

DEPARTMENT MEETINGS

2019 - 20



6-6-2019

Notice

A meeting of the teaching faculty will be held on tomorrow (7-6-2019) at 3.30 pm in the Department. All members are requested to attend the meeting.

Dr. ANILA KUMARY K'S

Amh.
6/6/19
HOD.

Agenda.

1. Discussion on syllabus and workload allocation
2. Time table preparation
3. Allocation of duties and charges

Members attended the meeting

1. Dr. Anila Kumary K.S. Amh.
2. Lige Varghese chaji
3. Sony Rajan

4. Blessy P Babu

5. Sudhi Mary Thomas

6. D. Subha Sasi

Minutes.

The meeting discussed on the curriculum syllabus for the academic year and was distributed equally among all the faculty members. Preparation of time table was entrusted with HOD. The duties assigned to the various members are Class-in charges and Tutors

M₂ - Dr. Anila Kumary K'S

M₁ - Ms. Blessy P. Babu

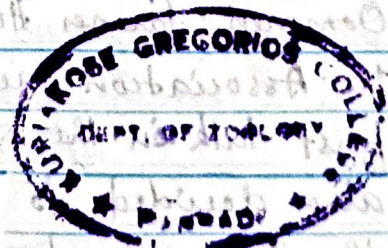
Ms. Lige Varghese

Ms. Sudhi Mary Thomas

Ms. Melby Emmanuel

Association change - Mr. Sony Rajan.

Admission - Blessy P. Babu & Sony Rajan.



A meeting of the teaching faculty will be held at 9.15 am tomorrow (25/6/19) in the Department.

All members are directed to attend the meeting without fail.

Agenda:

Amk.
HOD.

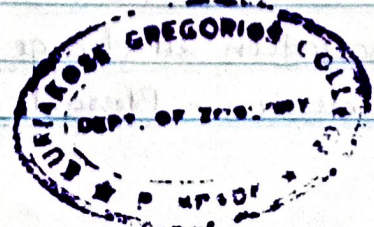
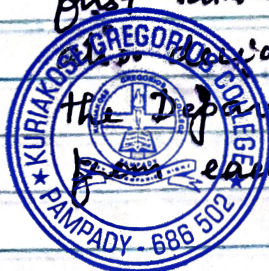
- (1) Constitution of Association Executive Committee.
- (2) Association inauguration
- (3) Formation of QAC in the Department.

Members Present:

1. Dr. Anila Kumary K-S *Amk.*
2. Lige Varghese *Lige*
3. Sony Rajan *Sony*
4. Blessy P Babu *Blessy*
5. Sudhi Mary Thomas *Sudhi*
6. Dr. Subha Sasi *Subha*

MINUTES

The meeting entrusted Mr. Sony Rajan and Ms. Lige Varghese to call the General body meeting and constitute the executive committee. The meeting also decided to organize a monthly Lecture series by external experts and to invite Dr. Sosammaommen, former HOD of CMS college to formally inaugurate the Association activities for the year and to deliver the first talk in the series on 26th June at 2. pm. The meeting decided to form Quality Assurance Cell (QAC) in the Department and to nominate two student's members from each class to the cell.



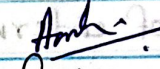
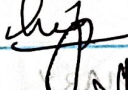

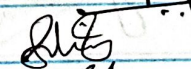
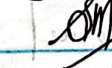

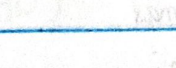
Notice

30/9/19

A meeting of the teaching faculty will be held today at 1.15 pm in the Department. All members are directed to attend the same.

Agenda : Model Examination - setting of question papers.
Completion of allotted syllabus.

Members Present

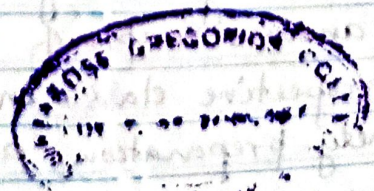
1. Dr. Anila Kumary K.S. 
2. Legi Varughese 
3. Sony Rajan 
4. Melby Emmanuel 
5. Blessy P Babu 
6. Sudhi Mary Thomas 
7. Dr. Subha Sasi 

Minutes :

The meeting enquired on the coverage of allotted portion and the time needed to complete the syllabus. Direction was given to take extra-class to complete the topic on time.

Members were also allocated with the duty of setting question papers for the model examinations.

