also appreciated Asst. Prof. Juby Thomas for scheduling the PTA meeting for all classes.
6. It was also declared to submit the 1st year question paper and answer scheme on or before 5th August, 2017.
7. It was also suggested to conduct a placement training for 2nd year and final year Bcom & Mcom students.

Meeting concluded



at 12:15 pm

Theres

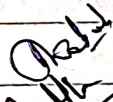
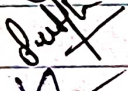
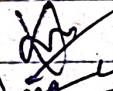

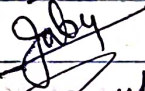

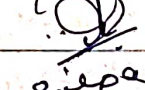
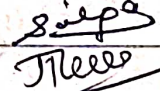
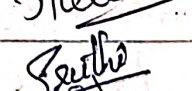
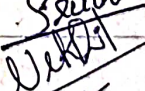
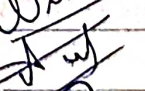
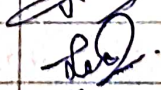
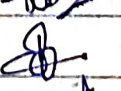


Lr. Meera Elza John
Staff Secretary

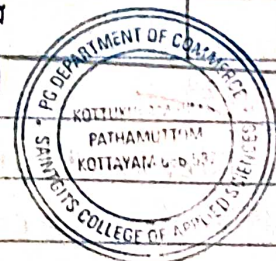
STAFF MEETING - 23

Date : 8/8/2017.

Agenda.

1. PTA
 2. Internal Exam and valuation
 3. ISO Audit
 4. Department Day officer.
 5. Other matters if any
- Junior Gitz Blitz

Sl No	Members	Signature	Reason for leave.
1	Prof. M.C. Joseph		
2	Asst. Prof. Anish B Bhaskaran		
3	Asst. Prof. Seetha John		
4	Asst. Prof. Krishnakumar P		
5	Asst. Prof. Uma Lekase		
6	Asst. Prof. Jubey Thomas		
7	Co. Preetha Thomas.		
8	Co. Aby Alex William		
9	Co. Silpa Mary John		
10	Co. Meera Elza John		
11	Co. Sauthi Sora Rajan		
12	Co. Nikhil Anil		
13	Co. Anu Mary John		
14	Co. Leab Anna Thomas		
15	Co. David Joseph.		
16	Co. Maria S Karakkattil		



Minutes of the Meeting held on 8th August, 2017.

VENUE: Department

Time: 12.15 pm

1. Academic co-ordinator welcomed Lr. Maria S Karakkattil to the department.
2. It was asked to submit mentoring schedule on or before 9th Aug, 2017.
3. Project class for mcom & Bcom students was successfully completed. It was also advised to collect the feedback regarding the class by Co. David Joseph.
4. It was also decided to submit the PTA report to the Academic co-ordinator by the class teachers.
5. It was also informed to teachers to sign the day officer book in the department, in the library and in ^{the} principal's desk.
6. It was informed that ISO audit will be held on Aug 25th, 2017.
7. First Internals for First Semester B.Com CA & Tax & decided to conduct Junior Quiz Quiz

J. Meera
Co. Meera Elza John

Staff Secretary.



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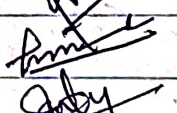
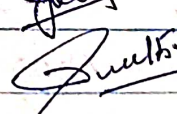
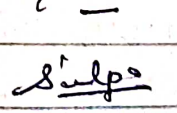
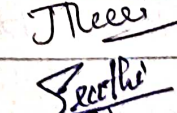

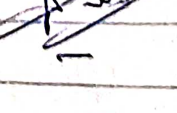
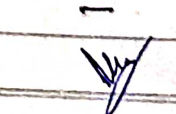



STAFF MEETING 24

Date: 14/8/2017.

Agenda.

1. 1st year exam
2. University Exam for 1st & 11th year.
3. Internal Exam valuation
4. Placement training
5. Other matters...
Review of Junior Quiz Bd.

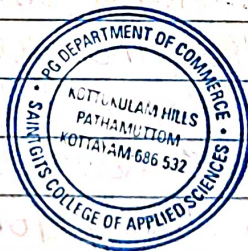
Members.

