

SAINTGITS COLLEGE OF APPLIED SCIENCES PATHAMUTTOM, KOTTAYAM

DEPARTMENT OF BUSINESS ADMINISTRATION

Department meeting held on 18th June 2018

Venue: Department

Time : 12.30pm

Members present:

- 1.Lr Tania Thomas (Academic Co-ordinator)
- 2.Lr Rani Tom
- 3.Lr Sanju P Cherian
- 4.Lr Pallavi Abraham

Agenda

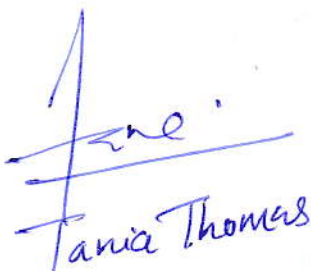
- 1.Starting of Entrepreneurship club
2. Student centric learning method
3. Mentoring programme

Minutes of the meeting

1. Lr Tania implied the importance of conducting class wise CSR initiatives. She stressed that each class should do at least one extension programme. The class teachers will be the in charge of extension programme.
2. Lr.Joshya Jose point out that mentoring has to be started at the earliest. The faculty should update the comments in the mentoring book.
3. Lr.Tania Thomas put forward to start an entrepreneurship club and suggested to name it as E-Cell. She told that student representative should be selected from each class for E-Cell.The meeting decided to start Entrepreneurship club under Lr Sanju P Cherian's leadership.
4. Lr. Tania Thomas point out the importance of peer-learning method to support academically weaker students. The faculty should initiate peer group learning as part of student centric learning method. The meeting also stressed the need for peer group learning.


Lr Rani Tom

Department Secretary


Tania Thomas



SAINTGITS COLLEGE OF APPLIED SCIENCES PATHAMUTTOM, KOTTAYAM

DEPARTMENT OF BUSINESS ADMINISTRATION

Department meeting held on 5th July 2018

Venue : Department

Time : 10.45am

Members present:

- 1.Lr Tania Thomas (Academic Co-ordinator)
- 2.Lr Rani Tom
- 3.Lr Sanju P Cherian
- 4.Lr Pallavi Abraham
- 5.Lr Ousepachan T S
- 6.Lr Shijin Scaria

Agenda

- 1.Welcoming New Faculty
- 2.Inaguration of E-Cell
- 3.Selection of Management Association representatives and mentoring in-charges

Minutes of the meeting

1. The academic co-ordinator cordially welcomed the new faculty members- Lr Ousepachan T S & Lr Shijin Scaria.
2. Lr.Tania Thomas point out that E-cell cum management association inauguration to be conducted in the month of July. Mr.Anil Kumar Raghavan Pillai will be the chief guest of the ceremony. The student representaives, Mr.Akshay N and Akhil Harikumar will organize the programme.
3. Lr.Joshyja Jose point out that of the monthly report of the mentoring to be handed over to Lr Jisha . June month report to be given at the earliest.
4. The meeting decided the Association in charges: Lr Pallavi Abraham & Lr Ousepachan T S.

Gits Blitz representative: 2nd year: Lr Rani Tom & Lr Shijin Scaria

Gits Blitz representative: 3rd year: Lr Sanju P Cherian & Lr Ousepachan T S

Class assistants:

2nd year: Lr Shijin Scaria

3rd year: Lr Ousepachan T S



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SAINTGITS COLLEGE OF APPLIED SCIENCES PATHAMUTTOM, KOTTAYAM

DEPARTMENT OF BUSINESS ADMINISTRATION

Department meeting held on 4th August 2018

Venue : Department

Time : 3.00pm

Members present :

Lr Tania Thomas (Academic Co-Ordinator)

Lr Rani Tom

Lr Sanju P Cherian

Lr Pallavi Abraham

Lr Ousepachan T S

Lr Shijin Scaria

Agenda:

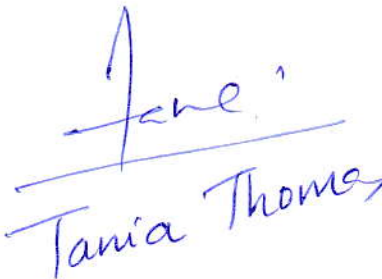
1. Conduct of class committee
2. Minor project guidelines
3. Onam programmes

Minutes of the meeting

1. The academic co-ordinator has directed to conduct class committee meeting for all batches and the report must be submitted on or before 13th August 2018.
2. Minor project guidelines to be undertaken were discussed. The guidelines received from the M G University were mailed among the faculty members. The meeting decided to select project guide for each student.
3. Onam programmes from the department were discussed. Each class will co-ordinate onam kalli such as Sundarikoru pottu thodal, Onampookalam and Maveli.


Lr Rani Tom

Department Secretary


Tania Thomas





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SAINTGITS COLLEGE OF APPLIED SCIENCES PATHAMUTTOM, KOTTAYAM

DEPARTMENT OF BUSINESS ADMINISTRATION

Department meeting held on 3rd September 2018

Venue : Department

Time : 3.00pm

Members present :

Lr Tania Thomas(Academic Co-ordinator)

Lr Rani Tom

Lr Sanju P Cherian

Lr Pallavi Abraham

Lr Ousepachan T S

Lr Shijin Scaria

Agenda:

1. Date finalization for internal exam question paper.
2. Social activity initiative
3. E-cell inauguration

Minutes:

1. Internal exam question paper for first years must be submitted on 6th September 2018.
2. As part of social activity, the department decided to conduct a talent show for St. Thomas U.P.School, Puthupally on 6th September 2018.
3. E- cell inauguration will be conducted on next week by Dr Anilkumar, ISRO Scientist.

