



MAR THOMA COLLEGE FOR WOMEN  
PERUMBAVOOR

# DEPARTMENT COUNCIL

CONSTITUTION  
2017 - 22



**2017 - 2018**

## DEPARTMENTS

### A) FACULTY OF ARTS AND HUMANITIES

#### ENGLISH

1. Preethi Sara Joseph, M.A. (HOD)  
Asst. Professor 9495335860
2. Chaithanya Elsa Achankunju, M.A.  
Asst. Professor 9567062075
3. Sangeetha Rachel Koruth, M.A.  
Asst. Professor (*on leave*) 9497358514
4. Blessy Lukose, M.A.,M.Phil.  
Guest Lecturer 7034360883
5. Sushmitha P. A., M.A.  
Guest Lecturer 9744170299
6. Krishnaja T. S., M.A.  
Guest Lecturer 9645434168

#### HISTORY

1. Priya Kurian, M.A.,M.Phil.,Ph.D. (HOD) 0474-2723633  
Asst. Professor 9495312280
2. Bibin Kuriakose, M.A.,M.Phil.,Ph.D.  
Asst. Professor 9526710347
3. Vinod V., M.A., Ph.D., PDF  
Asst. Professor (Archaeology) 8129179069
4. Gismon Thomas, M.A.,B.Ed.  
Guest Lecturer 9496322329
5. Rosan Abraham, M.A.(Eco.), M.A.(Pol.Sc.)  
Guest Lecturer 9020155949

## **B) FACULTY OF ORIENTAL LANGUAGES**

### **HINDI**

1. M.J. Jayasree, M.A.,B.Ed. (**HOD**)  
Asso. Professor 0484 -2528778
2. Ganga N.B., M.A.,B.Ed., Guest Lecturer 9539078223

### **MALAYALAM**

1. Saley Thomas, M.A., B.Ed., M.Phil. (**HOD**) 9447720310  
Asso. Professor 0484-2590129
2. Manju K.G., M.A., B.Ed. 9744777783  
Guest Lecturer

## **C) FACULTY OF COMMERCE**

1. Biju Thomas Mathew, M.Com., Ph.D. (**HOD**) 9447027935  
Asso. Professor 9645677935
2. Sherin T. Abraham, M.Com., B.Ed.  
Asst. Professor 9447829754
3. Sujo Mary Varghese, M.Com., M.B.A.  
Asst. Professor (*on FDP leave*) 9656225487
4. Bindu R., M.Com.  
Asst. Professor (*FDP Sustitute*) 8281188848
5. Simi Poulouse, M.Com., Guest Lecturer 9562102423
6. Silviya Thomas, M.Com., Guest Lecturer 9633697527

## **D) FACULTY OF SCIENCE**

### **ZOOLOGY**

1. Biju Jacob Thomas, M.Sc.(Zoology), M.Sc.(Bioinformatics),  
MBA (Finance & Marketing), Ph.D. 0481-2570625  
Asso. Professor (**HOD**)

2. Reemy Sara Mathai, M.Sc.,Asst. Professor 0484-2731632
3. Dinu Maria Baby, M.Sc.,Guest Lecturer 9645625938
4. Keerthi Sasidharan, M.Sc.Guest Lecturer(Botany) 9544974365

### PHYSICS

1. Anupama P., M.Sc., Ph.D. (HOD)  
Asst. Professor 8086790321
2. Alka Mariya George, M.Sc., Guest lecturer 9496339991
3. Jinty Jose, M.Sc.,Guest Lecturer 9400329521
4. Lini Devassy, M.Sc.,M.Phil., Guest Lecturer 9961815797
5. Karthi Krishna M.R., M.Sc., Guest Lecturer 9496765088

### MATHEMATICS

1. Lisy Cherian, M.Sc.,Ph.D. 0484 - 2520720  
Principal 9447382727
2. Annie Kurian K., M.Sc., M.Phil., Ph.D. (HOD)0484-2521525  
Asso. Professor 9446517525
3. Gigi George, M.Sc., M.Phil., B.Ed., Ph.D. 0484 - 2528558  
Asso. Professor 9446453860
4. Shalitha Jacob, M.Sc.  
Asst. Professor (Statistics) (*on FDP leave*) 9847519095
5. Mary Varghese, M.Sc.  
Asst.Professor (*FDP Sustitute*) 8891110709
6. Sreelakshmi Raveendran, M.Sc.  
Guest Lecturer 8281350856
7. Gopikrishna S. Nair, M.Sc.  
Guest Lecturer 8547969171
8. Sini Paul, M.Sc.  
Guest Lecturer 9562324936
9. Soniya K.N., M.Sc.  
Guest Lecturer 9947007119

## **CHEMISTRY**

- |  |            |
|--|------------|
| 1. Sumayya P.A., M.Sc.<br>Guest Lecturer           | 9400405307 |
| 2. Arya K. Paul, M.Sc.<br>Guest Lecturer           | 8111921056 |
| 3. Anjitha Bhasi, M.Sc.<br>Guest Lecturer          | 9961635154 |
| 4. Aswathy Prakash, M.Sc., B.Ed.<br>Guest Lecturer | 8943930881 |

## **E) FACULTY OF PHYSICAL EDUCATION**

- |   |             |
|---|-------------|
| 1. K. Vineed Kumar, MPE, Ph.D.<br>Asst. Professor | 94478 92891 |
|---|-------------|

## **F) FACULTY OF SELF-FINANCING COURSES**

### **M.Sc. ZOOLOGY**

- |   |            |
|---|------------|
| 1. N. V. Sunu, M.Sc., B.Ed., Guest Lecturer     | 9387319294 |
| 2. Bincy P. Paul, M.Sc., B.Ed., Guest Lecturer  | 9446929852 |
| 3. Vidya Chandran, M.Sc., Guest Lecturer        | 9961190826 |
| 4. Sunbula Kareem, M.Sc., B.Ed., Guest Lecturer | 9544308585 |
| 5. Jintumol Raj P., M.Sc., Guest Lecturer       | 9745930272 |

### **B.COM.**

- |  |            |
|--|------------|
| 1. P. K. Mini, M.Com., DCA, Guest Lecturer   | 9446567659 |
| 2. Saritha N., M.Com., B.Ed., Guest Lecturer | 9496823099 |
| 3. Amy Maria Paul, M.Tech., Guest Lecturer   | 9633637380 |
| 4. Arya M. L., M.A., B.Ed., Guest Lecturer   | 9496737377 |
| 5. R. Anandhi, M.Com., Guest Lecturer        | 9497406335 |

**2018 - 2019**

## DEPARTMENTS

### A) FACULTY OF ARTS AND HUMANITIES

#### ENGLISH

1. Preethi Sara Joseph, M.A. (HOD)  
Asst. Professor 9495335860
2. Chaithanya Elsa Achankunju, M.A.  
Asst. Professor 9567062075
3. Sangeetha Rachel Koruth, M.A.  
Asst. Professor 9605807543
4. Minu Susan Koshy, M.A.,Ph.D.  
Asst. Professor 9207974864
5. Sushmitha P.A., M.A.  
Guest Lecturer 9744170299

#### HISTORY

1. Priya Kurian, M.A.,M.Phil.,Ph.D. (HOD) 0474-2723633  
Asst. Professor 9495312280
2. Bibin Kuriakose, M.A.,M.Phil.,Ph.D.  
Asst. Professor 8921939898
3. Vinod V., M.A., Ph.D., PDF  
Asst. Professor (Archaeology) 8129179069
4. Raseena Naseer, M.A.  
Guest Lecturer (Economics)

### B) FACULTY OF ORIENTAL LANGUAGES

#### HINDI

1. M.J. Jayasree, M.A.,B.Ed. (HOD)  
Asso. Professor 9446488778
2. Ganga N.B., M.A.,B.Ed., M.Phil.  
Guest Lecturer 9539078223



## MALAYALAM

1. Manju K.G., M.A., B.Ed.  
Guest Lecturer
2. Saley Thomas, M.A., B.Ed., M.Phil.  
Guest Lecturer

9744777783

9447720310

## C) FACULTY OF COMMERCE

1. Sherin T. Abraham, M.Com., B.Ed. (HOD)  
Asst. Professor
2. Sujo Mary Varghese, M.Com., M.B.A.  
Asst. Professor (on FDP deputation)
3. Jibin Shibu Sam., M.Com.  
Asst. Professor
4. Serene Anna Sam, M.Com., M.B.A.  
Asst. Professor
5. Ashitha Augustine, M.Com  
FDP Substitute

9447829754

9656225487

0469-2661060

8547785875

9562102422

## D) FACULTY OF SCIENCE

### ZOOLOGY

1. Biju Jacob Thomas, M.Sc.(Zoology), M.Sc.(Bioinformatics),  
MBA (Finance & Marketing), Ph.D.  
Asso. Professor (HOD)
2. Reemy Sara Mathai, M.Sc.  
Asst. Professor
3. Neeraja Mohan, M.Sc.  
Guest Lecturer
4. Keerthi Sasidharan, M.Sc.  
Guest Lecturer (Botany)

0481-257062

974644623

984756314

954497436

## PHYSICS

1. Anupama P., M.Sc., Ph.D. (HOD)  
Asst. Professor 8086790321
2. Paulose Thomas M.Sc.,M.Phil.,Ph.D.  
Asst. Professor 9562132636
3. Rajani Jacob M.Sc.,M.Phil., B.Ed., Ph.D.  
Asst. Professor 9497789900
4. Melvi Chandy M.Sc.,Ph.D.  
Asst. Professor 9746893701
5. Athira P. M.Sc.  
Guest Lecturer 9400457801

## MATHEMATICS

1. Lisy Cherian, M.Sc.,Ph.D.  
Principal 0484 - 2520720  
9447382727
2. Annie Kurian K., M.Sc., M.Phil., Ph.D. (HOD)  
Asso. Professor 0484-2521525  
9446517525
3. Gigi George, M.Sc., M.Phil., B.Ed., Ph.D.  
Asso. Professor 0484 - 2528558  
9446453860
4. Shalitha Jacob, M.Sc.  
Asst. Professor (Statistics) (on FDP deputation) 9847519095
5. Rekha Krishnan, M.Sc.  
FDP Substitute 9497280074
6. Silvey Paul, M.Sc.  
Guest Lecturer 9847289731
7. Ritty Susan Varghese, M.Sc., B.Ed.  
Guest Lecturer 9605951555
8. Ancy K. Mathai M.Sc., M.Phil  
Guest Lecturer 9400578153
9. Keerthy Kishore A. M.Sc.  
Guest Lecturer 8281966022

## CHEMISTRY

- |   |           |
|---|-----------|
| 1. Sumayya P.A., M.Sc.<br>Guest Lecturer    | 940040530 |
| 2. Deepthy Rajan, M.Sc.<br>Guest Lecturer   | 949620932 |
| 3. Aswathy Prakash, M.Sc.<br>Guest Lecturer | 894393088 |

## E) FACULTY OF PHYSICAL EDUCATION

- |   |           |
|---|-----------|
| 1. Vineed Kumar K., MPE, Ph.D.<br>Asst. Professor | 94478 928 |
|---|-----------|

## F) FACULTY OF SELF-FINANCING COURSES

### M.Sc. ZOOLOGY

- |   |          |
|---|----------|
| 1. Sunu N. V., M.Sc., B.Ed.<br>Guest Lecturer     | 93873192 |
| 2. Bincy P. Paul, M.Sc., B.Ed.<br>Guest Lecturer  | 94469298 |
| 3. Sunbula Kareem, M.Sc., B.Ed.<br>Guest Lecturer | 95443085 |
| 4. Anu K. Mathew, M.Sc., B.Ed.<br>Guest Lecturer  | 7025740  |
| 5. Surya Jose, M.Sc., B.Ed.<br>Guest Lecturer     | 95673114 |

### B.COM.

- |  |         |
|--|---------|
| 1. P. K. Mini, M.Com., DCA<br>Guest Lecturer   | 9446567 |
| 2. Saritha N., M.Com., B.Ed.<br>Guest Lecturer | 9496823 |

3. Amy Maria Paul, M.Tech.  
Guest Lecturer

9633637380

4. R. Anandhi, M.Com., MBA  
Guest Lecturer

9497406335

**2019 - 2020**

## DEPARTMENTS

### A) FACULTY OF ARTS AND HUMANITIES

#### ENGLISH

1. Chaithanya Elsa Achankunju, M.A.(HOD)  
Asst. Professor 9567062075
2. Preethi Sara Joseph, M.A.  
Asst. Professor 9495335860
3. Sangeetha Rachel Koruth, M.A.  
Asst. Professor (on maternity leave) 9605807543
4. Minu Susan Koshy, M.A.,Ph.D.  
Asst. Professor 9207974864

5. Roshin T. Roy, M.A.  
Asst. Professor 812936456

6. Jenita Elizabeth George, M.A.  
Guest Lecturer 759890457

### **HISTORY**

1. Bibin Kuriakose, M.A., M.Phil., Ph.D. (HOD)  
Asst. Professor 892193989

2. Vinod V., M.A., Ph.D., PDF  
Asst. Professor (Archaeology) 812917906

3. Gismon Thomas, M.A.(History), M.A.(Economics),  
M.A.(Gandhian Studies), M.A.(Social Work), M.A. (Criminology).  
Guest Lecturer (History) 949632232