Sl No	Members	Signature	Reason
1.	Prof. M.C. Joseph		
2.	Asst. Prof. Anish B Bhaskaran		
3.	Asst. Prof. Seethu John		
4.	Asst. Prof. Koshrakumar P		
5.	Asst. Prof. Lima Lukose		
6.	Asst. Prof. Jubey Thomas		
7.	Cr. Preetna Thomas		
8.	Cr. Aby Alex William	-	School fest event Co-ordinator
9.	Cr. Silpa Mary John		
10.	Cr. Meera Elza John		
11.	Cr. Snuthi Sara Rajan		
12.	Cr. Nilehil Anil		
13.	Cr. Anu Mary John		
14.	Cr. Leah Anna Thomas	-	School fest judge
15.	Cr. Dand Joseph	-	"
16.	Cr. Meera S Karakkattil		

MINUTES OF THE MEETING HELD ON 14th Aug, 2017.

1. Academic co-ordinator asked to give the feedback regarding the project class on or before 15th Aug, 2017.
2. It was informed that university exam is declared on October 5th & 6th for 2nd and 3rd years.
3. It was declared that department ISO audit will be held on 22nd August, 2017.
4. It was also informed that 1st year exam is rescheduled to 16th, 17th and 19th August, 2017.
5. Asst. Prof. Krishnakumar P. informed that External exam valuation schedule is published & all teachers have to sign the schedule. &
6. It was also planned to conduct a placement training on 17th August & 24th August, 2017.
7. Junior City Blitz held @ Marwan School Kalathupady won the Overall Championship.

Meesa
 Ms. Meesa Elza John
 Staff secretary.



Chahal

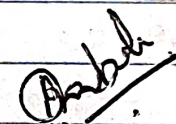
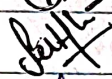
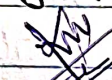
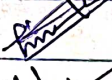



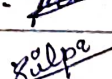
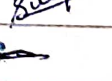
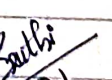

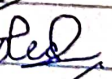
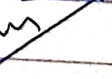

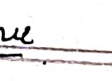


STAFF MEETING 25

Date : ²²22/8/17.

Agenda

1. Industrial visit.
2. Special class for 1st years late comers
3. Next semester subject allocation
4. Placement and career.
5. Project guide allotment.
6. Other important matters, if any.

Members :

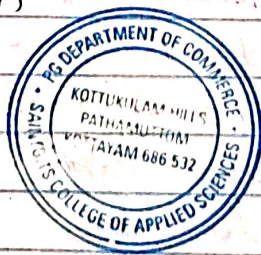
Sl.No	Members	Signature	Reason.
1	Prof. M. C. Joseph		
2	Asst. Prof. Anish B Bhaskaran		
3	Asst. Prof. Seethu John		
4	Asst. Prof. Krishnakumar P		
5	Asst. Prof. Lema Leekose		
6	Asst. Prof. Juby Thomas		
7	Lr. Preetha Thomas		
8	Lr. Any Alex William		
9	Lr. Maria S Karakkattil		
10	Lr. Silpa Mary John		
11	Lr. Meera Elza John		
12	Lr. Suthi Sara Rajan		Leave
13	Lr. Nikhil Anil		
14	Lr. Leah Anna Thomas		
15	Lr. Anu Mary John		
16	Lr. Dand Joseph		
	Asst. Prof. Anu Zacharia		NSS meeting

MINUTES OF THE MEETING HELD ON 22nd Aug, 2017.

1. It was advised to prepare a special time table by Ls. Southi Sora Rayan for the month of September for 2nd & 3rd years.
[Excess hours should be in parity with the course registers].
2. It was suggested to take ~~more~~ classes by the teachers who haven't completed the portions after 2:45 pm.
3. PTA of 1st years is scheduled to September.
4. Result analysis should be prepared by first year class teachers.
5. Placement training is scheduled on 24th August.
6. Permission is granted by the management for industrial visit.
7. It was also informed that UG project topics should be submitted by students on or before 23rd Aug, 2017.
8. It was decided to conduct IV of 2nd years during Next Week.

JLees

(s) Meera Elza John
Staff Secretary.