Lr Rani Tom
Department Secretary





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SAINTGITS COLLEGE OF APPLIED SCIENCES PATHAMUTTOM, KOTTAYAM

DEPARTMENT OF BUSINESS ADMINISTRATION

Department meeting held on 3rd October 2018

Venue : Department

Time : 3.30 pm

Members present :

Lr Tania Thomas(Academic Co-ordinator)

Lr Rani Tom

Lr Sanju P Cherian

Lr Pallavi Abraham

Lr Ousepachan T S

Lr Shijin Scaria

Agenda:

1. Internal exam evaluation
2. Evaluation of social activity conducted in September.
3. Discussion on conduct of stream committees.
4. Industrial visit for second years
5. University exam for final years

Minutes of the meeting:

1. The academic co-ordinator has directed to submit internal result analysis.
2. The academic co-ordinator appreciated Lr Sanju P Cherian for the smooth conduct of talent show at St. Thomas U.P. School, Puthupally.
3. The co-ordinator has given clear guidelines for the conduct of stream committee meeting.
4. Industrial visit for second year students to Malayala Manorama is scheduled on 11th October 2018. The meeting decided to collect individual student report for the same.
5. Revision classes will be given for final years for their 4th semester university exam.

Lr Rani Tom

Department Secretary

Tania Thomas





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SAINTGITS COLLEGE OF APPLIED SCIENCES PATHAMUTTOM, KOTTAYAM

DEPARTMENT OF BUSINESS ADMINISTRATION

Department meeting held on 12th November 2018

Venue : Department

Time : 10.30am

Members absent:

Lr Pallavi Abraham(duty leave)


Lr Ouseppachan(duty leave)

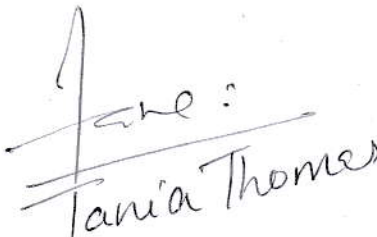
Agenda:

1. Commencement of major project.
2. NAAC files
3. Final year tour guidelines

Minutes:

1. Final years main project will commence on 1st December
2. Since Lr Sanju is going for course work from January, final year class teachership is handed over to Ouseppachan.
3. Lr Sanju is advised to conduct a session on GD, personal interview, how to write an impressive resume for final years before December on any 2 days per week for interested students.
4. Project guidelines will be given by Lr Tania Thomas to final years.
5. Letter to company will be signed by project guide and principal. Maximum 3 students in a company is allowed.
6. Subjects for 6th semester are allotted to teachers. Special timetable will be followed once the 3rd year add-on comes to an end.
7. 23rd November-deadline for submitting final second year mini project. Maroon colour binding with golden letters is assigned for their project.
8. Faculty must ensure publication before March 2019.
9. NAAC files to be updated in December. Special attention must be given to internal, university result analysis, report of all activities initiated from the department.
10. Final year tour is scheduled on January 2019.
11. Tentative date for second years form A & B: 23rd November.


Rani Tom
Secretary


Tania Thomas





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SAINTGITS COLLEGE OF APPLIED SCIENCES PATHAMUTTOM, KOTTAYAM

DEPARTMENT OF BUSINESS ADMINISTRATION

Department meeting held on 6th December 2018

Venue: Department

Time: 04:00 PM

Members present:

- 1.Lr Tania Thomas (Academic Co-ordinator)
- 2.Lr Rani Tom
- 3.Lr Sanju P Cherian
- 4.Lr Pallavi Abraham
- 5.Lr Ousepachan T S
- 6.Lr Shijin Scaria

Agenda

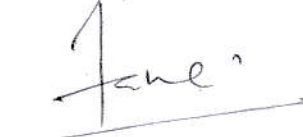
1. Discussion on subject allocation of even semester.
2. Evaluation of project.
3. Christmas Celebration
4. Mentoring Update

Minutes of the Meeting

1. The subject allocation for the sixth semester has been finalized in the meeting. The following are the details of allocation
 - Banking & Insurance Management- Lr. Joshyja Jose
 - Principles of Tourism Management-Lr.Tania Thomas
 - Advertising and salesmanship-Lr.Pallavi Abraham
 - Industrial Relations- Lr.Rani Tom
 - Production Management-Lr. Ouseppachan T S
2. Lr.Tania Thomas point out that ,the faculty members should review the project undergone by students. The students should submit the rough draft on or before 10th January,2019.
3. Lr.Sanju P Cherian put forward to initiate an orphanage visit by the first year students to Little Flower, Kunnamthanam. All welcomed his suggestion.
4. Lr. Joshyja Jose told to update the mentoring book frequently.


Lr. Rani Tom

Department Secretary


Tania Thomas



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Mentoring incharges:-

1st year: Lr. Pallavi Abraham & Lr Ousepachan T S

2nd year: Lr. Tania Thomas & Lr Shijin Scaria

3rd year: Lr. Sanju P Cherian & Lr Rani Tom

5. Lr Tania stressed the importance of academic side of students. Module wise test paper to be conducted. Assignments must be completed by August 2018 for 3rd years & 2nd years.

Prepared By:

Lr Rani Tom

Dept Secretary

Tania Thomas