4. Raseena Naseer, M.A.  
Guest Lecturer (Economics) 996188551

5. Alias Kutty Paulose, M.A., M.Phil., Ph.D.  
Guest Lecturer (History) 944693659

## **B) FACULTY OF ORIENTAL LANGUAGES**

### **HINDI**

1. M.J. Jayasree, M.A., B.Ed. (HOD)  
Asso. Professor 944648877

2. Ganga N.B., M.A., B.Ed., M.Phil.  
Guest Lecturer 953905558  
953907822

### **MALAYALAM**

1. Manju K.G., M.A., B.Ed.  
Guest Lecturer 974477778

2. Vidhyamol T.V., M.A., B.Ed.  
Guest Lecturer 952670248

## **C) FACULTY OF COMMERCE**

1. Sherin T. Abraham, M.Com., B.Ed. (HOD)  
Asst. Professor 944782975

2. Sujo Mary Varghese, M.Com., M.B.A.  
Asst. Professor 965622548

3. Jibin Shibu Sam., M.Com.  
Asst. Professor 0469-2661060
4. Serene Anna Sam, M.Com., M.B.A.  
Asst. Professor (on maternity leave) 8547785875
5. Avani T., M.Com  
Asst. Professor 9539420955
6. Bitty Sebastian, M.Com.  
Guest Lecturer 7012910790

## **D) FACULTY OF SCIENCE**

### **ZOOLOGY**

1. Reemy Sara Mathai, M.Sc. (**HOD**)  
Asst. Professor 9746446231
2. Biju Jacob Thomas, M.Sc.(Zoology), M.Sc.(Bioinformatics),  
MBA (Finance & Marketing), Ph.D. 0481-2570625  
Asso. Professor
3. Keerthi Sasidharan, M.Sc.  
Guest Lecturer (Botany) 9544974365

### **PHYSICS**

1. Anupama P., M.Sc., Ph.D. (**HOD**)  
Asst. Professor 8086790321
2. Paulose Thomas, M.Sc.,M.Phil.,Ph.D.  
Asst. Professor 9562132636
3. Rajani Jacob, M.Sc.,M.Phil., B.Ed., Ph.D.  
Asst. Professor 9497789900
4. Melvi Chandy, M.Sc.,Ph.D.  
Asst. Professor 9746893701
5. Brijith Mary Mani, M.Sc.  
Guest Lecturer 8281613098



## MATHEMATICS

1. Gigi George, M.Sc., M.Phil., B.Ed., Ph.D.  
Principal-in-Charge  
0484 - 2528558  
9446453860
2. Shalitha Jacob, M.Sc.(Statistics), M.Sc.(Mathematics)  
Asst. Professor (Statistics)  
9495409095
3. Silvey Paul, M.Sc.  
Guest Lecturer  
9847289731
4. Ritty Susan Varghese, M.Sc., B.Ed.  
Guest Lecturer  
9605951555
5. Keerthy Kishore A., M.Sc.  
Guest Lecturer  
8281966022
6. Emilda Sebastian, M.Sc.  
Guest Lecturer  
9947142835
7. Reshma M.R., M.Sc.  
Guest Lecturer  
9496416970
8. Sini Paul, M.Sc., B.Ed.  
Guest Lecturer  
9562324936

## CHEMISTRY

1. Deepthy Rajan, M.Sc.  
Guest Lecturer  
9496209324
2. Rakhi R., M.Sc, Ph.D.  
Guest Lecturer  
9947608599
3. Kezia Susan K., M.Sc., B.Ed.  
Guest Lecturer  
8547148595
4. Seba George, M.Sc.  
Guest Lecturer  
9744541903

## E) FACULTY OF PHYSICAL EDUCATION

1. Vineed Kumar K., MPE, Ph.D.  
Asst. Professor  
94478 92891

## **F) FACULTY OF B.Voc (UGC Aided Courses)**

1. Minu Susan Koshy, M.A., Ph.D.  
Nodal Officer 9207974864
2. Anitta Benny, M.Sc.  
Guest Lecturer 9496266871
3. Uthara Suresh, MTTM.  
Guest Lecturer 9447145838
4. Arya M.L., M.A., B.Ed.  
Guest Lecturer 9496737377
5. Jeshy Varghese, M.Sc.  
Guest Lecturer 9745107879
6. Sabitha P.S., M.M.H., M.B.A.(HR)  
Guest Lecturer 9447086825
7. Namitha S., M.Tech.  
Guest Lecturer 9447787684

## **G) FACULTY OF SELF-FINANCING COURSES**

### **M.Sc. ZOOLOGY**

1. Sunu N. V., M.Sc., B.Ed.  
Guest Lecturer 9387319294
2. Athira M., M.Sc.  
Guest Lecturer 9400251921
3. Sruthi Sajeevan, M.Sc., B.Ed.  
Guest Lecturer 9497180485
4. Anu K. Mathew, M.Sc., B.Ed.  
Guest Lecturer 7025740499
5. Jintumol Raj P., M.Sc.  
Guest Lecturer 9745930272

### **B.COM.**

1. Mini P. K., M.Com., DCA  
Guest Lecturer 9446567659

2. Saritha N., M.Com., B.Ed.

Guest Lecturer

9496823099

3. Amy Maria Paul, M.Tech.

Guest Lecturer

9633637380

4. R. Anandhi, M.Com., MBA

Guest Lecturer

9497406321

**2020 - 2021**

## DEPARTMENTS

### A) FACULTY OF ARTS AND HUMANITIES

#### ENGLISH

1. Chaithanya Elsa Achankunju, M.A. (HOD)  
Asst. Professor 9567062075
2. Preethi Sara Joseph, M.A.  
Asst. Professor 9495335860
3. Sangeetha Rachel Koruth, M.A.  
Asst. Professor 9605807543
4. Minu Susan Koshy, M.A., Ph.D.  
Asst. Professor 9207974864

5. Roshin T. Roy, M.A.  
Asst. Professor

8129364564

### **HISTORY**

1. Bibin Kuriakose, M.A., M.Phil., Ph.D. (HOD)  
Asst. Professor

8921939898

2. Vinod V., M.A., Ph.D., PDF  
Asst. Professor (Archaeology)

8129179069

3. Nafila Nasir, M.A.  
Guest Lecturer

7994512792

4. Gismon Thomas, M.A.(History), M.A.(Economics),  
M.A.(Gandhian Studies), M.A.(Social Work), M.A. (Criminology).  
Guest Lecturer

9496322329

5. Razeena Naseer, M.A.  
Guest Lecturer (Economics)

859286637

### **B) FACULTY OF ORIENTAL LANGUAGES**

#### **HINDI**

1. Gayathri K., M.A., M.Phil., Ph.D., B.Ed  
Guest Lecturer

9745583909

2. Hephzy T. Paul, M.A., B.Ed, M.Phil.  
Guest Lecturer

9048703006

#### **MALAYALAM**

1. Anjali P.P., M.A., B.Ed., M.Phil.  
Guest Lecturer

9847788865

2. Manju K.G. , M.A., B.Ed.  
Guest Lecturer

9744777783

### **C) FACULTY OF COMMERCE**

1. Sherin T. Abraham, M.Com., B.Ed. (HOD)  
Asst. Professor

9447829754

2. Sujo Mary Varghese, M.Com., M.B.A., Ph.D.  
Asst. Professor

9656225487

- |   |            |
|---|------------|
| 3. Jibin Shibu Sam., M.Com.<br>Asst. Professor        | 8129850223 |
| 4. Serene Anna Sam, M.Com., M.B.A.<br>Asst. Professor | 8547785875 |
| 5. Avani T., M.Com.<br>Asst. Professor                | 7356427898 |

## **D) FACULTY OF SCIENCE**

### **ZOOLOGY**

- |   |              |
|---|--------------|
| 1. Reemy Sara Mathai, M.Sc. (HOD)<br>Asst. Professor  | 9746446231   |
| 2. Biju Jacob Thomas, M.Sc.(Zoology), M.Sc.(Bioinformatics),<br>MBA (Finance & Marketing), Ph.D.<br>Asso. Professor | 0481-2570625 |
| 3. Keerthi Sasidharan, M.Sc.<br>Guest Lecturer (Botany)   | 9544974365   |

### **PHYSICS**

- |  |            |
|--|------------|
| 1. Anupama P., M.Sc., Ph.D. (HOD)<br>Asst. Professor             | 8086790321 |
| 2. Paulose Thomas, M.Sc., M.Phil., Ph.D.<br>Asst. Professor      | 9562132636 |
| 3. Rajani Jacob, M.Sc., M.Phil., B.Ed., Ph.D.<br>Asst. Professor | 9497789900 |
| 4. Melvi Chandy, M.Sc., Ph.D.<br>Asst. Professor                 | 9746893701 |
| 5. Anu Mary Varghese, M.Sc.<br>Guest Lecturer                    | 8547100742 |

### **MATHEMATICS**

- |  |                              |
|--|------------------------------|
| 1. Gigi George, M.Sc., M.Phil., B.Ed., Ph.D.<br><b>HOD &amp; Principal-in-Charge</b>     | 0484 - 2528558<br>9446453860 |
| 2. Shalitha Jacob, M.Sc.(Statistics), M.Sc.(Mathematics)<br>Asst. Professor (Statistics) | 9495409095                   |

- |   |            |
|---|------------|
| 3. Silvey Paul, M.Sc.<br>Guest Lecturer         | 9847289731 |
| 4. Keerthy Kishore A., M.Sc.<br>Guest Lecturer  | 8281966022 |
| 5. Emilda Sebastian, M.Sc.<br>Guest Lecturer    | 9947142835 |
| 6. Gopikrishna S. Nair, M.Sc.<br>Guest Lecturer | 8547969171 |
| 7. Sara John, M.Sc.<br>Guest Lecturer           | 9947892367 |
| 8. Sini Paul, M.Sc., B.Ed.<br>Guest Lecturer    | 9562324936 |

### **CHEMISTRY**

- |   |            |
|---|------------|
| 1. Neetha Thampi, M.Sc., M.Tech, Ph.D<br>Guest Lecturer | 9471191637 |
| 2. Kezia Susan K., M.Sc., B.Ed.<br>Guest Lecturer       | 8547148595 |
| 3. Reshma Mathew, M.Sc., M.Phil<br>Guest Lecturer       | 8301836803 |
| 4. Aiswariya R., M.Sc.<br>Guest Lecturer                | 9495969623 |

### **E) FACULTY OF PHYSICAL EDUCATION**

- |   |             |
|---|-------------|
| 1. Vineed Kumar K., MPE, Ph.D.<br>Asst. Professor | 94478 92891 |
|---|-------------|

### **F) FACULTY OF B.Voc (UGC Aided Courses)**

- |   |            |
|---|------------|
| 1. Minu Susan Koshy, M.A., Ph.D.<br>Nodal Officer | 9207974864 |
| 2. Anitta Benny, M.Sc.<br>Guest Lecturer          | 9496266871 |



- |  |            |
|--|------------|
| 3. Namitha S., M.Tech.<br>Guest Lecturer                 | 9447787684 |
| 4. Arya M.L., M.A., B.Ed.<br>Guest Lecturer              | 9496737377 |
| 5. Nancy Sara John, MTA<br>Guest Lecturer                | 9747330290 |
| 6. Sonu Victoria Gomez, MTM, M.A.<br>Guest Lecturer      | 9961684080 |
| 7. Cincy Varghese, M.Sc.<br>Guest Lecturer               | 9605025699 |
| 8. Sony T. James, M.B.A., P.G. Diploma<br>Guest Lecturer | 9847284641 |
| 9. Baby Kuriakose, M.B.A., B.Tech.<br>Visiting Faculty   | 7034293277 |
| 10. Fiona Durom, MTTM<br>Guest Lecturer (French)         | 8113066180 |

## **G) FACULTY OF SELF-FINANCING COURSES**

### **M.Sc. ZOOLOGY**

- |  |            |
|--|------------|
| 1. Sunu N. V., M.Sc., B.Ed.<br>Guest Lecturer    | 9387319294 |
| 2. Athira M., M.Sc.<br>Guest Lecturer            | 9400251921 |
| 3. Anu K. Mathew, M.Sc., B.Ed.<br>Guest Lecturer | 7025740499 |
| 4. Jintumol Raj P., M.Sc.<br>Guest Lecturer      | 9745930272 |

### **B.COM.**

- |  |            |
|--|------------|
| 1. Saritha N., M.Com., B.Ed.<br>Guest Lecturer | 9496823099 |
| 2. Amy Maria Paul, M.Tech.<br>Guest Lecturer   | 9633637380 |
| 3. R. Anandhi, M.Com., MBA<br>Guest Lecturer   | 9497406335 |

**2021 - 2022**

## DEPARTMENTS

### A) FACULTY OF ARTS AND HUMANITIES

#### ENGLISH

1. Chaithanya Elsa Achankunju, M.A. (HOD)  
Asst. Professor 9567062075
2. Preethi Sara Joseph, M.A.  
Asst. Professor 9495335860
3. Sangeetha Rachel Koruth, M.A.  
Asst. Professor 9605807543
4. Minu Susan Koshy, M.A., Ph.D.  
Asst. Professor 9207974864
5. Roshin T. Roy, M.A.  
Asst. Professor 8129364564

#### HISTORY

1. Bibin Kuriakose, M.A., M.Phil., Ph.D. (HOD)  
Asst. Professor 8921939898
2. Vinod V., M.A., Ph.D., PDF  
Asst. Professor (Archaeology) 8129179069
3. Gismon Thomas, M.A.(History), M.A.(Economics),  
M.A.(Gandhian Studies), M.A.(Social Work), M.A. (Criminology).  
Guest Lecturer 9496322329
4. Bhamu K. Mohan, M.A.  
Guest Lecturer (Economics) 8368719470

### B) FACULTY OF ORIENTAL LANGUAGES

#### HINDI

1. Gayathri K., M.A., M.Phil., Ph.D., B.Ed  
Guest Lecturer 9745583909
2. Hephzy T. Paul, M.A., B.Ed, M.Phil.  
Guest Lecturer 9048703006