Orath
22/8/17

STAFF MEETING 26

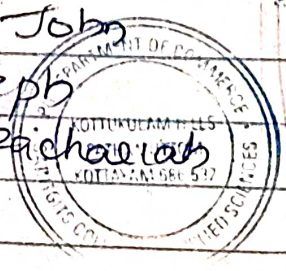
Date: 28/8/17.

Agenda

1. Internal Exam question paper and answer scheme
2. Other academic matters
3. Other matters, if any.

Members.

Sl.No	Members	Signature	Reason for leave.
1	Prof. M.C. Joseph		
2	Asst. Prof. Anish B Bhaskaran		
3	Asst. Prof. Seethu John		
4	Asst. Prof. Koushikumar P.		
5	Asst. Prof. Leena Lakose		
6	Asst. Prof. Juby Thomas		
7	Co. Poetha Thomas		
8	Co. Aby Alex William		
9	Co. Mouna S Kesakkattil		
10	Co. Silpa Mary John		
11	Co. Meera Elea John		
12	Co. Sauthi Sase Rajan		
13	Co. Nikhol Anil		
14	Co. Leah Anna Thomas		Leave
15	Co. Anu Mary John		Leave.
16	Co. David Joseph		
17	Asst. Prof. Anu Zachariah		



Minutes of the Meeting Held on 30th Aug, 2017.

1. It was advised to conduct Commerce association meeting on 12th September with student ~~and~~ co-ordinators.
2. Academic co-ordinator asked Co. Snuthi Sora Royan to schedule extra class for 2nd and 3rd years from 12th Sept to 20th September.
3. It was also suggested to conduct PTA for 1st years. and 1st internal results should be filled in the Students profile book.
4. Academic co-ordinator congratulated Co. Leah Anna Thomas, Co. Silpa Mary John, Asst Prof. Koshmalcumar and Co. David Joseph for the smooth conducting of industrial visit of S₃A students. It was also asked to submit a report on the IV.
5. It was advised to submit internal question paper for 11th and 111th years on or before 13th September, 2017.
6. It was also suggested to conduct 1st internal for the late ~~commencement~~ of the first years.
7. Special appreciation ~~is~~ also given to Co. David Joseph for the conducting of SS camp during Onam vacation.

Place

Lr. Meera Elza John

Place
20/9/17










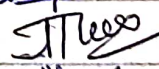

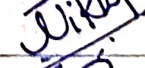



STAFF MEETING 27

Date: 20²²/9/2017

Agenda

1. Class report by class teachers.
2. Commerce association
3. Manuscript magazine
4. Study tour
5. Next semester subject allocation.

Members.

Sl.No.	Members	Signature	Reason for leave
1	Prof. M.C. Joseph.		
2	Asst. Prof. Anish B Bhasakaran		
3	Asst. Prof. Selthu John		
4	Asst. Prof. Krishna Kumar P		MCA class
5	Asst. Prof. Lina Lukose		
6	Asst. Prof. Juby Thomas	—	Leave
7	Co. Preetha Thomas		
8	Co. Aby Alex William		
9	Co. Maria S kara katti		
10	Co. Silpa Mary John		
11	Co. Meera Elza John		
12	Co. Southi Sara Rajan		
13	Co. Nikhil Anil		
14	Co. Leah Anna Thomas		
15	Co. Anu Mary John		
16	Co. Dand Joseph.		



MINUTES OF THE MEETING HELD ON 22nd SEPTEMBER, 2017.

Time : 2.50 pm

Venue : Principal's Office.

The meeting was chaired by H.O.D,
Asst. Prof. Anish B Bhaskaran.

