

SAINTGIRIS COLLEGE OF APPLIED SCIENCES, KOTTAYAM

Minutes of Dept Staff Meeting held on 3/6/19

Time : 3:00 pm

Venue : Dept of Corporate Economics

Agenda.

- 1) Preparation of Plan of Action for the academic year 2019-20
- 2) Graduation Day
- 3) Duty Allocation

Decisions.

- 1) Dr. K.K. John presented & discussed the plan of action for the current academic year.
- 2) Dr. K.K. John informed the meeting that Graduation day is scheduled on 8/6/19.
- 3) It was decided that the classes for final years will begin on 6/6/19 & second years on 12/6/19.
- 4) Duties & class teachership have been allotted to the teachers

Members Present.

Dr. K.K. John

Mr. Anay Anthrayose

Mr. Manu Mohan

Staff Secretary

HOD

Principal.



SAINTGIRIS COLLEGE OF APPLIED SCIENCES, KOTTAYAM

Minutes of Dept Staff Meeting held on 11/7/19
 Time : 2.00 pm
 Venue : Dept of Corporate Economics.

Agenda.

- 1) Orientation Programme.
- 2) Intra Departmental Union Budget Analysis
- 3) 50 years of Bank Nationalisation - Seminar.

Decisions.

- 1) Dr. K.K. John announced the conduct of Intra departmental and Inter departmental Union Budget Analysis Competition on 18/7/19 and 19/7/19 respectively.
- 2) A talk on 50 years of Bank Nationalisation was decided to conduct on 23/7/19
- 3) The meeting decided the conduct of 3 programmes for Talent Day by B.A.
- 4) Orientation Programme for third & fifth semester are decided on 5th & 3rd semester on 11/7/19 & 12/7/19

Members Present

Dr. K.K. John

Dr. Anny Anthranyal

Dr. Manu Mohan.

Staff Secretary

HOD

Principal



SAINTGIRIS COLLEGE OF APPLIED SCIENCES, KOTTAYAM

Minutes of Dept staff meeting held on 11/8/19

Time : 2.30 pm

Venue : Dept of Corporate Economics

Agenda

- 1) Question setting for Internal exam
- 2) National Seminar Plan

Decisions taken

- 1) Dr. K.K. John appreciated the dept for the successful conduct of Union Budget Analysis Competition & mentioned the winners of the event.
- 2) Dr. K.K. John suggested a plan for National Seminar on topic 'Economic Slow Down of the Indian Economy' and decided to send for the approval of management.
- 3) Dr. K.K. John directed the teachers to prepare question papers for internal exams and complete portions on time.

Members present

Dr. K.K. John

Dr. Ancy Anthranyose

Dr. Manu Mohan

Staff Secretary

HOD

Principal



SAINTGITS COLLEGE OF APPLIED SCIENCES, KOTTAYAM

Minutes of Dept. Staff Meeting held on 2/9/19
 Time : 2 pm.
 Venue : Dept of Corporate Economics

Agenda

- 1) Onam Celebration
- 2) Internal Exam

Decisions.

- 1) Dr. K.K. John directed the teachers to monitor the preparations of Onam Celebration.
- 2) Mr. Anny informed the meeting about the schedule of internal examinations and requested complete cooperation.

Members Present.

Dr. K.K. John
 Mr. Anny Anthrayose
 Mr. Manu Mohan

Staff Secretary

HOD

Principal



SAINTGITS COLLEGE OF APPLIED SCIENCES, KOTTAYAM

Minutes of Dept Staff Meeting held on 1/10/19

Time: 2 pm

Venue: Department of Corporate Economics.

Agenda

- 1) Preparation of NAAC files
- 2) University Exam preparation.

Decisions.

- 1) Dr. K.K. John directed the teachers to prepare and update necessary NAAC files.
- 2) Dr. K.K. John instructed teachers to give proper remedial classes for the weak students in various subjects.
- 3) Dr. K.K. John suggested the conduct of an Eye Camp in the college for the students, teachers and nearby community of Pathamuttom. Meeting decided to go ahead with the plan and get approval from the management.

Members Present

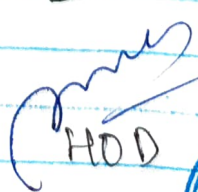
Dr. K.K. John 

Dr. Aney Anthrayose 

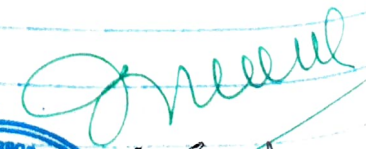
Dr. Reshmi Susan Jacob 

Dr. Manu Mohan 


Staff Secretary


HOD




Principal

SAINTGIRIS COLLEGE OF APPLIED SCIENCES, KOTTAYAM

Minutes of Dept Staff Meeting held on 4/11/19

Time : 2.30 pm

Venue : Dept of Corporate Economics

Agenda

1. Eye Camp
2. Workshop on MOODLE

Decisions.

1. Dr. K.K. John informed the meeting about the Free Eye Camp Plan. The meeting decided to conduct the Free Eye Camp in association with Eye Micro Surgery Thiruvalla from 9.30 am onwards in the college campus.
- 2) Dr. K.K. John directed the teachers to attend the MOODLE Workshop on 8/11/19 at B.Com Lab.
- 3) The meeting decided to conduct an awareness class on AIDS in connection with AIDS day. It is also decided to conduct a poster competition.

Members Present.

Dr. K.K. John

Mr. Anay Anthrayose

Mr. Reshmi Susan Jacob

Mr. Manu Mohan

Staff Secretary

HOD



Principal

SAINTGIRIS COLLEGE OF APPLIED SCIENCES, KOTTAYAM

Minutes of Dept. Staff Meeting on 2/12/19

Time : 2 pm

Venue : Department of Corporate Economics.

