

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 2.50pm, 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

• OJT Presentation

MEMBERS

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



MINUTES OF THE MEETING HELD ON 13th June, 2017

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	Asst. Prof. Lima Lukose,
5.		Asst. Prof. Juby Thomas
6.		Asst. Prof. Abha Mohan
7.		
8.	Dr. Monisha Anna Roy	
9.	Dr. Preetha Thomas	
10.	Dr. Aby Alex William	
11.	Dr. Silpa Mary John	
12.	Dr. Meera Elza John	
13.	Dr. Sauthi Sasa Rajan	
14.	Dr. Nikhil Anil	
15.	Dr. Anu Mary John	
16.	Dr. Leah Ann Thomas	
17.	Dr. David Joseph	

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

Matters Discussed & Decisions Taken:

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



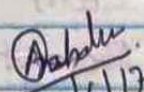
4. It was decided that all teacher should give their areas of preference or specialisations to Asst. Prof. Lima Lukose to assign as a project guide for m.com third semester. So that teachers and students can go for paper presentations and publications.
5. It was advised to submit standardised format of internal exam. question paper by Asst. Prof. Kishnakumar P to the academic co-ordinator on 16/6/2017.
6. The last date for submitting 1st Internal 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, 11nd internal and university question papers.
8. It was informed that on 29th & 30th June, 2017 a workshop on 'Data Analysis' is organised in SEMS, Ennakulam. It was suggested that atleast 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 Second & third year students.
12. It was informed to all class teachers to copy put the class files to the com dept in Anish Sir folder.

13. It was announced that graduation day is organised on 16th June, 2017 at 2.30 pm to 5.30 pm. 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 celebrations, Cr. Monisha Anni Roy for ~~the~~ coordinating the project viva for m.com, Cr. Aby Alex William for add on courses co-ordinating and Cr. Ruby 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


Mr. Meera Elza John




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 Bhaskaran	
3.	Asst. Prof. Seethu John	
4.	Asst. Prof. Krishnakumar P	
5.	Asst. Prof. Uma Lukose	Absent.
6.	Asst. Prof. Juby 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. Preetha Thomas	
7.	Cr. Aby Alex William	
8.	Cr. Silpa Mary John.	
9.	Cr. Meera Elza John	
10.	Cr. Southi Sara Rajan	
11.	Cr. Nichel Anel	
12.	Cr. Anu Mary John	
13.	Cr. David Joseph.	
14.		Asst. Prof. Uma Kutase.
15.		Asst. Prof. Juby Thomas
16.		Asst. Prof. Abha Nolan
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 Dr. Aby Alex William on 21st June, 2017.
5. Places for industrial visit for 2nd years were identified by Cr. David Joseph.
6. Asst. Prof. Juby Thomas reported the date of 1st year induction is on 28th June at 2.00pm.
7. class teachers were advised to select student representatives from each class and also to advise to select the 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 Cr. David Joseph, Asst. Prof. Juby Thomas, Cr. Preetha Thomas, Cr. Nikhil Anil and Cr. Anu Mary John.
9. It was also decided to give an orientation regarding the ragging to 2nd and 3rd years.

Meeting Concluded at 12.45 p.m

Staff Secretary

Jilga

Cr. Meera Elza John

Arshad
22/6/17.

Academic Co-ordinator