1. Principal announced that general PTA will be on November 3rd. It was also announced that class wise PTA for 1st yrs will be held on 9th Oct and 10th Oct.
2. It was declared that 1st internal examination for late comers of first years will be held on 3rd to 7th October, 2017. Time 2.30 pm to 4.30 pm.
3. It was declared that 1st internal for ~~1st~~ 2nd years will be on Oct 19th, 2017.
4. Class report was presented by all class in charges.
5. It was suggested to conduct a commsoc association meeting on 25th September, 2017. to decide about the events.
6. It was decided that with the concern of parents only ~~we~~ ^{we} can conduct study tour for final years.
7. It was informed that sub allocation for the next ~~class~~ semester is completed and will be published on 25th September.
8. It was reported that Form A + B for second &



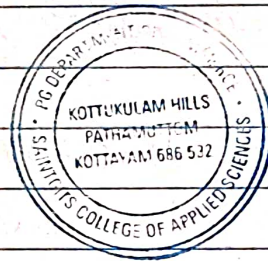
third year students should be submitted on 3rd October (attendance) and 9th (Result analysis).

9. It was reported that chess publication would like to publish commerce textbooks. So teachers who would like to publish can contact the publishers

Meeting concluded at 4.15 p.m

Staff Secretary
Meera

Ms. Meera Elza John



Periah
25/7/17


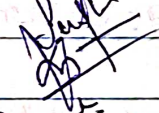


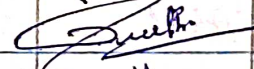

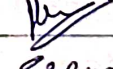
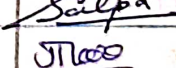
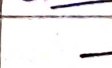
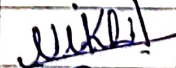
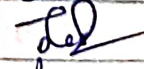

STAFF MEETING 28

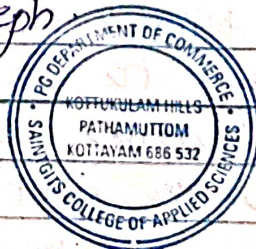
Date : 03/10/2017

Agenda

1. Attendance consolidated.
2. Form A & B
3. Department Interim reports.
4. Gits Blitz event finalisation.
5. Other Matters

Members.

Sl.No.	Members	Signature	Reason for not attending.
1	Prof. M.C. Joseph		
2	Asst. Prof. Anish B Bhaskaran		
3	Asst. Prof. Seethu John		
4	Asst. Prof. Krishnakumar P		
5	Asst. Prof. Lima Lukose		
6	Asst. Prof. Juby Thomas		
7	Cr. Preetha Thomas		
8	Cr. Aby Alex William		
9	Cr. Maria S Kasaikkattil		
10	Cr. Silpa Mary John		
11	Cr. Meera Elza John		
12	Cr. Smiti Sasa Rajan		
13	Cr. Nikhil Anil		
14	Cr. Leah Anna Thomas		
15	Cr. Anu Mary John		
16	Cr. David Joseph	—	N.Ss meeting with management.



MINUTES OF THE MEETING HELD ON 3rd OCTOBER, 2017.

Time : 12.15 pm

Venue : Department

1. It was advised to conduct presentation regarding result and attendance of first year students for the PTA.
2. It was announced that 1st internal for the late comers of first years will be conducted during the 2nd internal week.
3. Asst-Prof. Krishnakumari P. informed that 1st year question paper format have been mailed to faculties maid id and also advised to submit the question paper on Friday (6th Oct, 2017)
4. It was declared that on October 31st consolidated report for of 2nd years and 3rd years should be submitted.
5. It was advised to prepare Newsletter by the department.
6. It was also advised to plan the Bcom and Mcom study tour for the month of November.
7. It was announced that Nov 25th is the proposed date for Cuts Blitz.
→ External talk by Mumuni Soniya for M.Com students
8. It was decided to include test paper marks along with the internal marks and OJT Mark will be covered forward to the next semester marks (Asst-Prof. Jyoti Thomas)

Meeting concluded at 12.45 pm

Staff secretary
Mrs. Meera Eka John

Dr. Jyoti Thomas
10/11/17


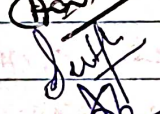
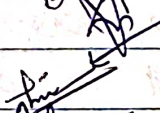
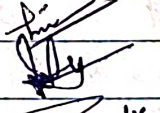
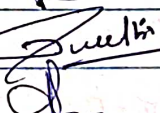
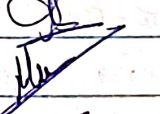
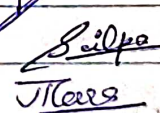
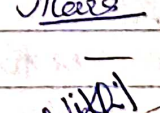
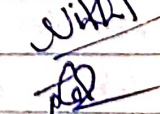
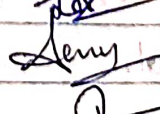
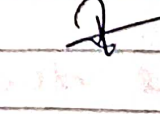




STAFF MEETING 29

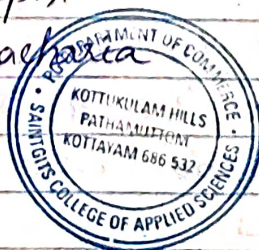
Date : 11/10/2017

Agenda.