#### MALAYALAM

1. Anjali P.P., M.A., B.Ed., M.Phil.  
Guest Lecturer 9847788865

2. Manju K.G., M.A., B.Ed.  
Guest Lecturer

9744777783

### C) FACULTY OF COMMERCE

1. Sujo Mary Varghese, M.Com., M.B.A., Ph.D.  
(Principal-in-Charge)

9656225487

2. Sherin T. Abraham, M.Com., B.Ed. (HOD)  
Asst. Professor

9447829754

3. Jibin Shibu Sam., M.Com.  
Asst. Professor

8129850223

4. Serene Anna Sam, M.Com., M.B.A.  
Asst. Professor

8547785875

5. Avani T., M.Com., Ph.D.  
Asst. Professor

7356427898

### D) FACULTY OF SCIENCE

#### ZOOLOGY

1. Reemy Sara Mathai, M.Sc. (HOD)  
Asst. Professor

9746446231

2. Biju Jacob Thomas, M.Sc.(Zoology), M.Sc.(Bioinformatics),  
MBA (Finance & Marketing), Ph.D.  
Asso. Professor

0481-2570625

3. Keerthi Sasidharan, M.Sc.  
Guest Lecturer (Botany)

9544974365

#### PHYSICS

1. Anupama P., M.Sc., Ph.D. (HOD)  
Asst. Professor

8086790321

2. Paulose Thomas, M.Sc., M.Phil., Ph.D.  
Asst. Professor

9562132636

3. Rajani Jacob, M.Sc., M.Phil., B.Ed., Ph.D.  
Asst. Professor

9497789900

4. Melvi Chandy, M.Sc., Ph.D.  
Asst. Professor

9746893701

## **E) FACULTY OF PHYSICAL EDUCATION**

1. Vineed Kumar K., MPE, Ph.D.  
Asst. Professor 944789

## **F) FACULTY OF SELF-FINANCING COURSES**

### **M.Sc. ZOOLOGY**

1. Sunu N. V., M.Sc., B.Ed.  
Guest Lecturer 93873
2. Athira M., M.Sc.  
Guest Lecturer 94002
3. Jintumol Raj P., M.Sc.  
Guest Lecturer 97459
4. Jissy Thomas, M.Sc., B.Ed.  
Guest Lecturer 95264

### **B.COM.**

1. Saritha N., M.Com., B.Ed.  
Guest Lecturer 94968
2. Amy Maria Paul, M.Tech.  
Guest Lecturer (on maternity leave) 96336
3. R. Anandhi, M.Com., MBA  
Guest Lecturer 94974
4. T.J. Vishnupriya, M.Com.  
Guest Lecturer 90729
5. Reshmi C. J., M.Com.  
Guest Lecturer 94974

### **B.Voc**

1. Minu Susan Koshy, M.A., Ph.D.  
Nodal Officer 92079
2. Sreekumar N., BHM, MBA  
Co-ordinator 98470
3. Arya M.L., M.A., B.Ed.  
Guest Lecturer 94967

- |  |            |
|--|------------|
| 4. Cincy Varghese, M.Sc.<br>Guest Lecturer               | 9605025699 |
| 5. Sony T. James, M.B.A., P.G. Diploma<br>Guest Lecturer | 9847284641 |
| 6. Baby Kuriakose, M.B.A., B.Tech.<br>Visiting Faculty   | 7034293277 |
| 7. Treesa Maria Mathew B.Sc., MTTM<br>Guest Lecturer     | 7559973487 |
| 8. Aswani B., M.Tech<br>Guest Lecturer                   | 8921086386 |
| 9. K.O. Mathew, M.A., B.Ed<br>Guest Lecturer             | 9020410375 |

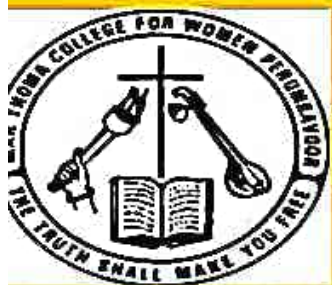


**MAR THOMA COLLEGE FOR WOMEN**  
**PERUMBAVOOR**

# **DEPARTMENT COUNCIL**

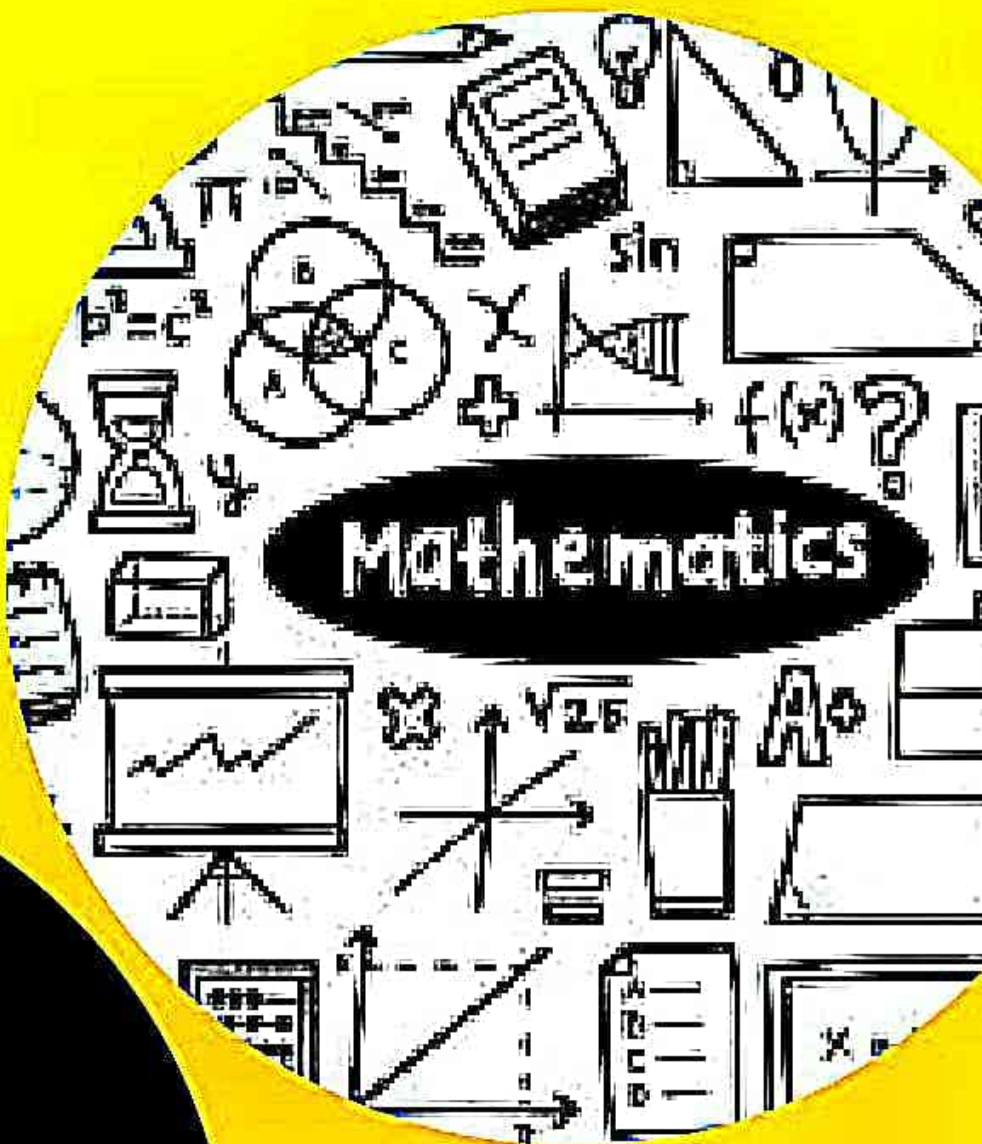
**MINUTES**  
**2017 - 22**





MAR THOMA COLLEGE FOR WOMEN  
PERUMBAVOOR

# DEPARTMENT OF MATHEMATICS







**2017-2018**

The first meeting of the Mathematics Department Faculty was held on 10.6.2017 at 2.30 pm chaired by HOD, Dr. Annie Kurian.

A warm welcome was given to the newly appointed guest lecturer.

Matters discussed & decided





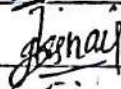
1. Teacher in charge of each degree & PG class.
2. Teacher in charge of Mathematics Association.
3. Posters & Papers to be taken by each Faculty in the odd semester.
4. Activity Calendar & Dept. Planner preparation.
5. Action plans for the forthcoming NAAC Peer Team Visit.

It is decided to assign the Association Activities charge to Ms. Sreelakshmi Ravendran. Faculty are directed to prepare necessary files & documents to present before the NAAC Team. Ms. Anny K & Ms. Gopikrishna were given the charge for preparing the Department PPT.

It is decided to continue the Add-on programmes and the Dept Extension Activity this year also. HOD solicited the cooperation of every Faculty for the preparations for NAAC Peer Team Visit.

The meeting ended at 4 pm.

Members Present

1. Dr. Annie Kurian IC 
2. Dr. Gege George 
3. Sini Paul 
4. Sreelakshmi Ravendran 
5. Gopikrishna S. Nair 

A decorative border surrounds the page, featuring blue and gold floral motifs. The top and bottom corners are adorned with large, detailed blue roses. The sides are decorated with smaller blue flowers and gold-colored leaves and swirls. The background is white with scattered gold dots.

**2018-2019**

2018 - 2019

A meeting of the Faculty Members of the Mathematics Dept was held on 6/06/2018 at 3:30 pm.

HOD, Dr. Annie Kurian K welcomed everyone and introduced the newly appointed guest lecturers - Ms. Silvy Paul, & Ms. Ritty Susan Varghese, & Ms. Rekha Krishnan.

Matters discussed & decided

Class charges were decided as follows

Dr. Annie Kurian K - III B.Sc Maths

Dr. George George - II B.Sc Maths

Ms. Anny K Mathai - I B.Sc Maths

Ms. Silvy Paul - II M.Sc Maths

Ms. Ritty Susan Varghese - I M.Sc Maths

Work assignment & Portions to be taken by each staff were decided.

It is decided to conduct the Add-on Programme

'DTP, Photoshop & Mathematical software' for the I Year Degree students.

Teachers in charge of individual projects & group projects were also decided.

HOD insisted that appropriate changes to be made in the General College Timi Table should be informed and at the earliest.

The meeting ended at 4:30 pm.

Members Present:

Dr. Annie Kurian (HOD)

AK

Dr. George George

GG

Ms. Silvy Paul

Silvy Paul

Ms. Ritty Susan

Ritty

Ms. Rekha Krishnan

Rekha

2018-19

The Second meeting of the Faculty of Dept. of Mathematics was held on 20/7/18 at 3.30 pm.

Matters discussed & decided

It is decided to assign the charge of Mathematics Association to Ms. Anny K. Mathai.

It is decided to send proposals to conduct NMD celebrations with the support of KSESTE. In connection with this celebration, it is decided to conduct an inter collegial quiz competition, a regional Mathematics seminar, Movie show etc.

HOD informed that entry level test to be conducted for students of each class and the students to be categorised as slow learners, average & advanced learners.

It is insisted that tutorial classes to be taken for the assigned students and association activities to be conducted regularly.

HOD informed that students are not allowed to use mobile phones in the classroom or campus and strict action will be taken if the students violate this rule.

The meeting ended at 4.30 pm

Members Present-

Dr. Annie Kurian K. (HOD)

AK

Dr. Jyoti Jyoti

JJ

Ms. Silvey Paul

SP

Ms. Ritty Susan Varghese

RSV

Ms. Rekha Krishnan

RK

Ms. Anny K Mathai

2018-19.

A meeting of the teachers of Dept. of Mathematics was held on 5-10-18 at ~~2.30~~ at 2.30 pm.

Members present : Dr. Annie Kumari K  
Dr. Gige George  
Ms. Sulvey Paul  
Mrs. Betty Susan Varghese  
Ms. Kethy Kishore A.  
Ms. Arney K Mathai  
Mrs. Ratcha Krishnan, Pethu







The following decisions were taken.

1. To conduct open house for III D.C on October 8.  
& III D.C on October 31<sup>st</sup>
2. To send at least 5 students for Madhava competition.
3. To take tutorials every Monday from 3.30 pm to 4.30 pm
4. To conduct Ramanuja week celebrations this year also.

Meeting concluded at 3.30 pm.

2018-19.


A meeting of the teachers of the Department of Mathematics was held on 26-12-18 at 2:30 PM

Members Present : Dr. Annie Kurian K   
 Dr. Gigi George   
 Ms. Silvey Paul   
 Ms. Rilly Susan Varghese   
 Ms. Keerthy Kishore A   
 Ms. Anny K Mathai  
 Mrs. Rekha Krishnan 

The following decisions were taken :-

1. To conduct an Alumni meet of 1<sup>st</sup> batch students of Dept. of Mathematics on January 26.
2. To conduct a farewell meeting to honour Dr. Annie Kurian K. and Dr. Lissy Cherian who are retiring this year.
3. To conduct study tour for III DC students on January.

Meeting concluded at 3:30 PM.

A decorative border of pink cherry blossoms frames the page, with clusters of flowers in the corners and scattered petals throughout. The blossoms are in various stages of bloom, showing delicate petals and dark centers.

**2019-2020**



2019-20

A meeting of the faculty members of the department of Mathematics was held on 18-06-19 at 3.30 pm.

The meeting began with a prayer.

The following members were present.

Dr. Gige George

Ms. Shalitha Jacob

Ms. Silvey Paul

Ms. Emilda Sebastian

Ms. Reshma M.R.

Ms. Keerthy Kishore A.

Ms. Ritty Susan Varghese

~~Keerthy~~

The following decisions were taken:

Class charges were decided as follows

Ms. Silvey Paul - II M.Sc. Maths

Ms. Ritty Susan Varghese - I M.Sc. Maths

Ms. Reshma M.R. - III B.Sc. Maths

Ms. Shalitha Jacob - II B.Sc. Maths

Ms. Keerthy Kishore A - I B.Sc. Maths

\* Decided to inaugurate Mathematics association on second week of July

\* Decided to conduct a two day workshop on 'Numerical analysis using Python 3'

Meeting concluded at 4.30 pm

2019-2020

The second meeting of the faculty members of the department of Mathematics was held on 6<sup>th</sup> January 2020 at 3.30 pm.