- Assigned in connection with question paper settings are
- D₁ - Melby Emmanuel, D₂ - Sudhi Mary Thomas
 D₃ - Legi Varughese, M₁ - Blessy P Babu,
 M₂ - Sony Rajan.



NOTICE

34

14-10-2019

A meeting of the teaching faculty of the Department will be held today at 1.30 pm. All members are intimated to attend the meeting.

Amk
Ds. Anila Kumary K.S (HOD)

Agenda

- Distribution of Syllabus of the even semesters
- Time table for the even semester
- Preparation of internal marks for the odd semesters.

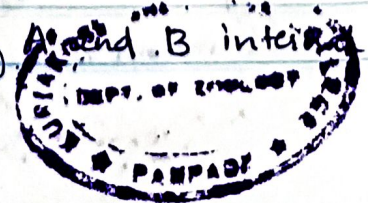
Members Present

1. Ds. ANIKA KUMARY K.S. *Amk*
2. Lege Varghese *Lege*
3. Sony Rajan *Sony*
4. Helby Emmanuel *Helby*
5. Blessy P Babu *Blessy*
6. Sudhi Mary Thomas *Sudhi*
7. D. Subha Sasi *Subha*

MINUTES

Discussion on the syllabus of the even semesters were made and the topics were distributed almost equally among the faculty members. Ds. Anila Kumary was entrusted to prepare the time-table for the even semesters. Teachers were also directed to give importance to the remedial system to improve the performance of students in the examinations.

The meeting also gave directions to the timely valuation of answer scripts of model examinations. Meeting directed the respective class-enchagers to take initiative in the timely preparation and submission of Append B internal forms.



Notice - 2 - 19

16/12/2019

A meeting of the teaching faculty will be there on tomorrow, 17-12-2019 Tuesday at 3.30 pm.

Agenda :

Christmas, New year Celebrations
ZooFest

Alumni meeting.

Amk.

Members Present :

Dr. Anila Kumary K.S.

Blessy P. Babu

Lige Varughese

Melby Immanuel

Sudhy Mary Thomas

Dr. Subha Sasi

Amk.

Amk.

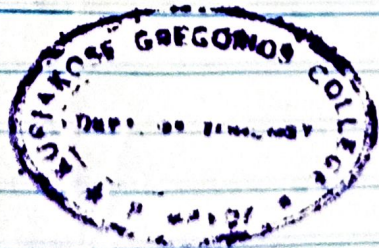
Amk.

Amk.

Minutes :

The meeting decided to ~~allow~~ grant permission to students for the celebration of Christmas and New year at the level of Association. ZooFest of the year was decided to conduct during January and a committee of teaching faculty with Lige Varughese as co-ordinator was constituted in the meeting.

Alumni meeting of the year was decided to conduct on 26th December.



NOTICE

27-2-2020.

A meeting of the faculty of Zoology Department, both teaching and non-teaching will be held at 3.30 pm. All members are directed to attend.

Agenda.

Ans.
27/2/2020.

1. Model exam - Question paper setting.
2. Stock verification.
3. Evaluation of portions remaining to be completed.

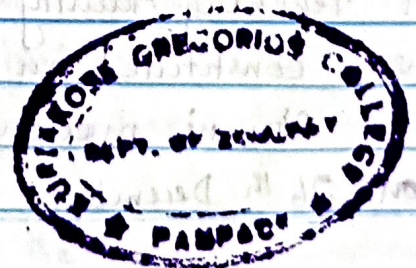
Members Present.

1. Dr. Anila Kumary K.S.
2. Dr. Subha Sasi

Ans.
Subha

Minutes:

Meeting decide Ms. Ligi Varughes class-in charge of D₃ as the in-charge of question paper setting and A-form preparations. The stock verification duties were divided among staff members and decided to be completed within March 20. Discussions were also on the remaining portions allotted to be completed and entrusted to complete within May end.



Notice .

15-4-2020 .

An online meeting will be held today at 8.00 pm in the Google platform. All members are intimated via the whatsapp group of the Department .

Agenda

: Creation of Google class rooms / whatsapp group class wise .

Amk.

Minutes :

The meeting held as Google meet at 8.00 pm . All staff members were present . The meeting decided to form Google class rooms for the various classes for the completion of portions remaining and for regular communication between students of different classes . Blessy P. Babu was entrusted with the creation of class rooms . The meeting came to an end at 9.10 pm .