1. PTA review
 2. Subject Allocation Finalisation & Approval.
 3. Document submission by the concerned teachers
 4. Other Matters, if any.
- (M3 Study tour)
International day of Eradication of Poverty

Members Present.

Sl.No	Members	Signature	Reason for not attending
1.	Prof. M.C. Joseph		
2.	Asst. Prof. Anish B Bhaskaran		
3.	Asst. Prof. Seethy John		
4.	Asst. Prof. Krishnakumara P		
5.	Asst. Prof. Lina Lukose		
6.	Asst. Prof. Jubey Thomas		
7.	Lr. Preetha Thomas		
8.	Lr. Aby Alex William		
9.	Lr. Maria S Karakkalathil		
10.	Lr. Silpa Mary John		
11.	Lr. Meera Eza John		
12.	Lr. Sruithi Sara Rajan		
13.	Lr. Nikhil Aril		
14.	Lr. Leah Anna Thomas		
15.	Lr. Anu Mary John		
16.	Lr. David Joseph		
17.	Asst. Prof. Anu Zacharia		



Minutes of the Meeting held on 11th October 2017

Time: 3:00pm

Venue: Department

1. Asst. Prof. Anish B Bhaskaran, Academic co-ordinator informed that PTA of first years was conducted successfully and also received good comments from the parents. Following suggestions were put forward regarding PTA:

a) PTA should be informed 1 week prior to the scheduled date.

b) Refreshment for Parents.

Parents also suggested some points

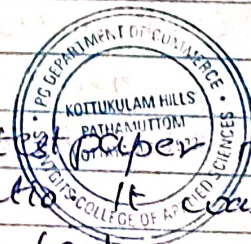
2. It was announced that Meom [2017-18] 3rd sem results has been published and 35% of students passed in all subjects.

3. It was suggested to prepare 'Newsletter' of the department and Mr. Lr. Aby Alex William and Mr. Meera Elza John was selected as the Co-ordinator for the above.

4. It was informed that for Gifts Blits our department is going to introduce a new event 'Corporate Walk' and all other events names have been slightly changed.

5. It was decided to include test paper marks and assignments marks in 2:3 ratio. It was also decided to exclude best of 3 test paper marks from 5 test papers.

6. It was informed by the Academic co-ordinator

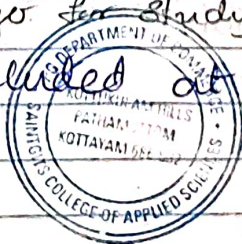


to keep Form A & Form B of all subjects by the class teachers and also they have to verify the attendance and all other details.

7. It was informed by Ms. Preetha Thomas that September's FDP and October month FDP will be conducted during this month itself.
8. It was suggested to give library orientation for M₁ students.
9. Academic coordinator informed that the subject allocation for the next semester is finalised and got approval from all the teachers.
10. Asst. Prof. Krishnakumar P informed to submit the answer scheme of 11th internal of first years by Mon (16th October, 2017).
11. It was decided that for AQAR preparation Cr. Maria S Karakkattil, Cr. Dand Joseph, Cr. Anu Mary John have been selected as the committee members along with Asst. Prof. Seethu John
 → It was decided to contribute grocery items to Mercy home Changanassery as part of International day of Eradication of Poverty
12. It was decided to submit 150 work registers of Poverty Final report on 23rd October 2017 (1st sem) and 27th October 2017 (3rd sem)
13. It was decided to go for study tour for M₃ students to Coorg, Wyanacel, Bangalore, Wondala, Kochi