The meeting began with a prayer.

The following members were present

Dr. Gigi George

Ms. Shalitha Jacob

Ms. Silvey Paul

Ms. Emilda Sebastian

Ms. Reshma M.R.

Ms. Keerthy Kishore A.

Ms. Ritty Susan Varghese.

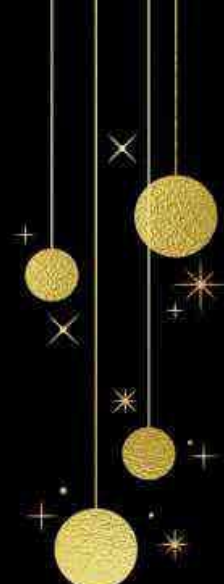
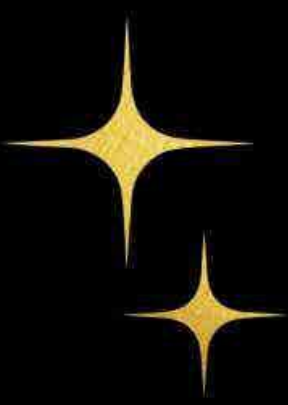
~~Keerthy~~

The following decisions were taken:

\* It is decided to conduct VI<sup>th</sup> semester UG internal examinations on second week of February.

\* It is decided to organize a field visit for final year UG & PG students on last week of January.

Meeting concluded at 4.30 pm



**2020-2021**

2020-21

A meeting of the faculty members of the department of Mathematics was held on 30 July 2021, via Google Meet platform at 9 am.

The meeting began with a prayer.

The following members were present:

Dr. Gigi George

Ms. Shalitha Jacob

Mr. Gopikrishna S. Nair ghsnair

Ms. Silvey Paul

Ms. Marra Robert

The following decisions were taken:

- \* As the classes have to be conducted in online mode issues related to online teaching were also discussed.
- \* decided to conduct a national webinar related to the to topic research areas in Graph theory.
- \* decided to provide scholarly support for higher secondary students by our PG students.
- \* discussed to conduct lecture series by students.

Meeting concluded at 10.00 am.

2020-21

The second meeting of the faculty members of the department of Mathematics was held on 2nd November 2021 via Google Meet platform at 4.00 pm.

The meeting began with a prayer.

The following members were present:

Dr. Gigi George

Ms. Shalitha Jacob

Mr. Gopikrishna S. Nair

Ms. Silvey Paul

Ms. Marra Robert

The following decisions were taken:

- \* Decided to conduct a parents meeting on 6th November 2020 via google meet platform in order to select PTA representative from our department.
- \* It is decided to conduct I<sup>st</sup> & III<sup>rd</sup> semester UG internal examinations on second week of November

Meeting concluded at 5.00 pm

2020-21

The third meeting of the faculty members of department of Mathematics was held on 1<sup>st</sup> December 2020 via google meet platform at 4.00 pm.

The meeting began with a prayer.

The following members were present

Dr. Gigi George

Ms. Shalitha Jacob

Mr. Gopikrishna S. Nair ~~Shanay~~

Ms. Silvey Paul

Ms. Maria Robert

Ms. Emilda Sebastian

The following decisions were taken

- \* Decided to conduct National Mathematics day celebrations with various competitions

- \* It is decided to organize the decision of first meeting to conduct lecture series by students on the topic 'Saga of Mathematics' from February onwards.

Meeting concluded at 5.00 pm

2021-2022



2021-2022

The first meeting of the faculty of the Dept. of Mathematics was held on 1 June, 2021 via google meet platform at 9 am.

The meeting began with a prayer.

The following members were present

Dr. Giji George.

Mr. Chopikrishna S Naik ~~gknaik~~

Ms. Silvy Paul.

Ms. Emilda Sebastian

Discussed about the logging of previous semesters - II & IV sem UCs and II sem PCs. HOD reported that according to the Academic Calendar of the University, II & IV sem UCs syllabus have to be completed by the end of June and II sem PCs have to be completed by the end of July.

\* As the classes have to be conducted in online mode, issues related to online teaching were also discussed.

\* It is decided to conduct internal project viva & presentation of Final year UCs students in online mode.

\* HOD reported that the external viva would be in offline mode and to be conducted by the end of June.

\* The meeting has come to an end by 10 am.

Giji George

The second meeting of the faculty of the department of Mathematics was held on 20 September 2021 via google meet platform at 4.00 pm.

The meeting began with a prayer.

The following members were present

Dr. Gigi George

Mr. Gopikrishna S. Nair ~~Prasad~~

Ms. Silvey Paul

Ms. Emilda Sebastian

The following decisions were taken;

- \* Decided to conduct association inauguration on 1<sup>st</sup> October 2021 along with a webinar
- \* Decided to conduct Internal examinations for V<sup>th</sup> semester UG students on last week of October.

Meeting concluded at 5.00 pm.



The third meeting of the faculty members of department of Mathematics was held on 1<sup>st</sup> December 2021. at 3:30 pm

The meeting began with a prayer.

The following members were present

Dr. Gigi George

Mr. Gopikrishna S. Nair Attornil

Ms. Silvey Paul

Ms. Emilda Sebastian

Ms. Anu Jose

Ms. Aleena Alex.

Ms. Keerthy Kishore A.

The following decisions were taken:

1. To conduct National Mathematics day celebrations along with a webinar and various competitions.
2. Decided to conduct a PSC coaching programme for students.

Meeting concluded at 4:30 pm

The Fourth Meeting of the Faculty members of department of Mathematics was held on 4 January 2022 at 3:30 PM.

The meeting began with a prayer.

The following members were present.

1. Dr. Gigi George
2. Mrs. Gopikrishna S Nair ~~Thiruvai~~
3. Ms. Silvey Paul
4. Ms. Emilda Sebastian
5. Ms. Keerthy Kishore A
6. Ms. Anu Jose
7. Ms. Aleena Alex

The following decisions were taken:

1. To conduct Pi Day celebrations along with various games of students.
2. Decided to conduct Presentation competition by the students on the topic "History of Pi".
3. To conduct a field visit for III DC Mathematics & II MSc Mathematics students.

Meeting concluded at 4:30 PM.



MAR THOMA COLLEGE FOR WOMEN  
PERUMBAVOOR

DEPARTMENT OF COMMERCE:  
COMPUTER APPLICATIONS



The image is a decorative cover for a document. It features a light green background with a thin, gold-colored rectangular border. The corners are adorned with illustrations of green leaves and branches, some in a darker shade and some in a lighter, semi-transparent shade. The text "2017-2018" is centered in a bold, dark green font.

**2017-2018**

First meeting of the academic year 2017-18 was held on 2<sup>nd</sup> June 2017 at 3.30 p.m. in the department of Commerce.

Meeting Facilitator : Ms. Mini P.K., Head of the Department of Commerce Computer Application.

### Attendees Present

- 1) Ms. Mini P.K.
- 2) Ms. Saritha N
- 3) Ms. Anandhi R
- 4) Ms. Amy Maria Paul.

~~Saritha~~  
~~Anandhi~~  
~~Amy~~

### Meeting Agenda :

- 1) To discuss on the distribution of syllabus of III<sup>rd</sup> & V<sup>th</sup> semester
- 2) To discuss on departmental activities for the current year
- 3) To discuss on allocation of current year's duty regarding admission, e-grantz, scholarship, maintenance of admission register, TC & CC etc.
- 4) Any other item with the permission of the facilitator

Following matters were discussed and resolutions were taken

- 1) Preparation of Time Table
- 2) Orientation for second year and third year students
- 3) Departmental activities will actively be organized as earliest as possible.
- 4) Class in charges were assigned.
- 5) Teachers were instructed to request the students to abide by the rules of college regarding uniform, attendance etc.
- 6) The meeting entrusted staff with the following duties  
Ms. Mini P.K. and Ms. Saritha N - Admission duty  
Ms. Amy Maria Paul - E-grantz and scholarship  
Ms. Anandhi R - Admission register, TC & CC.

- 7) The syllabus of III<sup>rd</sup> & IV<sup>th</sup> semesters were equitably distributed among the faculty.
- 8) A suggestion was put forward to the faculties to counsel the students on a regular basis especially in the academics point of view.
- 9) HOD asked the faculties to prepare and submit the lesson plans on a periodic basis.

Meeting concluded at 4 p.m.

7

Second meeting of the academic year 2017-18 was held on 18<sup>th</sup> August 2017 at 12.50 p.m. in the Department of Commerce.

Meeting Facilitator : Ms. Mini P.K., Head of the Department of Commerce Computer Application

Attendees Present

- 1) Ms. Mini P.K.
- 2) Ms. Saritha N
- 3) Ms. Anandhi R.
- 4) Ms. Amy Maria Paul

LP  
Saritha  
d.g.  
A.M.P.

Meeting Agenda :

- 1) To discuss up on general academic activities
- 2) To discuss on the orientation to be given to the first year students
- 3) Any other item with the permission of the facilitator

Following matters were discussed and resolutions were taken.

- 1) Internal exams for III<sup>rd</sup> and V<sup>th</sup> semesters shall be conducted by the end of August.
- 2) Association of Commerce Computer Application shall commence its activities with an inauguration.
- 3) Conduct bridge course classes on the commencement of classes for first year students.
- 4) Internal examination for I<sup>st</sup> semester shall be conducted within the month of August.
- 5) It was decided that an orientation shall be given to the final year students before the commencing of their project work, by the month of December, by the faculties of the department.

- 6) Results of internal examinations shall be analysed and parent-teacher meeting shall be organized in the first week of November for the first year students.
- 7) Teachers were instructed to give orientation to the first year students regarding the rules and regulations of the institution.
- 8) Review of classes conducted.
- 9) Evaluation about positions with regard to its completion.
- 10) The second phase of the New Initiative Programme - Food Processing shall be conducted on 23<sup>rd</sup> August 2017.

Meeting concluded at 1.20 p.m.



Third meeting of the academic year 2017-18 was held on 15<sup>th</sup> January 2018 at 3.30 p.m in the Department of Commerce.

Meeting Facilitator : Ms. Mini P.K., Head of the Department of Commerce Computer Application

Attendees Present

1. Ms. Mini P.K.
2. Ms. Saiitha N
3. Ms. Anandhi R
4. Ms. Army Maria Paul.

✓  
Saiitha  
Anp  
A.M.P.

Meeting Agenda :

- 1) To discuss on the orientation to be given to the first year students regarding the 1<sup>st</sup> semester University exams.
- 2) To discuss on the conduct of internal exam for II<sup>nd</sup> semester.
- 3) To discuss on the conduct of career guidance classes
- 4) To discuss on the follow up on the completion of the project work.
- 5) Any other item with the permission of the facilitator

Following items were discussed and resolutions were taken

- 1) Faculty-in charge of first year students shall instruct the students to abide by the rules of examination.
- 2) It was decided to conduct the internal exam for II<sup>nd</sup> semester by the end of February.
- 3) It was decided that the concerned faculties guiding the final year students in their project work shall instruct the students to submit their project report within the month of March and internal project viva-voce shall be conducted after the report submission.

- 4) Evaluation about completion of portions was undertaken and the HoD instructed the faculties to complete the portions within March, if not to be completed within April by conducting special classes.
- 5) It was decided to take the final year students on a study tour on 18<sup>th</sup> January 2018.
- 6) Discussion was also made on the conduct of the farewell programme for the final year students.
- 7) Career guidance classes shall be organized for the final year students.  
Meeting concluded at 4:30 p.m.


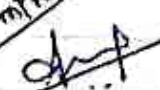



**2018-2019**

First meeting of the academic year 2018-19 was convened on 10<sup>th</sup> October 2018 at 100 p.m in the Department of Commerce.

Meeting Facilitator : Ms. Mini P.K., Head of the Department of Commerce Computer Applications

### Attendees Present

- 1) Ms. Mini P.K.
- 2) Ms. Saritha N. 
- 3) Ms. Arundha R. 
- 4) Ms. Arny Maria Paul 

### Meeting Agenda: -

- 1) To discuss on the conduct of internal exam for 1<sup>st</sup> semester.
- 2) To discuss on the conduct of third phase of food processing programme.
- 3) To discuss on the general academic activities.

Following matters were discussed and resolutions were taken.

- 1) Internal exams for 1<sup>st</sup> semester shall be conducted in the month of November and 2<sup>nd</sup> semester classes shall commence after the conduct of Internal exams.
- 2) It was decided to indulge in flood relief activities by mobilizing funds from various sources and provide it to the flood affected families of the students.
- 3) It was decided to conduct remedial classes for the students on the basis of analysis of the internal exam results.
- 4) It was decided that the third phase of food processing shall be conducted in the month of January, the date of which is to be scheduled later.
- 5) Review of classes conducted.

Meeting concluded at 1.30 p.m.

Second meeting of the academic year 2018-19 was held on 5<sup>th</sup> December, 2018 at 1:15 p.m. in the Department of Commerce.

Meeting Facilitator: Ms. Mini P.K., Head of the Department of Commerce, Computer Application.

Attendees Present

- 1) Ms. Mini P.K.
- 2) Ms. Saeetha N
- 3) Ms. Aramathi R
- 4) Ms. Arny Maria Paul ~~D.T.~~

Meeting Agenda

- 1) To discuss on general academic activities
- 2) To finalise the date of conduct of third phase of food processing programme
- 3) To discuss on the distribution of syllabus of II<sup>nd</sup> semester.





Following matters were discussed and resolutions were taken:

- 1) It was decided to conduct the food processing programme on 22<sup>nd</sup> January 2019 and a study tour was planned on 30<sup>th</sup> January.
  - 2) Concerned faculties guiding the final year students in their project work were asked to give a review of the progress in project work.
  - 3) It was decided to conduct to internal exams for II<sup>nd</sup> semester by the end of January and remedial classes shall be provided as the case may be.
  - 4) The II<sup>nd</sup> semester syllabus were equitably distributed among the staff.
- Meeting concluded at 1:45 p.m.

