

MINUTES OF DEPARTMENT MEETINGS




Dr. SUMAN ALEXANDER
PRINCIPAL
ST. GREGORIOS COLLEGE
KOTTARAKARA

MINUTES OF THE FIRST DEPARTMENTAL MEETING CONDUCTED ON:

Date : 03/06/2019

Place : Department of English

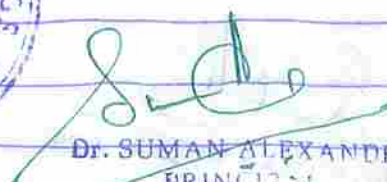
Time : 9.30 AM

Staff present : Mrs. Tiji Peter - Convenor [Assoc. Prof & Head]
Dr. Sajeesh S. [Asst. Prof.]
Ms. Lancy Thomas Kurakar ["]
Ms. Reshma Elizabeth Jacob ["]

As per the discussions during the meeting, the department agreed to the following:

- 1) In the absence of guest faculty for the month of June, the four available permanent teachers would, whenever possible, engage the free hours of various classes.
- 2) A bridge course and add on course from the department to be launched immediately in the current academic year.
- 3) PTA meeting for 53 students to be scheduled at the earliest convenience.
- 4) Updates regarding the editing process of the department magazine were provided.




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MINUTES OF THE SECOND DEPARTMENTAL MEETING CONDUCTED ON:

Date: 27/06/2019

Place: Department of English

Time: 9.30 A.M.

Staff present: Mrs Tiji Peter - Convenor [Assoc. Prof & Head]
 Dr. Sajeesh S. [Asst. Prof]
 Ms. Lancy Thomas Kurakan ["]
 Ms Reshma Elizabeth Jacob ["]
 Dr Ganesh S. [Guest faculty]
 Ms Betty Merin Eapen ["]
 Ms Sreedekshmi C.S. ["]

As per the meeting, the department:

- 1) Finalized the syllabus and format of the preliminary assessment test for the bridge course
- 2) The bridge course to be given the title "Elixir." The motto of the course would be "Eliminating barriers to English learning."
- 3) The Community Extension activity to be known henceforth as "C.E.L.T.S. - Community English Language Training in Schools."



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MINUTES OF THE THIRD DEPARTMENTAL MEETING CONDUCTED ON:

Date: 02/7/2019

Place: Department of English

Time: 9.30 AM

Staff present: Mrs Tiji Peter - Convenor [Assoc. Prof & Head]
 Dr. Sajeesh S. [Asst. Prof]
 Ms Lancy Thomas Kurakan ["]
 Ms Reshma Elizabeth Jacob ["]
 Dr Ganesh S. [Guest faculty]
 Ms Betty Merin Eapen ["]
 Ms Sreedekshmi C.S. ["]

As per the meeting, the department:

- 1) Decided to conduct the PTA meeting of S3 students on 02/08/2019
- 2) Decided to apply for ISSN for department magazine



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MINUTES OF THE FOURTH DEPARTMENTAL MEETING CONDUCTED ON:

Date: 21/07/2019
Place: Department of English
Time: 9.30 AM

Staff present : Mrs Tiji Peter - Convenor [Assoc. Prof & Head]
Dr Sajeesh S. [Asst. Prof]
Ms Lancy Thomas Kurakar ["]
Ms Peshma Elizabeth Jacob ["]
Dr Ganesh S. [Guest faculty]
Ms. Betty Merin Eaper ["]
Ms. Sreelekshmi C.S ["]

As per the meeting:

- 1) The department discussed how to conduct the presentation on departmental activities and achievements before the Local Administrator of the college and the superior of Bethlehem Ashram during their upcoming visit to the department.
- 2) All the faculty members were assigned the task of collating data required for different NAAC files.



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MINUTES OF THE FIFTH DEPARTMENTAL MEETING CONDUCTED ON:

Date:
Place:
Time:

Staff present : Mrs Tiji Peter - Convenor [Assoc. Prof & Head]
Dr Sajeesh S. [Asst. Prof]
Ms Lancy Thomas Kurakar ["]
Ms. Peshma Elizabeth Jacob ["]
Dr Ganesh S. [Guest faculty]
Ms. Betty Merin Eaper ["]
Ms. Sreelekshmi C.S ["]

As per the meeting:

- 1) The department discussed the possibilities of organizing a national or international seminar. It was suggested that the theme of the seminar could be related to "gender" or "visual culture."
- 2) It was decided that the department would attempt to reach out to more alumni via WhatsApp and Facebook groups. It was also decided that Google Forms could be utilized for tabulating the data of alumni. Questions to be included in the forms were finalized.



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STAFF MEETING ON 10-7-2015
Report

As planned earlier we conducted a staff meeting on 10-7-2015 at 3 P.m in the department of Physics. The main agenda ~~was~~ was to take decision regarding the commencement of classes for 1st degree students. Record submission of degree students practical cycle preparation were also discussed on the meeting.

It was decided to conduct an orientation programme for 1st year students. Teachers suggested a date for record submission and practical cycle for core and complementary was distributed among teachers.

J. Padayath

STAFF MEETING ON 12-8-2015
Report

The department of physics arranged a meeting on 12-8-2015 at 3 P.m. under the leadership of Prof. James George. The main agendas were Onam celebration, first internal exam for 55, academic matters.

Prof. Fergy John and Prof. Asha G. are assigned the charges for Onam celebration and Onam sale. They de We decided all the students should ~~mean~~ participate in Onam celebration. We also decided to conduct first internal exams on this month itself.