Staff Secretary
Jilese

Cr. Mella Elza John



Asst. Prof.
 20/10/17

STAFF MEETING - 30

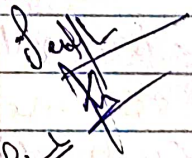
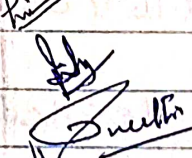
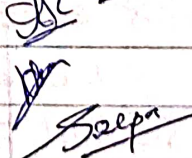
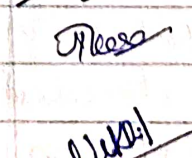
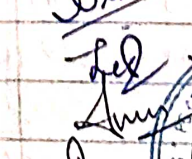
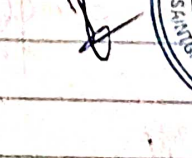
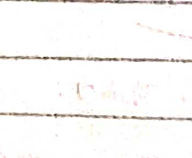
All the staff members of the Department of Commerce are requested to attend the Department Staff meeting on 24th October, 2017 at 2.50 pm in the Department

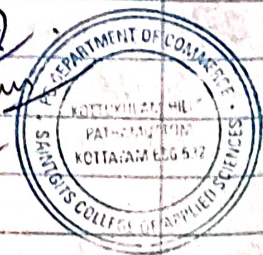
Agenda for the Meeting.

1. Internal audit renewal
2. Dept ppt presentation for general meeting
3. Other matters, if any

Project Presentation of B.com final years.

Members Present

Sl. No.	Members	Signature	Reason
1	Prof. M.C. Joseph		
2	Asst. Prof. Anish B Bhasikaran		
3	Asst. Prof. Seethu John		
4	Asst. Prof. Krishnakumar P		
5	Asst. Prof. Lima Lukose		
6	Asst. Prof. Jubey Thomas		
7	Co. Preetha Thomas		
8	Cr. Aby Alex William		
9	Co. Maria S Karakkaltil		
10	Cr. Silpa Mary John		
11	Cr. Meera Elza John		
12	Cr. Southi Sasa Royan		
13	Cr. Nikhil Anil		
14	Cr. Leah Anna Thomas		
15	Cr. Anu Mary John		
16	Cr. David Joseph		
17.			



MINUTES OF THE MEETING HELD ON 24th October, 2019

Time : 2.50 p.m

Venue : Department.

1. Following teachers were given the duty to submit following files on or before 31/10/19 to the academic co-ordinator for the AQAR :-

a) Admission File : JT & MSK

b) Result Analysis

2012-15	- LAT	} B.COM
2013-16	- AMJ	
2014-17	- SMJ	

Mcom Result : NA, LL & PT.

c) Placement - KKP

d) Faculty Profile - SJ & SSR

e) FDP - PT

f) Achievements - MSK

g) Outreach - PT

h) Club Activities - MSK.

i) Association - LAT / DJ

j) Add on - AAW.

k) Day scholars - DJ

l) Mentoring - ABB / SMJ

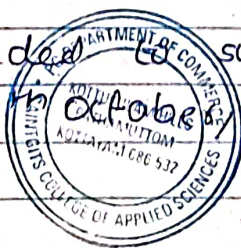
m) Library usage - MEJ

n) General events - JT & MSK

2) It was decided to submit the final year course file on 25th October 2019. I also do conduct Project Presentation.

Staff Secretary

Jiboo
Dr. Neelra Eera John



Prashant
31/10/19

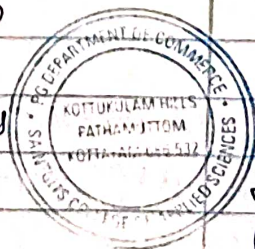
STAFF MEETING - 31.

All staff members of the Department of Commerce are requested to attend the department staff meeting on 31st October, 2019 at 2.50 pm in the department.

Agenda for the Meeting

1. New semester - Plan of Action
2. Restructuring
3. M.com Internal Examination
4. M.com 1st yr - orientation
5. Other Matters, if any.
 - Quiz Competition in regard with Kerala Piravi
 - Orphanage Visit.