This meeting of the academic year 2018-19 was held on 15<sup>th</sup> February 2019 at 3.30 pm in the Department of Commerce.

Meeting facilitator - Ms. Mini P.K., Head of the Department of Commerce Computer Application.

#### Attendees Present

- 1) Ms. Mini P.K. 
- 2) Ms. Saritha N 
- 3) Ms. Amy Maria Paul 
- 4) Ms. Anandhi R 


#### Meeting Agenda:

- 1) To discuss on the general academic activities
- 2) To discuss on the follow up on the completion of UG project work.
- 3) To review on the completion of syllabus on time.

Following matters were discussed and resolutions were taken.

- 1) It was decided to conduct internal exams for IV<sup>th</sup> and VI<sup>th</sup> semesters by the end of February.
- 2) Concerned faculties guiding the UG project work shall instruct the students to submit their project work's report within the month of March and internal project viva-voce shall be conducted after the report submission.
- 3) Review on completion of syllabus was undertaken and all the faculties are instructed to complete the syllabus within March and any portions pending must be completed within April by conducting special classes.
- 4) Discussion was undertaken on the conduct of farewell programme for the final year students.

Meeting concluded at 4.00 p.m.

The page features decorative pink cherry blossoms in the corners. The top-left and bottom-right corners have clusters of blossoms, while the top-right and bottom-left corners have more sparse, scattered blossoms. The central text is set against a plain white background.

**2019-2020**

First meeting of the academic year 2019-20 was held on 3<sup>rd</sup> June 2019 at 1.00 pm in the Department of Commerce.

Meeting Facilitator - Ms. Mini P.K., Head of the Department of Commerce Computer Application

Attendees Present

- 1) Ms. Mini P.K.
- 2) Ms. Saetha N
- 3) Ms. Arny Maria Paul
- 4) Ms. Anandhi R.

*Samir*  
*A.P.*  
*A.P.*

Meeting agenda:

- 1) To discuss on the distribution of syllabus of III<sup>rd</sup> and V<sup>th</sup> Semesters.
- 2) To discuss on the departmental activities for the current year.
- 3) To discuss on the allocation of duties regarding admissions, e-grants, scholarship, maintenance of attendance register, TC and CC.
- 4) To discuss on the general academic activities

Following matters were discussed and resolutions were taken.

- 1) The duty of preparing time table was entrusted with Ms. Mini P.K.
- 2) Conduct orientation for second year and third year students
- 3) Class in charges were assigned
- 4) It was decided to distribute books to the needy students from the department library as a service under the scheme "Njananidhi"
- 5) It was decided that inaugural function of Commerce



Computer Application association shall be organized on 11<sup>th</sup> July 2019.

6) Syllabus and course plan were distributed among the faculties

7) The meeting entrusted staff with the following duties

Ms. Mini P.K - Admission Duty

Ms. Saeetha N - Admission Duty and Association incharge

Ms. Arny Maria Paul - E-grants and scholarships

Ms. Anandhi R - Admission register and TC & CC.

Meeting concluded at 1:35 p.m.

Second meeting of the academic year 2019-20 was conducted on 12<sup>th</sup> August 2019 at 3-30 p.m. in the Department of Commerce.

Meeting Facilitator - Ms. Mini P.K, Head of the Department of Commerce Computer Applications

Attendees Present

- 1) Ms. Mini P.K
- 2) Ms. Santha N
- 3) Ms. Amy Maria Paul
- 4) Ms. Anandhi R.

VP  
Santha  
A.M.P.  
A.R.

Meeting Agenda :

- 1) To discuss on the general academic activities
- 2) To discuss on the conduct of Internal exams for III<sup>rd</sup> & V<sup>th</sup> semesters
- 3) To discuss on the orientations to be given to first year students.

Following matters were discussed and resolutions were taken

- 1) Conduct bridge course on the commencement of classes for the first year students
- 2) Faculties were instructed to complete their syllabus for III<sup>rd</sup> & V<sup>th</sup> semester by the end of September and internal exams shall be conducted within the month of September
- 3) Results shall be analysed and a parent teacher meeting shall be arranged in the month of September and November for the final year and first year students respectively.
- 4) Faculties were instructed to give orientation to the final year students for undertaking a project work.

- 5) First year class in charge was instructed to give an orientation to the students regarding the rules and regulations of the institution.
  - 6) It was decided to take final year students to public health center as part of open house.
- Meeting concluded at 4:15 p.m.

Third meeting of the academic year 2019-20 was held on 6<sup>th</sup> January 2020 at 12.50 pm. in the Department of Commerce

Meeting facilitator : Ms. Mini P.K, Head of the Department of Commerce Computer Application

Attendees present

1. Ms. Mini P.K
2. Ms. Sautha N
3. Ms. Anandhi R
4. Ms Amy Maria Paul

✓  
Sautha  
Anandhi  
Amy

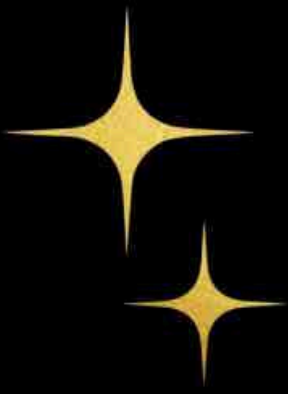
Meeting Agenda :

- 1) To discuss on the general academic activities
- 2) To discuss on the study tour for final year students .
- 3) To discuss on the conduct of Commerce fest .

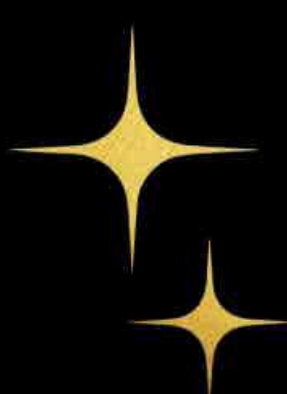
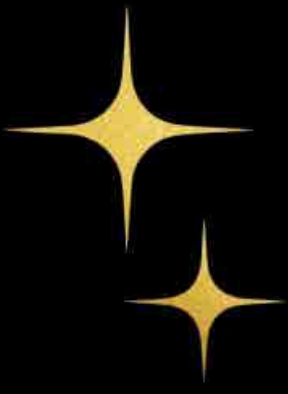
Following discussions and resolutions were undertaken

- 1) The study tour was been scheduled on 9<sup>th</sup> January
- 2) Faculty - in charge shall instruct the first year students to abide by the rules and regulations <sup>prior to</sup> of the 1<sup>st</sup> Semester University Examination
- 3) Internal exams for the IV<sup>th</sup> & VI<sup>th</sup> semesters shall be conducted within the month of January .
- 4) It was decided that seminars on relevant topics in commerce shall be organized as part of the Commerce Fest which is planned to be held on 13<sup>th</sup> on 14<sup>th</sup> of February .
- 5) Progress in the completion of project work by final year students
- 6) Concerned faculties guiding projects of final year students shall instruct the students to submit their project report at the earliest

Meeting concluded at 1:30 p.m.



**2020-2021**



The first meeting of the academic year 2020-21 was conducted on 1<sup>st</sup> June 2020 at 10.00 a.m via virtual platform.

Meeting Facilitator : Ms. Saritha N, Head of the Department of Commerce Computer Application.

#### Attendees Present

1. Ms. Saritha N
2. Ms. Anandhi R
3. Ms Amy Maria Paul.

Saritha  
Anandhi  
A.M.P.

#### Meeting Agenda :

- 1) To discuss on the conduct of sessions <sup>on</sup> online platforms.
- 2) To discuss on how materials of study shall be shared among students.
- 3) To discuss on the conduct of general academic activities during the covid pandemic situation.

Following discussions and resolutions were undertaken.

- 1) Online classes were scheduled for completing 1<sup>st</sup> and 2<sup>nd</sup> semester portions and the classes for subsequent semesters shall commence after that via zoom or google meet platforms.
- 2) Internal exams for 2<sup>nd</sup> semester shall be conducted within July via online platform.
- 3) The HoD shall instruct the final year students, the rules to be followed while appearing for the 4<sup>th</sup> semester exams during the pandemic situation.
- 4) The faculties were instructed that they should bring out all possible ways to reach out to the students via technical tools so that the student don't find any obstructions in their learning process during the pandemic situation.

Meeting concluded by 10.45 a.m.

The second meeting of the academic year 2020-21 was held on 23<sup>rd</sup> November 2020 at 12.00 pm via Google platform.

Meeting facilitator - Ms. Saritha N, Head of the Department of Commerce Computer Applications.

#### Attendees Present

- 1) Ms. Saritha N
- 2) Ms. Anandhi R
- 3) Ms. Arny Maria Paul
- 4) Ms. T.J. Vishnupriya

~~Saritha~~  
~~Anandhi~~  
~~Arny~~  
~~Vishnu~~

#### Meeting Agenda:

- 1) To discuss on the conduct of a webinar for students
- 2) To discuss on the conduct of a project orientation programme.
- 3) To discuss on the conduct of practical examinations
- 4) To discuss on general academic activities.

Following matters were discussed and resolutions were taken

- 1) Ms. Anandhi R. has been appointed as the Association in-charge.
  - 2) It was decided to give a financial aid to our former student, Kumari. Binymol Wilson for her higher education under the scheme 'Aashandhi'.
  - 3) A project orientation programme is planned to be organized on 28<sup>th</sup> November 2020 for the final year students.
  - 4) Instructions shall be given to the first year students before commencement of their online classes
  - 5) Practical examinations shall conform with covid protocols
- Meeting ended at 12.45 pm.

The third meeting of the academic year 2020-21 was held on 8th January 2021 at 8.00 p.m in the Department of Commerce.

Meeting Facilitator - Ms. Basilha N., Head of the Department of Commerce Computer Application.

Attendees Present

- 1) Ms. Basilha N
- 2) Ms. Anandhi R
- 3) Ms. Amy Maria Paul
- 4) Ms. T.S. Vishnurajya.

~~Santha~~  
~~Arpita~~  
~~A.S.I~~  
~~Vijay~~

Meeting Agenda:

- 1) To discuss on the general academic activities
- 2) To discuss on the progress in the completion of UG project work.
- 3) To review on the completion of syllabus on time

Following matters were discussed and resolutions were taken

- 1) Conduct of Internal exam for I<sup>st</sup> semester students within the month of February.
- 2) The final year students will be instructed to submit their final draft of project by the end of March.
- 3) A visit was planned to a destitute home in the month of February.
- 4) Model project Viva-Voce shall be conducted after the submission of final draft is made.
- 5) Completion of syllabus was reviewed and the faculties who haven't completed the portions were instructed to complete it as soon as possible by conducting special classes.

Meeting concluded at 3.45 p.m.



2021-2022



The first meeting of the academic year 2021-22 was held on 1<sup>st</sup> June 2021 at 12.00 p.m via Google platforms.

Meeting Facilitator - Ms. Saeitha N, Head of the Department of Commerce Computer Applications.

#### Attendees Present

- 1) Ms. Saeitha N
- 2) Ms. Anandhi R
- 3) Ms. Amy Maria Paul
- 4) Ms. T.J. Vishnuvarjya

~~Saeitha N~~  
~~Anandhi R~~  
~~Amy Maria Paul~~  
~~T.J. Vishnuvarjya~~

#### Meeting Agenda:

To discuss on:

- 1) orientation to be given to II<sup>nd</sup> year and III<sup>rd</sup> year students.
- 2) general academic activities.

#### Following matters were discussed.

- 1) Ms. Amy Maria Paul has been selected as the association in charge.
- 2) Faculty in charges shall instruct the students to abide strictly the covid protocols along with the rules and regulations of the institution.
- 3) Faculty were instructed to help out students during the online classes by all means to support them.
- 4) Internal examinations shall be conducted online if there arise a need.

Meeting concluded at 12.45 p.m.

The second meeting of the academic year 2021-22 was held on 16<sup>th</sup> November 2021 at 1.00 pm in the Department of Commerce.

Meeting facilitator - Ms. Saratha N, Head of the Department of Commerce Computer Applications

Attendees Present

- 1) Ms. Saratha N
- 2) Ms. Anandhi R
- 3) Ms. Reehmi C J (Guest)
- 4) Ms. T.J. Vishrupriya

~~Saratha~~  
~~Anandhi~~  
Reehmi  
~~Vishrupriya~~

Meeting Agenda:-

To discuss on:

- 1) Association Inauguration and freshers day programme
- 2) General academic activities.

Following matters were discussed.

- 1) It was decided that the inauguration of the association will be held on 19<sup>th</sup> November and the programme will be followed by a warm welcome given to freshers.
- 2) Give guidelines to the final year students as to how to do a undergraduate project work. Also faculties were allotted as guides for the students.
- 3) Review on completion of portions was done and faculties were instructed to complete the portions in such a manner that it doesn't delay the subsequent semester.

Meeting concluded at 1.30 p.m.

The third meeting of the academic year 2021-22 was held on 17<sup>th</sup> February 2022 at 3.30 p.m. in the Department of Commerce.

