

Date : 08-12-2020

Time : 2:30pm - 3:00 pm

Saint Joseph's college of Applied Sciences.

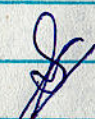
Agenda :

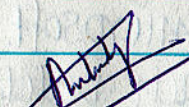
- Publish article paper on Journal.
- change in Department Duty.
- Prepare mentoring list for first year students.
- Department mentoring logic building in charge.
- Logic building.
- Remedial class.
- other relevant matters.

Discussion :

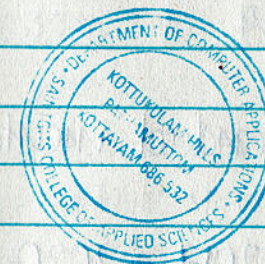
- Decided to divide final year students into four groups for publishing paper on journal under a faculty. Nearly four groups will be under each faculty. Last date for the submission is Jan 30th 2021.
- As Asst. Prof. Sneha Jacob will be on leave for 3 months, it was decided to handover all the files and duties of Asst. Prof. Sneha Jacob to Asst. Prof. Josmy Mathew.
- Asst. Prof. Johnsy Mol Joy class teacher first year was directed, to prepare the mentoring list of first year students. The faculties in charges for first year mentoring are Asst. Prof. Sanal Jacob, Asst. Prof. Ashly Mathew and Asst. Prof. Johnsy Mol Joy.
- Asst. Prof. Josmy Mathew is selected as the faculty in charge of mentoring and logic building.
- It was decided to conduct logic building classes for first year students.

- Based on the mentor's convenience sessions for logic building, Article and placements can be arranged.
- It was decided to conduct remedial classes for first year students from Dec 11th 2020 - 18th Dec 2020 at 2:00 - 4:00 pm.


Staff Secretary


HOD


Principal



Date: 18-12-2020

Time: 1:30 pm - 2:00 pm

Saint Joseph's college of Applied sciences

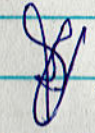
Agenda:

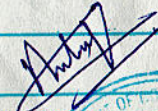
- Mentoring
- ISO book

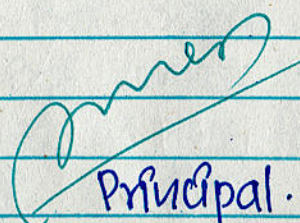
- Request for microsoft teams ID.
- Review for each batch
- PTA

Discussion:

- Decided to conduct mentoring for 1st years on every tuesday.
- ISO book of 2017 - 2020 batch should be completed by 15-01-2021
- Appointed Asst. Prof. Johnsy Mol Joy for sending request letter to IT Department for first year students teams ID.
- class teachers expressed the students views on the online classes.
- Decided to conduct PTA for first, second, and third year in online mode.


Staff Secretary


HOD


Principal.

Date: 31-12-2020

Time: 1:30 pm - 2:00 pm

Saint Joseph's college of Applied sciences

Agenda:

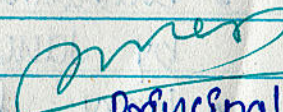
- Final year offline class.
- Internal Exam

Discussion:

- Decided to conduct offline classes for final year students on alternate days with 50% students of the total strength from monday to friday. On saturday they can do their project work at home.
- Asst. Prof. Arun Padmanabhan informed that second internal Exam for final year students (sem 5) will start from January 27th.


Staff Secretary


HOD


Principal.