Agenda.

1. Valuation
2. Drug Awareness Class.

Decisions.

- 1) Dr. K. K. John directed the teachers to attend the valuation camp of University examination.
- 2) Dr. K. K. John congratulated the department for the successful conduct for the ~~Drug~~^{AIDS} Awareness Class on 29/11/19. Dr. Quincy Mariyam Jacob, Community Medicine, Medical College, Kottayam gave a class on drug & AIDS awareness. A flash mob was also conducted in the college campus.
- 3) The meeting decided to conduct a Drug Awareness Class in association with CHASS, Changanassery.
- 4) The project work for the final year students was selected from the topics given by the students. Students group wise students are allotted to teachers for the projects of sixth semester.

5) The meeting finalise two programmes for
Girls Biltz 2020.

Members Present

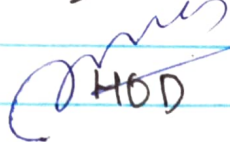
Dr. K. K. John. 

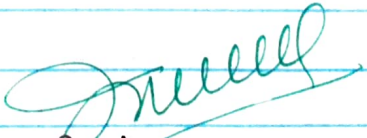
Dr. Ancy Anthrayose. 

Dr. Reshmi Susan Jacob. 

Dr. Manu Mohan. 

 Staff Secretary

 HOD


Principal.



SAINTGIRLS COLLEGE OF APPLIED SCIENCES,
KOTTAYAM.

Minutes of meeting held on 7/1/20

Time : 2.30 pm

Venue : Dept of Corporate Economics.

Agenda.

- 1) Girls Blitz
- 2) University Practical Exams
- 3) Tour and Industrial Visit
- 4) Alumni Meet
- 5) PTA.

Decisions

- 1) The meeting summarized the preparations of Girls Blitz 2020. Duties are allotted and invitation committee of students are selected.
- 2) Dr. K. K. John informed the meeting the University Practical exam of ES are decided to conduct on 10/1/20.
- 3) Dr. K. K. John directed the teachers to complete all the programmes by the beginning of February so that students can concentrate more on studies. Tour of final years is planned on from 20th January to 24th January 2020.
- 4) Industrial Visit of second years is planned to Tata Tea Estate Munnar on 21/1/20.

- 5) The meeting also decided to conduct Alumni Meet on 18/1/20 from 2.00 pm to 4.00 pm.
- 6) Dr. K.K. John informed the meeting the General PTA will be on 1/2/20.

Members Present.

Dr. K.K. John

Dr. Anny Anthrayose

Dr. Reshmi Susan Jacob

Dr. Manu Mohan

Staff Secretary

HOD

Principal



SAINTGITS COLLEGE OF APPLIED SCIENCES, KOTTAYAM

Minutes of meeting held on 3/2/20.

Time : 2 pm

Venue : Dept of Corporate Economics

Agenda.

1. Internal Examinations.
2. NAAC Preparations.

Decisions.

- 1) Dr. K.K. John congratulated Ms Anny Anthony for the award of Ph.D degree in Economics.
- 2) Class teachers informed the meeting that PIA ~~me~~ interaction was conducted effectively. Majority of the parents attended the meeting on 1/2/2020.
- 3) Dr. K.K. John congratulated the dept for the efficient conduct of the Girls Quiz 2020. 84 contestants from various colleges participated in the event. K.G. College Pampady & GIAL won the first prizes.
- 4) Dr. K.K. John congratulated Ms Reethi Susan Jacob for the efficient conduct of Interinstitutional ~~Unicef~~ Budget Prediction Competition conducted on 29/1/20. 11 teams participated from all Saintgits Group of Institutions. Saintgits Institute of

Management won the first prize, Second prize won by Civil dept of Saintgils College of Engineering and Third prize was shared by SCAS and Electronics dept of Engineering college.

- 5) Dr. K.K. John directed the teachers to collect data for NAAC SSR data sheet.
- 6) Meeting decided to submit the mark list of internal exam on or before 15/2/20. It is also decided to conduct separate class P1A after the internal examinations to discuss about the internal marks.

7) Mr Manu Mohan nominated as coordinator for best Members Present out going

- 1) Dr. K.K. John
- 2) Dr. Amy Anthranyse
- 3) Dr. Reshmi Susan Jacob
- 4) Dr. Manu Mohan

Staff Secretary

HOD

Principal



SAINIITS COLLEGE OF APPLIED SCIENCES, KOTIYAM

Minutes of meeting held on 6/3/2020

Time : 3:30pm

Venue : Department of Corporate Economics

Agenda

1. Revision classes for E5 and E4 students.
2. Student Development Programs
3. NAAC work.
4. Other matters if any.

Decisions Taken:

1. HOD directed all teachers to ~~start~~ ^{continue} revision classes for final year and second year students. Also suggested ^{possibility of} online methods of teaching and learning in case of any lockdowns due to Covid Pandemic.
2. Staff Secretary reported that four students of E2 attended a fest at K.E. College and 5 students of E4 attended Startup Mission Program.
3. Dr. Anny Anthrayose announced that 20 students of the department participated in Self-Defence class by Women Cell of the College held on 10th and 11th of February.
4. Dr. K.K. John announced that all relevant details for NAAC work should be kept handy and so as to access it anytime.
5. Apprehension was also raised regarding conducting of second internals and all staff were sensitised to take effective measures against the viral flu.

6. All staffs were directed to complete online course during vacation slots and were encouraged to join for research work by the next academic year.
7. It was reported that all students took part in the Patron's Day celebration held on 12/2/2020.

Members Present.

Dr. K. K. John

Dr. Rushmi Susan Jacob

Dr. Manu Mohan.



Staff Secretary

HOD

Principal