Meeting facilitator: Ms. Saeetha N, Head of the Department of Commerce Computer Application

#### Attendees Present

- 1.) Ms. Saeetha N
- 2.) Ms. Anandhi R
- 3.) Ms. Reshmi CT
- 4.) Ms. T. J. Vishrupriya

~~Saeetha~~  
~~Anandhi~~  
~~Reshmi~~  
~~Vishrupriya~~

#### Meeting Agenda:

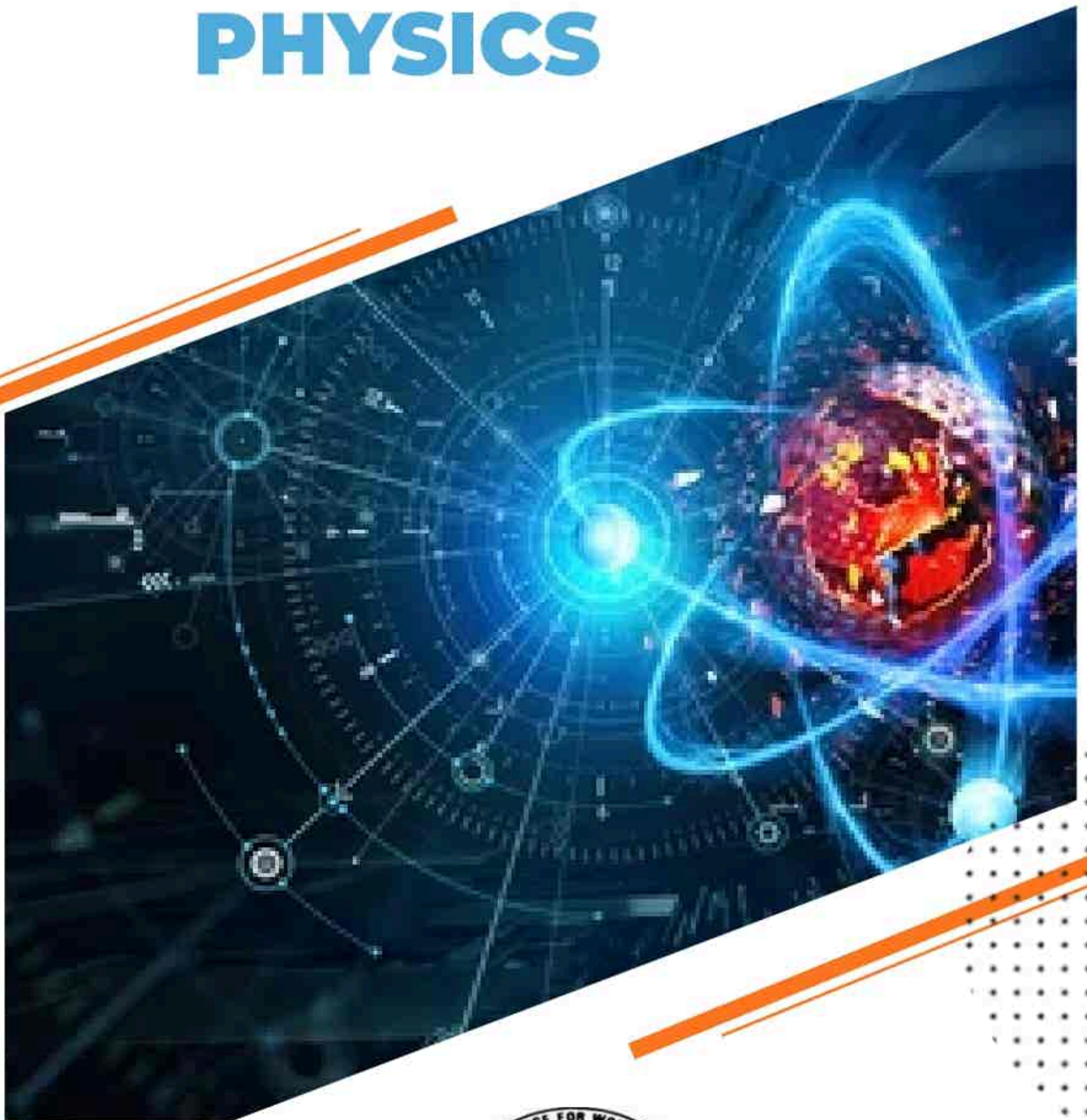
- 1) To discuss on general academic activities
- 2) To discuss on conduct of commerce related workshop
- 3) To discuss on conduct of study tour

Following matters were discussed and resolutions were taken

- 1) Internal exams shall be conducted by the end of February.
- 2) Final year students shall be taken for a study tour on 11<sup>th</sup> March 2022.
- 3) It was decided to organize a workshop on 'Entrepreneurial skill, Attitude and behaviour development on 27<sup>th</sup> February.
- 4) All final year students must be instructed to complete their project work and submit their final draft of report within March.

Meeting concluded at 4.00 p.m.

# DEPARTMENT OF PHYSICS



**MAR THOMA COLLEGE FOR WOMEN**  
**PERUMBAVOOR**

The image features a light green background with a gold-colored rectangular border. The corners are decorated with realistic green leaves and branches. The text "2017-2018" is centered in a bold, dark green font.

**2017-2018**

24-07-2017  
Monday.

2017-2018 അദ്ധ്യയന വർഷത്തെ  
Physics Association Inauguration  
28 July 2017 വെള്ളിയാഴ്ച നേരം  
വീണ്ടും നീരുമിറക്കിയിട്ടുണ്ട്. അതേസമയം  
Home audit നടന്നുവാനും നീരു-  
മിറക്കിയിട്ടുണ്ട്. Mr. Santhosh. A, Managing  
Director, Athal Energy Consultants  
Pvt. Ltd, Thirissur അദ്ധ്യയന  
Resource person ആയി നീരുമിറക്കിയിട്ടുണ്ട്.  
Department Head Dr. Anupama P  
meeting ന് നേതൃത്വം വഹിച്ചു.  
Dr. അദ്ധ്യയനയായ Dr. Rajani  
Jacob, Dr. Melvi chandy എന്നിവർ  
വീണ്ടും ഉണ്ടായിരുന്നു. അദ്ധ്യ-  
യന യൂണിവേഴ്സിറ്റി Association

ഭാരവാഹിതളെ നീക്കത്തോടുകൂടുന്നു.  
ദേശ്യപക്ഷി, നിയമ, മരണ മാതൃ  
മുനിയരാണ് ഈ വർഷത്തെ Associ-  
ation ഭാരവാഹിതൾ.

~~എന്ന~~  
Aishwarya Muraliechbar  
(Association Secretary)

Aish



11-12-2017

Monday.

December 14 - Energy Conservation Day ഓഗസ്റ്റ് 30-ാം തീയതിയിൽ നടന്നുപോകുന്ന Energy Management Centre, Kerala യുടെ ഭാഗമായി ക്വിസ്, പാസ്റ്റർ കമ്പിറ്റീഷൻ എന്നിവ കോളേജ് അഡിറ്റോറിയം അരികെ വെച്ച് നടത്തുവാൻ തീരുമാനിച്ചു. Dr. Nisam Rahman, Chairman, ECS സംഘടനയുടെ Resource person ആയി തിരഞ്ഞെടുക്കപ്പെട്ടു.

Aishwarya Muraliedas  
(Association Secretary)

Ash

15-12-2017

Friday.

2017-2018 അദ്ധ്യായം വർഷത്തെ  
Christmas Celebration ന്റെ ഭാഗമായി  
'LED Star Making' ന്റെ Training  
December 16 മുതൽ 21 വരെ കുട്ടി-  
കൾക്ക് Training കൊടുക്കുവാൻ  
നീരുമാനിച്ചു. കൂടാതെ കുട്ടികൾ നി-  
ർമ്മിക്കുന്ന stars വിൽക്കുവാനും  
അതിൽ നിന്ന് കിട്ടുന്ന ലഭ്യമായ  
December 22 ന് നിയന്ത്രിച്ച  
ഓൾഡ് ഓൾഡ് ഹോം സന്ദർശിച്ച്  
അവർക്ക് നൽകുവാനും അവരോട്  
230 ത്വന്ത വർഷത്തെ ക്രിസ്തുമസ്  
ആഘോഷിക്കുന്നതും നീരുമാനിച്ചു.

Aishwarya Muralidharan

Aish.

5-02-2016  
Monday.

Saksham, Samudhya Kshema Mahotsav ന്റെ ഭാഗമായി ECS സുഗന്ധി ഭവൻ നമ്മുടെ Department February 8 20 ന്നിൽ ഒരു സെമിനാറും, ഔദ്യോഗികതരം കമ്പയിനും നടത്തുവാൻ തീരുമാനിച്ചു. Academy of Physics Teachers (APT) സുഗന്ധി ഭവൻ നമ്മുടെ Departmentil ഒരു Model JAM test ~~ഒരു~~ അനുബന്ധ നടത്തുവാനും തീരുമാനിച്ചു.

Aishwarya Maralechhan  
Aishu



**2018-2019**

9-08-2018  
Thursday.

2018-2019 അദ്ധ്യയന വർഷത്തെ  
physics Association പ്രവർത്തനങ്ങൾ  
ഈ വർഷം 13 August 2018 ന്  
മുൻപാൽ തീരുമാനിച്ചു. Kalady  
Sree Shankara college ൽ Assistant  
Professor Dr. Manju T. ന്റെ  
വർഷം ചെയ്യുന്നത്. Head of Department  
Dr. Anupama P. meeting  
ന്െ നേതൃത്വം വഹിച്ചു. Department  
ഈ വർഷം അദ്ധ്യയന വർഷം  
ഈ വർഷത്തെ Association-in-  
charge ആയി Dr. Rajani Jacob  
നെ നിയമിക്കുന്നു. Association  
അദ്ധ്യയന വർഷം Aishwarya Mural-  
eedhasan (III<sup>rd</sup> DC physics), ഏ-

Anjana Ajith (II<sup>nd</sup> OC Physics),  
Sara Abey (I<sup>st</sup> OC Physics) and  
various members.

Niya Merwin Mathew  
(Association Secretary)

Nick Mathew

14-09-2018

Friday.

നമ്മുടെ Department വ്യക്തമായ  
പ്രായോഗിക ഭരണനയങ്ങൾ പ്രവർ-  
ത്തനങ്ങൾ സംഘടിപ്പിക്കാൻ തീരുമാ-  
നിച്ചു. കൂടാതെ University Flood  
relief fund ലേക്ക് <sup>collegile</sup> Teacher നു  
കൂട്ടിക്കൂട്ടം കൂടി ചേർന്ന് ഒരു നൂത-  
നൻ കമ്പാനി അനുബന്ധം  
ആശ്രയം ക്ക് സ്മാർട്ട് പ്രായോഗിക  
ബാഗ് വിതരണങ്ങൾ Bags,  
pens, books നൽകി നൽകു-  
വാനും തീരുമാനിച്ചു.

Niya Messin Mathew

Niya Messin

10-12-2018  
Monday.

December -14 -2018 ന് National Energy Conservation Day, Energy management centre (EMSAIF), Muvattupuzha ഓഫ് ട്രാൻസ്. ആയിരത്തു നീളത്തിൽ അതിർത്തിയോടെ പെരുംബാവൂർ town ൽ നിന്നും college ലെക്ക് നെൽ നടത്തുന്നതിനും ബന്ധപ്പെട്ടു MLA Adv. Eldhose kunnappilly ഉടൻ ഉത്തരവ് അയയ്ക്കുന്നതിനും നിർദ്ദേശിച്ചു.

Niya Messin Mathew

Niya Mathew



17-12-2018

Monday

ദുർഗ്ഗ വർഷങ്ങളിലേക്ക് പോലെ ഈ  
അദ്ധ്യക്ഷന വർഷവും നമ്മുടെ Depart-  
ment LED stars ഉടയാളവാനും  
അവ പിൻതുടരാനും തീരുമാനിച്ചു.  
അതിൽ നിന്ന് കിട്ടുന്ന തുക ഒരുപാട്  
പിഴിയെ അടയ്ക്കാനിലേക്ക് സഹായം  
ചെയ്യാനും ഈ ക്രിസ്തുമസ് അപ-  
രോധം ആലോചിക്കാനും തീരു-  
മാനിച്ചു. അവിടെയ്ക്ക് നടന്നെടുക്ക  
കലാപരിപാടിക്കു കുറിച്ച് ചർച്ച ചെയ്തു

Niya Mervin Mathew

*Niya Math*


18-2-2019

Monday

physics Department - Academy  
of physics teachers, Kerala  
ബാംഗ്ലൂർ 22-February 2019 ന്  
National Science day ആഘോഷി-  
ക്കാൻ നിരൂപനം. തുടർന്ന് ഭാരതം  
March 1, 2 ദിവസങ്ങളിൽ പഠന  
നിരീക്ഷണം പരിപാടി സംഘടിപ്പി-  
ക്കാൻ നിരൂപനം. മരണമടങ്ങി  
Maharaja's college ൽ Retired  
principal Dr. N. Shaji ൽ Reso-  
urce person ആയി നിരൂപനം.

Niya Mexis Mathew

Niya Mexis

The page features decorative pink cherry blossoms in the corners. The top-left and bottom-right corners have clusters of blossoms, while the top-right and bottom-left corners have more sparse, scattered blossoms. The text '2019-2020' is centered in a bold, purple font.

**2019-2020**

23-08-2019

Friday.

2019-2020 അദ്ധ്യയന വർഷ-  
ത്തെ Physics Association Inaugu-  
ration August 27 ന് തിരുവനന്തപുരം  
ശ്യാമപ്രസാദ് ക്ലാസ്സിൽ. പാലക്കാട്  
St. Thomas college യെ physics വിഭാഗം  
HOD Dr. Ison V Vanchipurackal  
എന്ന Association ഉദ്യോഗസ്ഥൻ ഉദ്യോഗ-  
സ്ഥൻ മേൽ നിർദ്ദേശിക്കുന്നു. Depa-  
rtment Head Dr. Anupama P.  
Meeting ന് നേതൃത്വം വഹിച്ചു. ഈ  
അദ്ധ്യയന വർഷത്തെ Association in-  
charge ആയി Dr. Melvi chandy  
യെ നിർദ്ദേശിക്കുന്നു. Association  
ദേശീയതലത്തിൽ Anitha Thomas (II  
physics), Varsha M Vijay (III OC  
physics), Fathima Shireel (I OC  
physics) എന്നിവരെ നിർദ്ദേശിക്കുന്നു.

ഈ വർഷം നടന്നത് പരിചരിക്കാൻ  
കഴിച്ച് ചർച്ച ചെയ്തു.

Ajima K.P

(Association Secretary)

~~Aj.~~

7-09-2019  
Monday.