Suman

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J. Padayath

STAFF MEETING ON 22-9-2015

Report

A meeting of the members of the physics department was conducted on 22-9-2015 at 2 P.m. The main agendas of the meeting were students discipline, P.G and U.G association inauguration.

The discussion mainly focussed on increasing the academic excellence among students. The P.G and U.G association charge was given to Prof. Ryan V. Keshy. The meeting ended with the Vote of Thanks delivered by Prof. James George, Head of the Department.

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STAFF MEETING ON 17/10/2015

Report

Physics department was conducted a meeting on 17/10/2015 at 11 a.m. The main meeting age was ~~lead~~ by Prof. James George, HOD. The main agendas were Practical exams, lab cleaning and equipment maintenance.

We decided to help students to prepare practical examinations. Teachers suggested a date for record submission. HOD gave instructions to the lab attenders to clean and maintain the lab equipments. Prof. James George, HOD gave the vote of Thanks.

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STAFF MEETING ON 25/11/2015 Report

A meeting was conducted on 25/11/2015 at 3 P.m. The main agendas were tour programme for 3rd DC students and Project distribution.

We decided to arrange a tour programme for 3rd DC students. The charge was assigned to Prof. James George and Dr. Aswathy Abmal S. We also decided the project topics and project guides for 3rd DC students. The meeting ended with a Vote of Thanks delivered by Prof. James George.

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STAFF MEETING ON 4/12/2015 Report

The physics department was conducted a meeting on 4/12/2015 at 1:30 p.m. The meeting was led by Prof. James George. X-mas celebration 6th semester topic distribution, MSc project distribution were the main agendas of the meeting.

We discussed the topics for 6th sem. BSc students and distributed among teachers. We decided the project guides for MSc students. X-mas celebration is decided to conduct next week. The meeting ended with vote of Thanks delivered by Prof. James George.

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Staff meeting on 9/8/2016

A staff meeting was held on 9/8/2016 and was presided by Mr. Sri. Suman Singh (HOD) and all members were present on the day.

Agenda:

- ① Regular academic matters.
- ② Disciplinary matters

Discussion taken:

1) Over all review of section completed by concerned faculty ~~has~~ ^{was} ~~been~~ ^{remained} and faculty were asked to complete ~~the~~ ^{the} before internal exam.

ii) Action needed to enhance discipline was emphasized.



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Staff meeting on 10/11/2016

A staff meeting was held on 10/11/2016 and was presided by HOD of the department.

Agenda: ① S5 BSc tour program.
② practical revision

Discussion taken:

- i, Discussion was taken to allow S5/S6 students to undertake tour program under a guided tour package
- ii, Discussion was to allow them to visit ~~Bam~~ Mysore, Kodagu region and enquiries from teachers was solicited.
- iii, The status of different practical classes were reviewed and schedule for completion of practical at required time were charted out.

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Start Meeting on 05/06/2017

The first meeting for the academic year 2017-2018 was conducted on 05/06/17 at the Dept Staff room at 11:30 AM. The head of the Dept. Prof. James George led the meeting with a student prayer. The following matters are discussed and decided to implement for the progression of the department in the coming academic year. All the Faculty Members were present in the meeting.

> class changes are decided and implemented by the HOD

Ist Dc physics \Rightarrow Prof. James George, IInd Dc physics \Rightarrow Dr. Krishnakumar
 IIIrd Dc Physics \Rightarrow Dr. Aswathi Aravam, Ist M.Sc physics \Rightarrow Dr. Indalal
 IInd M.Sc physics \Rightarrow Mrs. Rejani V. Koshy.

> The prepared time table by the HOD was distributed to the faculty

> Topic distribution, ^{practical cycle determination are} done by the HOD.

> HOD advised all the faculty members to be active for the betterment of the department.

J.P. Paday

Start Meeting on 03/07/2017

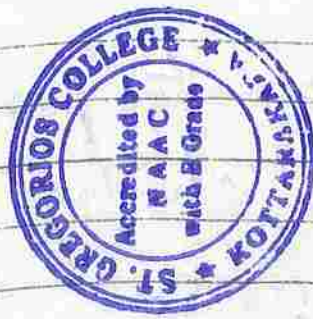
A start meeting was conducted on 03/07/17 at the department of physics at 1:30 pm. The main agenda of the meeting was the inauguration of Physics Association, Record submission of S₂ B.Sc & S₂ M.Sc. and the Association change.

> Decided to inaugurate the Physics Association on 19/07/2017.

> Decided to ask the students to submit S₂ B.Sc Record on or before 20/07/17 and S₂ M.Sc on or before 25/07/17.

> Decided to give the Association change to Dr. Krishnakumar V.

S. Alex



J.P. Paday

Staff meeting 12/2/2018.

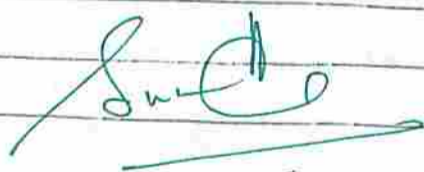
Dept meeting was conducted on 12/2/2018
Agenda:

1. Sports day
2. Arts ~~day~~ - festival
3. Dissolution of dept.

→ decided to motivate all students to participate in the arts & sports events ^{in the} ~~in the~~ ^{most} effective manner

→ decided to conduct the dissolution of the physics association in the last week of March 2018.

H.O.D.



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