Sl No	Members Present	Signature
1	Asst. Prof. Anish B Bhasakaran	
2	Asst. Prof. Seethu John	
3	Asst. Prof. Krishnakumar P	
4	Asst. Prof. Lina Lukose	
5	Asst. Prof. Juby Thomas	
6	Lt. Preetha Thomas	
7	Lt. Aby Alex William	
8	Lt. Maria S	
9	Lt. Silpa Mary John	
10	Lt. Meera Elza John	
11	Lt. Sreethi Sava Rajan	
12	Lt. Nikhil Anil	
13	Lt. Leah Anna Thomas	
14	Lt. Anu Mary John	
15	Lt. David Joseph	



Handwritten signatures and initials, including 'Seethu', 'Meera', and 'Anil'.

MINUTES OF THE MEETING HELD ON 31st October, 2017

Time : 9.50 pm

Venue : Department.

1. It was informed by Asst. Prof. Seethu John, that the course file of all classes have been submitted by the classteachers.
2. Academic Co-ordinator informed that a new faculty ~~has~~ been taken to the department in place of Cr. Snuthi Sara Rajan.
3. It was informed that tour for B.com final years should be scheduled for 27th November onwards.
4. Academic Co-ordinator reported that there is a change in the class in charges due to the long leave of Cr. Snuthi Sara Rajan.
As per the decision, Asst. Prof. Anju Ann Abraham will be the class in charge of S2B class and Cr. Nikhil Anil will be the incharge of M₁.
5. It was asked to plan M₁ class orientation on 18th November, 2017.
6. It was decided to submit 150 Register on November 6th, 2017.
→ It was suggested to conduct Orphanage Visit by first years.
7. It was reported by Asst. Prof. Lima Lukose that M₃ project presentation will be conducted during February 3rd week.
→ It was decided to conduct Quiz Competition in regard with Kerala Pinavi.
8. Co-ordinator reported that for the next semester 1 extra hour has been allotted as Tutorial hour for every teachers.

Meera
Cr. Meera Elza John

Dusha
9/11/17

STAFF MEETING 32

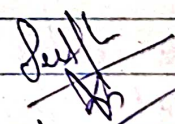
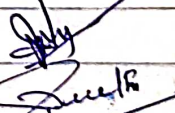


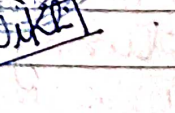
All staff members of the Department of Commerce are requested to attend the department staff meeting on 9th November at 2.50 p.m in the department.

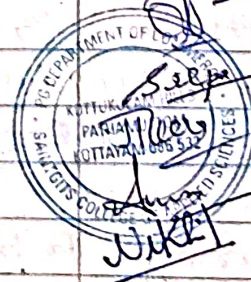
Agenda For the Meeting

1. ICT Methods
2. Teaching - Learning Process
3. Renew of Valuation
4. Dept PPT content Submission
5. Add on
6. Other Matters (if any)

Note

Meeting was postponed due to the inter-collegiate Fest. - Gitz Blitz.

S.No	Members Present	Signature
1	Asst. Prof. Anish B Bhaskaran	
2	Asst. Prof. Seethu John	
3	Asst. Prof. Karshakumar P	
4	Asst. Prof. Juby Thomas	
5	Dr. Preetha Thomas	
6	Cr. Ahy Alex William	
7	Cr. Silpa Mary John	
8	Cr. Meera Elza John	
9	Cr Anu Mary John	
10	Cr. Nichil Anil	
11.	Cr. Teena Annie Varghese	



MINUTES OF THE LAST MEETING HELD ON 9th November, 2017.

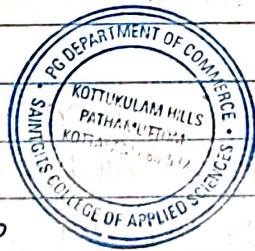
1. Academic coordinator welcomed new faculty Co. Teena Annie Varghese to the department.
2. It was advised to conduct the valuation properly and with due attention.
3. It was also advised to follow the ICT methods in the class. For the above Asst. Prof. Krishnakumar and Co. David Joseph was selected as the advising committee.
4. It was informed that project B.com students chapter 1 should be finalised on or before 10th Nov.
5. It was declared to submit M₁ & M₃ question paper.
6. Academic coordinator appreciated Co. Leah Anna Thomas & Co. David Joseph for coordinating the gift brochure.
7. It was informed that Alumni (Dubai) formal inauguration will be held on 10th Nov.