നമ്മുടെ അസോസിയേറ്റ് ഓഫീസർമാർക്ക് പ്രത്യേകമായി നൽകുന്ന പ്രവർത്തനങ്ങളിൽ പങ്കെടുക്കാൻ നിർമ്മാണിച്ചു. അതിൽ വാങ്ങി നമ്മുടെ department ൽ നിന്നും 100 LED ബൾബുകൾ ~~കൊടുക്കുന്ന~~ വരമ്പിലെ പ്രത്യേകമായി നൽകാൻ നമ്മുടെ നിർമ്മാണിച്ചു. അതിൽ വെണ്ടിയിട്ടുള്ള ബൾബുകൾ അധികപരമാവധി നേരം നൽകിയിട്ടുള്ള നിർമ്മാണിച്ചു.

Anjima K.P



2-12-2019  
Monday.

ദുർഗ്ഗവർഷങ്ങളിൽ നടത്തിവരുന്ന  
നൽ ലോഡ് കുട്ടികൾ LED utass  
നിർമ്മിക്കാനും അത് വിൽക്കുവാനും  
നീരുറവിച്ചു. അതിൽ നിന്ന് കിട്ടുന്ന  
നുക പലവകുപ്പിലെ old age home  
ലേക്ക് നൽകുവാനും അവരോടൊപ്പം  
ജന വർഷത്തെ കീഴ്ത്ത് ആലോ-  
ചിക്കാനും നീരുറവിച്ചു.

Anjina K.P  
Anji

20-12-2019  
Wednesday

physics Department of എട്ടി-  
ൽ COSMOS എന്ന പേരിൽ Maga-  
zine തയ്യാറാക്കാൻ തീരുമാനിച്ചു.  
അതിൽ പ്രശ്നവും രസകരവുമായ  
നേരികൾക്കുവേണ്ടി ചിത്രങ്ങൾ, ലഘു-  
കൃതികൾ, crossword etc...  
എന്നിവ ഉൾപ്പെടുത്തുവാനും തീ-  
രുമാനിച്ചു.

Niya Mervin Mathew


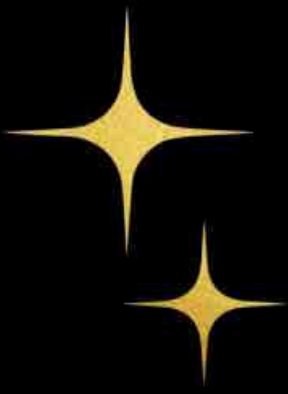
Niya Mervin



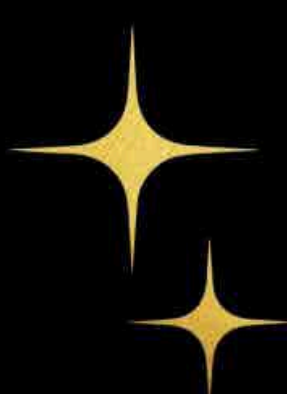
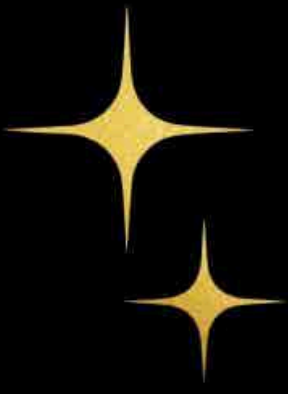
10-2-2020  
Monday.

National Science Day Celebrations and associated programs Department February 17, 18 2020. The Kerala State Council for Science, Technology and DST, Government of India jointly organized science day activities and related programs. The activities include science lecture, documentary presentation and related programs. Science exhibition and related programs are also being organized.

Anjima K.P  
Anji



**2020-2021**



6-6-2020

Monday

ഇന്ന് വർഷത്തെ അഭ്യന്തര Association Meeting ഈ online അഡ്സ് ന്നും. Dr. Melvi chandy ന്റെ Association in charge ന്റെ വിവരങ്ങൾ. Dept HOD Dr. Anupama P. meeting ന്റെ അന്ത്യം നൽകി. Association അംഗങ്ങളിൽ fathima shirail, Anna Devis Aiswarya Ramesh എന്നിവരെ വിവരങ്ങൾ

Akhina k Sudheesh

(Association Secretary)

*Akhina*

5-10-2020

Monday

World space week ബോട്ട് അനുബന്ധിച്ച്  
നമ്മുടെ dept online അതി quiz competition  
നടത്താൻ തീരുമാനിച്ചു. അതിനോടനുബന്ധിച്ചുള്ള  
കാര്യങ്ങളെക്കുറിച്ച് ചർച്ചയ്ക്കൽ (October 12 ന്  
നടത്താൻ തീരുമാനിച്ചു)

Akhina k suchhesh

*Akhina*

27-11-2020

Friday

നമ്മുടെ dept Energy Conservation day Celebrations ന്റെ ഭാഗമായി Slogan writing competition December 1 ന് നടന്നു തീർത്തിരിക്കുന്നു. ഈ പാർശ്വത്തോടുകൂടി Physics association ഉദ്യോഗസ്ഥൻ 5 December 2020 ന് നടന്നു തീർത്തിരിക്കുന്നു. Dr. Neethu Hanna Stepher scientific officer E, IUKAR Kalpakkam Tamilnadu ന്റെ ഉദ്യോഗസ്ഥൻ ചെയ്യാൻ നിരന്തരമായി COVID 19 മൂലം online അതിർത്തി നടന്നു തീർത്തിരിക്കുന്നു

Akhira k Sudbeesh

~~Akhira~~

3 -12 -2020

Thursday

Energy Conservation day 2603 13002221  
Poster design competition 7-12-2020m  
നടന്നതിന്റെ നിരവധിയിലും. അതിനോടൊപ്പം  
December 16 2020 m Presentation  
competition നടന്നതിനോടൊപ്പം നിരവധിയിലും

Akhya k Sudheesh

Akhya

22-2-2021

Monday

National Science day also known as online  
Physics quiz and online Model making competition  
28 february 2021 ന് നടന്നതായാണ് തിര-  
മാനിച്ച അതിനുള്ള കാര്യങ്ങൾ ചർച്ച ചെയ്തത്

Akhira k sudbeesh

Akhira



**MAR THOMA COLLEGE FOR WOMEN  
PERUMBAVOOR**

# **DEPARTMENT OF ZOOLOGY**





The image is a decorative cover for a document. It features a light green background with a thin, gold-colored rectangular border. The corners are adorned with illustrations of green leaves and branches, some in a darker shade and some in a lighter, semi-transparent shade. The text "2017-2018" is centered in a bold, dark green font.

**2017-2018**

# 1

3

Date: - 05/06/2017

Venue: - Zoology Department Staff Room.

Time: - 1:00 PM.

Attendees: - Dr. Biju Jacob Thomas -

Mrs. Reemy Sara Mathai

Mrs. Suresh N.V

Mrs. Binicy P. Paul.

Mrs. Vidya Chandran.

Mrs. Jintumul Raj P.

Agenda of the meeting: -

→ Welcome note

→ Previous meeting review.

→ Discussion about meeting objectives.

→ Decisions and actions!

→ Scheduling of next meeting.

→ Adjournment

Welcome note:

First departmental meeting of the academic year 2017-2018 started at 1.00pm at Zoology depart-

ment staff room. Dr. Biju Jacob Thomas welcomed all the faculties to the meeting.

### Previous meeting review.

Minutes of previous departmental meeting was read by Mrs. Sunu N.V. Previous meeting objectives were adopting new revision methods, assigning exam invigilation duties and preparation of various NAAC criteria files. All these were accomplished on time without any fail.

### Discussion of meeting objectives

The following matters were discussed in the meeting

- ⇒ Scheduling of orientation class for the first year undergraduate students.
- ⇒ Scheduling of internal examinations for the current semester.
- ⇒ Scheduling of PTA meeting for the current academic year.
- ⇒ Planning of extension activity related to environment day celebration.

- ⇒ Assessment of evaluation maintenance of medicinal gardens.
- ⇒ Planning of counselling facility for students.
- ⇒ Vermicomposting activity assessment.
- ⇒ Scheduling of remedial coaching for slow learning students.

### Decisions and actions.

- ⇒ Orientation class for first year undergraduate students to be held in the second week of July 2017, after completing the admission process.
- ⇒ First internal examination for 3<sup>rd</sup> and 5<sup>th</sup> semester students to be held in the month of August and their second internal exam to be held in the month of October. For the first semester students, internal exams should be conducted in the month of December.
- ⇒ PTA meeting should be conducted in the month of December.
- ⇒ As a part of departmental extension activity,

- It was decided to distribute "Kanniveppu" Saplings to the nearby houses in the college premises on 07/06/17.
- ⇒ It was decided to add more medicinal plants to the medicinal garden and to ensure its regular maintenance.
  - ⇒ Vermicomposting activities were assigned to Mrs. Vidya Chelodran.
  - ⇒ Weekly one hour remedial coaching classes to slow learning and intermediate learning students of 5<sup>th</sup> and 3<sup>rd</sup> semester students and 2<sup>nd</sup> year post graduate students. For the first sem students, the remedial coaching should be done after evaluating their performance in the entry level test.

### Scheduling of next meeting

Next departmental meeting scheduled for the first week of January 2018.

Adjournment

The meeting was adjourned at 1:45 pm as scheduled.

Date:- 30/01/2018.

Venue:- M.Sc. Zoology Lab.

Time:- 1.00 PM.

Attendees:- Dr. Biju Jacob Thomas  
Mrs. Reemy Sana Mathai  
Mrs. Sunu N.V.  
Mrs. Binny P. Paul.  
Mrs. Sunbula Kareem.

Agenda of the Meeting:-

→ Welcome note.

→ Previous meeting review.

→ Discussion of meeting objectives.

→ Scheduling of next meeting.

→ Adjournment.

Welcome note.

Meeting started at 1.00 pm in the M.Sc. Zoology lab. Mrs. Sunu N.V. welcomed all the faculties to the meeting.

### Previous meeting review.

Minutes of the previous departmental meeting (dated 05/06/2017) was read by Mrs. Binny P. Paul. Internal exams, PTA meeting, orientation class, remedial coaching were done as scheduled in the previous meeting. Due to the resignation of Mrs. Vidya Chandran, Vermicomposting activities were reassigned to Mrs. Sunu N.G. Kariyaveppu Saplings distribution was done on 07/06/2017 as per the schedule.

### Discussion of meeting objectives.

- ⇒ Scheduling internal examination for sem 6 and 4 students and second internal examination for sem 2 students.
- ⇒ Evaluation of student's performance in the internal examinations.
- ⇒ Need for remedial coaching.
- ⇒ Scheduling of manuscript releasing.
- ⇒ Need and importance of communicative



English among students.

- ⇒ Making of an activity calendar for the department.
- ⇒ Curricular enhancement and upskilling programs.
- ⇒ Sent off activities of students.

Decisions and actions.

- ⇒ First <sup>and and</sup> internal exams for 4<sup>th</sup> and 6<sup>th</sup> semester students were scheduled at the month of February and March respectively. Second internal examination for Sem 2 students are scheduled at the month of February.
- ⇒ Based on the evaluation of student's performances in internal examinations, students were categorized to advanced learners, intermediate learners and slow learners. List of students who needs remedial coaching was created.
- ⇒ Releasing of manuscript magazine was scheduled.

for the month of

⇒ Communicative English is very important for the higher education and career of the students. So it was decided to implement various measures to enhance the communicative skills of students in English.

⇒ Releasing of activity calendar for the students was scheduled for the month of March.

⇒ It was decided to implement various curricular enhancement and upskilling programs in the department.

⇒ Sent off activities are scheduled to be held in the month of March.

Scheduling of next meeting

Next departmental meeting scheduled for the first week of June.

Adjournment.

The meeting was adjourned at 1.30 pm.



**2018-2019**

Date: - 04/06/2018

Venue: - M.Sc. Zoology Lab

Time: - 1.00 PM

Attendees: - Mrs. Reemy Sara Mathai

Mrs. Sunu N.V

Mrs. Binoy P. Paul

Mrs. Sunbula Karuam

Mrs. Anu K. Mathew

Agenda of the Meeting: -

→ Welcome note.

→ Previous meeting review

→ Discussion of meeting objectives

→ Decisions and Actions.

→ Adjournment.

Welcome Note.

First departmental meeting of the academic year started at 1.00 pm in the M.Sc. Zoology Lab. Mrs. Reemy Sara Mathai welcomed all the faculties to the meeting.

### Previous meeting review

Minutes of the previous meeting (dated 30/01/2022) was read by Mrs. Binicy P. Paul. Internal exams were conducted as per the previous meeting schedule. Remedial coaching for slow learners are going on weekly basis. Manuscript magazine and activity calendar were published as per the schedule. Sent off activities of final year students were conducted in the month of march.

### Discussion of meeting objectives

- ⇒ Planning of Environment Day celebration activities.
- ⇒ Scheduling of internal exams for Semesters 3 and 5 students
- ⇒ First year UOI and POU admission matters
- ⇒ Orientation class scheduling for first year UOI students.
- ⇒ Implementation of activity calendar.
- ⇒ Need for a mobile phone checking squad.

⇒ Scheduling of remedial and tutorial classes.

### Decisions and Actions

⇒ In order to create awareness of among students,

⇒ First and Second internal exams are scheduled to conduct on the month of August and October.

⇒ Orientation class for first year UG students scheduled to conduct in the last week of July after closing admissions.

⇒ Activity calendar of the department is as follows:-

\* Monday - Tutorial / Healthy health program

\* Tuesday - Soft skill enhancement session

\* Wednesday - Peer cluster mentoring

\* Thursday - English betterment training.

\* Friday - Computer Application.

These activities are decided to implement from the month of July.

⇒ Tutorial classes were scheduled to conduct on every Mondays from 3.30 - 4.30 PM.