Meeting concluded at 4.00 pm

Staff Secretary

JTee

Co. Neera Elza John



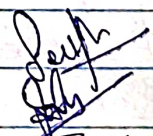
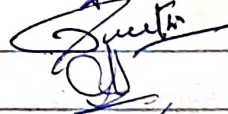
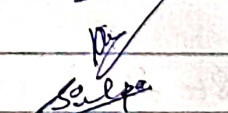
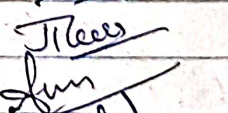
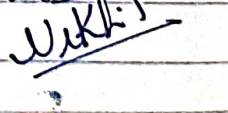
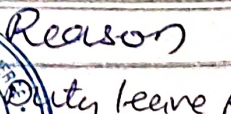
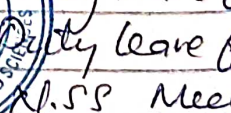
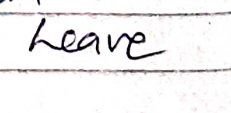

Debrah
18/11/17

STAFF MEETING 33

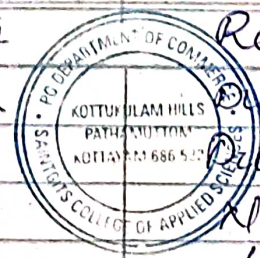
All staff members of the Department of Commerce are requested to attend the department staff meeting on 6th December, 2017 at 2.50 pm in the department.

Agenda.

1. Form A and B (M.com and first years)
2. Mentoring
3. Result Analysis
4. Family day
5. Other matters, if any.
 - Study tours for final year's.
 - Poster Designing Competition.

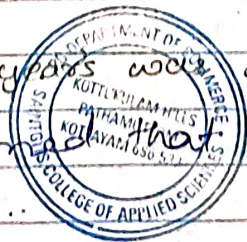
Sl-NO	Members Present	Signature
1	Asst. Prof. Anish B Bhas karan	
2	Asst. Seethu John	
3	Asst. Juby Thomas	
4	Gr. Preetna Thomas	
5	Gr. Apy Alex William	
6	Gr. Maria S	
7	Gr. Silpa Mary John	
8	Gr. Meera Eka John	
9	Gr. Anu Mary John	
10	Gr. Nikhil Anil	
11	Gr. Jeena Annie Vaghese	

Sl-NO	Members Absent	Reason
1.	Asst. Prof. Koushnikumar	Duty leave for tour
2.	Gr. Leah Anna Thomas	Duty leave for tour
3.	Gr. David Joseph	N.S.S Meeting
4.	Asst Prof - Lina Lukose	Leave



MINUTES OF THE LAST MEETING HELD ON 6th Dec 2017.

1. Cr. Aly Alex William and Cr. Meera Elza John was appreciated for creating the News letter and a photogallery.
2. It was also advised to create a faculty newsletter showing the activities conducted by the faculties.
3. It was suggested to organise a moodle class for faculties.
4. It was decided to submit Form A & B of M3 on 8th Dec, 2017 and Form A & B of 1st years on 11th Dec and 12th, 2017.
5. Academic coordinator appreciated Cr. Leah Anna Thomas, Cr. David Joseph and Cr. Meera Elza John for co-ordinating Commerce Cris Blitz 2017. Also congratulated for conducting flashmob.
6. It was also decided not to conduct a question answer round for corporate walk for next year with Blitz.
 - > It was decided to conduct a Poster designing Competition for B-Com students. Topic "Human Rights".
7. It was also advised to choose the same event coordinators of 2nd years for the next fest.
 - > Study tours for final years was scheduled, 86A - 09/12/17, 86B - 11/12/17, 96 - 12/12/17.
8. It was informed that Family day will be on 22nd Dec, 2017.
9. It was also informed that on 19th, 20th and 21st Dec there will be an excel class for final years.



Meeting concluded at 4.00 pm

Meera
13/12/17