⇒ Remedial coaching should be conducted on Wednesdays.

⇒ First year UG students will be categorized into Slow learners, intermediate learners and advanced learners based on their performance in the entry level test.

⇒ Use of mobile phones are strictly prohibited in the campus. In order to avoid the unauthorized use of mobile phones among the students, a mobile checking squad was formed in the department. Mrs. Reemy Sara Mathai, Mrs. Binny P. Paul



and Mrs. Sunu N.V are the squad members.

### Scheduling of next meeting

Next meeting was scheduled to the month of January.

### Adjournment

The meeting was adjourned at 1.45 PM.

18

#4

Date :- 04/09/2018.

Venue :- Department Staff room.

Time :- 3.30 PM.

Attendees :- Dr. Biju Jacob Thomas

Mrs. Reemy Scora Mathai

Mrs. Sunu N.V.

Mrs. Sunbula Kareem

Mrs. Anu K. Mathew

Mrs. Bincy P. Paul.

Agenda of the meeting.

→ Welcome note.

→ Previous meeting review

→ Discussion of meeting objectives

→ Decisions and actions

→ Scheduling of next meeting

→ Adjournment.

Welcome note.

A special departmental meeting was started in the MSc departmental staff room at 3.30 pm

to discuss the current scenario of flood. Dr. Biju Jacob Thomas welcomed all the faculties to the meeting.

### Previous Meeting review

Minutes of the previous meeting (dated 04/06/2018) was read by Mrs. Anu K. Mathew. First internal examination was conducted in August as per the schedule. Orientation class was given to the students of first year UG program during July. Activities were done on daily basis as per the activity calendar. Mobile checking squad was active from the month of July. But the regular conduct of departmental activities got disordered in the August due to unexpected holidays that resulted from the flood in Kerala.

### Discussion of meeting objectives.

⇒ Flood that occurred in August made drastic changes in the biodiversity and environmental quality of whole Kerala. Need for an extension

activity to assess the effect of flood was discussed in the meeting.

⇒ Scheduling of Diabetes day programmes.

⇒ Scheduling of activities of AIDS day.

Discussi

Decisions and Actions.

⇒ It was decided to conduct a biodiversity survey in the nearby flood affected areas in the month of September itself.

⇒ Testing of water quality parameters of the wells of nearby flood affected areas should be done in September itself in association with the Department of Chemistry.

⇒

Scheduling of next meeting.

Next meeting was scheduled to the month of January.

Adjournment

Meeting adjourned at 4.00 PM.

#5

22

Date :- 17/01/2019.

Venue :- M.Sc. Zoology Lab.

Time :- 1.00 PM

Attendees :- Dr. Biju Jacob Thomas  
Mrs. Reemy Sara Mathai  
Mrs. Sunu N.V  
Mrs. Binny P. Paul.  
Mrs. Sunbula Kareem  
Mrs. Keerthy Sasidharan  
Mrs. Anu K. Mathew.

Agenda of the meeting.

→ Welcome note.

→ Previous meeting review

→ Discussion of meeting objectives

→ Decisions and actions.

→ Scheduling of next meeting

→ Adjournment.

Welcome note.

The meeting was started in the M.Sc.

22

Zoology lab at 1.00 P.M. Mrs. Sunu N.V welcomed all the faculties to the meeting.

### Previous meeting review.

Minutes of the previous meeting (dated 04/09/2018) was read by Mrs. Sunbula Kareem. Biodiversity survey and water quality analysis of flood affected areas were done in September as per the schedule. Activities related to the Diabetes Day and AIDS Day were also done as per the schedule. Second internal exams of 5<sup>th</sup> and 3<sup>rd</sup> <sup>semester</sup> students were done in the month of November.

### Discussion of meeting objectives.

- ⇒ Scheduling of internal examinations for Semester 4<sup>th</sup> and 6 students.
- ⇒ Performance analysis of students in their internal examinations.
- ⇒ Analysis of feedback from the students about the curriculum, course and the

department.

⇒ Updation of specimen registers in the Zoology museum.

⇒ Scheduling of manuscript magazine release.

### Decisions and Actions.

⇒ Internal examinations for 4<sup>th</sup> and 6<sup>th</sup> Semesters students were scheduled to the month of February and March.

⇒ After analyzing the performances of students in internal exams, a list of students who need extra coaching were created.

⇒ Based on the feedback from the students, it was decided to adopt new teaching methods to effectively deliver the curriculum and to enhance the departmental facilities.

⇒ Updation of specimen registers should be completed by March.

⇒ The release of manuscript magazine




was scheduled in March.

Scheduling of next meeting

Next meeting was scheduled to the month of June.

Adjournment

The meeting was adjourned at 1:45 PM.

The image features a white background with decorative pink cherry blossoms scattered in the corners. The blossoms are rendered in various shades of pink and light purple, with some showing yellow centers. They are arranged in clusters and individual flowers, creating a delicate and spring-like atmosphere.

**2019-2020**

#6

26

Date :- 03/06/2019.

Venue :- Department staff room.

Time :- 3.30 PM.

Attendees :- Mrs. Reemy Soora Mathai

Mrs. Sunu N.V

Mrs. Bincy P. Paul.

Mrs. Sunbula Kareem

Mrs. Anu K. Mathew.

Agenda of the meeting.

→ Welcome note.

→ Previous meeting review.

→ Discussion of meeting objectives.

→ Decisions and actions.

→ Scheduling of next meeting.

→ Adjournment.

Welcome note.

First meeting of the academic year 2019-2020 was started in the department staff room at 3.30 PM. Mrs. Bincy P. Paul welcomed

all the faculties to the meeting.

Previous meeting review.

Minutes of the previous meeting (dated 17/01/19) was read by Mrs. Subhala Kareem. Internal exams were conducted as per the Schedule. Specimen register updation was completed in the month of March. Manuscript magazine was released as per the schedule. Extra coaching were given to the slow learning students. New teaching methods like video classes were conducted to effectively deliver the curriculum.

Discussion of meeting objectives.

- ⇒ Planning of Environment Day activities.
- ⇒ Scheduling of internal examinations.
- ⇒ Scheduling of orientation classes to the first year UG students.
- ⇒ Need for experiential learning for students.

- ⇒ Planning of AIDS Day related activities.
- ⇒ Planning of a departmental exhibition.
- ⇒ Maintenance of medicinal garden.
- ⇒ Scheduling of remedial ~~and~~ tutorial and mentoring classes.

### Decisions and Actions

- ⇒ As a part of Environment Day Celebration, a program named "Kitchen Dream" was decided to conduct.
- ⇒ First and Second internal examinations were scheduled to conduct in the month of August and October respectively.
- ⇒ Orientation classes for first year students were scheduled to in the month of July, after completing the admission process.
- ⇒ Experiential learning is an effective way to deliver the curriculum to the students.

It will also make the students to love and explore the subject more. Hence it was decided to include more field visits in this academic year to enhance the experiential learning.

⇒ An Exhibition was decided to conduct in the department and it will be conducted as a part of National Science Day.

⇒ The charge of medicinal garden was assigned to Mrs. Anu K. Mathew to ensure its proper maintenance.

⇒ It was decided to categorize students according to their academic performance and give remedial coaching to the slow learners on weekly basis.

⇒ Students were grouped into different groups and each of the faculties were assigned as the mentors of each group. Students can discuss their academic,


non-academic and personal matters to their mentors. There will be a mentoring hour on each every ~~week~~ Friday.

Scheduling of next meeting.

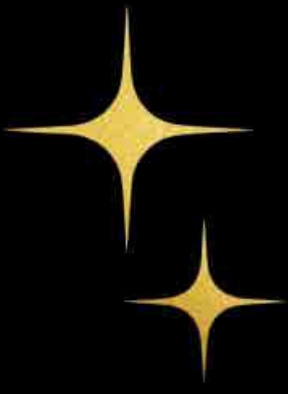
Next meeting was scheduled in the month of January.

Adjournment:-

The meeting was adjourned at 4.00 PM.



**2020-2021**





Date :- 28/04/2020.

Venue :- Online meeting on Google meet.

Time :- 10.30 AM.

Attendees :- Dr. Biju Jacob Thomas.

Mrs. Reemy Sara Mathai

Mrs. Sunu N.V.

Mrs. Jindumol Raj P.

Mrs. Anu K. Mathew.

Ms. Athira M.

Mrs. Keerthy Sasidharan.

Agenda of the meeting.

→ Welcome note.

→ Discussion of meeting objectives.

→ Decisions and actions.

→ Scheduling of next meeting.

→ Adjournment.

Welcome note.

An immediate meeting was arranged in Google meet platform due to COVID-19.

pandemic scenario. Meeting was started at 10-30 AM and Mrs. Jintamal Ray P. Welcomes all the faculties to the meeting.

Discussion of meeting objectives.

- ⇒ Need for the completion of syllabus.
- ⇒ Need for online teaching methods.

Decisions and Actions.

- ⇒ College was closed on March 18 as a part of COVID-19 lockdown in Kerala. Due to this unexpected holiday for long time, teachers couldn't complete their syllabus on time. Since the lockdown is still going, faculties decided to choose ~~an~~ alternative methods for teaching.
- ⇒ For the regular conduction of classes, teachers decided to start classes on online platforms like Google meet, Zoom, WhatsApp etc.
- ⇒ Since online mode of teaching is a new thing,

faculties should undergo training on using various online teaching platforms.

- ⇒ Training of ~~students~~ online platforms should be given to the students also.
- Online mode of teaching should be started from June.

Scheduling of next meeting

Next meeting was scheduled in June first week.

Adjournment

Meeting was adjourned at 11.00 AM.

Date: - 02/06/2020

Venue: - Online meeting through Google meet.

Time: - 2.00 PM.

Attendees - Dr. Biju Jacob Thomas.

Mrs. Reemy Sara Mathai

Mrs. Sunu N.V

Mrs. Jintumol Raj P.

Mrs. Anu K. Mathew.

Ms. Athira M.

Mrs. Keerthy Sasidharan.

### Agenda of the Meeting

→ Welcome note.

→ Previous meeting review.

→ Discussion of meeting objectives

→ Decisions and Actions.

→ Scheduling of next meeting.

→ Adjournment.

### Welcome Note -

The meeting was started at 2.00pm via

google meet platform. Dr. Biju Jacob Thomas welcomed all the faculties to the meeting.

Previous meeting review.

Minutes of the previous meeting (dated 28/04/2020) was read by Mrs. Athira M. As per the previous meeting decisions, faculties and students undergone training for using online teaching platform. Faculties ensured that all students have smartphone and good internet connection.

Discussion of meeting objectives.

Following topics were discussed in the meeting.

- ⇒ Conduction of ~~day~~ various day celebrations and related activities using online platforms.
- ⇒ Suggestions for releasing magazine during lockdown period.
- ⇒ Usage of social media platforms for

curricular enhancement:

- ⇒ Conduction of classes through, WhatsApp, Google Class, Zoom, Google meet etc.
- ⇒ Alternative methods for students that can't properly attend live online classes due to poor net connection.

Decisions and Actions

- ⇒ It was decided to conduct various competitions using google platforms.
- ⇒ Since lockdown is still persisting, it was decided to release a digital magazine instead of manuscript.
- ⇒ In order to make the curriculum more comprehensive and effective, it was decided to use the aid of YouTube and Instagram for studying the subject.
- ⇒ Faculties decided to explore more possibilities of online platforms in teaching.

⇒ Due to poor internet connection and network range issues, some students are unable to attend the live classes properly. So it was decided to use recorded classes for them and sent it through WhatsApp and Telegram.

Scheduling of next meeting

Next meeting was scheduled to the month of July.

Adjournment

The meeting was adjourned at 3.15 pm.

Date: - 03/07/2020

Venue: - Online meeting through Google Meet.

Time: - 5.00 PM.

Attendees: - Mrs. Reemy Sana Mathai

Mrs. Suresh N. V.

Mrs. Jintumal Raj P.

Mrs. Anu K. Mathew

Mrs. Keerthy Kishore

Ms. Athira M.

Agenda of the Meeting: -

→ Welcome Note.

→ Previous meeting review.

→ Discussion of meeting objectives.

→ Decisions and actions.

→ Scheduling of next meeting.

→ Adjournment.

Welcome note.

The meeting was started at 5. PM. Mrs. Anu K. Mathew welcomed all the faculties.



to the meeting.

Previous meeting review

Minutes of the previous meeting (date 02/06/2020) was read by Athira M. Environment Day celebrations were done through online platforms. Works for digital magazine were started. Innovative and useful contents of social media platforms were included in teaching. For the students with poor network connection recorded classes were given.

Discussion of meeting objectives

Following topics were discussed in the meeting

- ⇒ Feedback analysis of online classes.
- ⇒ Conduction of tests, and assessments.
- ⇒ Submission of assignments.
- ⇒ Project work of final year UOI and PCI students.
- ⇒ Conduction of internal examinations.

### Decisions and Actions

- ⇒ Based on the feedback from the students about the ongoing online classes it was decided to conduct live classes for PCN students through Google Meet. For the UCI students, live classes ~~the~~ and recorded classes are decided to use. Recorded classes will be uploaded in the Google Classroom. Important classes will also upload in the department YouTube channel.
- ⇒ Class tests can be conducted by using Google forms.
- ⇒ Assignments should be ~~write~~ <sup>written</sup> and sent in PDF ~~for~~ format and sent to the corresponding teachers through WhatsApp.
- ⇒ Interbal exams should be conducted through WhatsApp.

- ⇒ Since COVID pandemic is at its peak and still there is lockdown restrictions, it was decided to conduct project work through survey methods. Lab works should be avoided. For PCR students, biodiversity study of nearby ecosystems are preferred.
- ⇒ Surveys for projects should be done through online platforms. Direct visiting should be avoided.

Scheduling of next meeting.

Next meeting was schedule in January.

Adjournment

The meeting was adjourned at 5.45 PM.

Date: 08/01/2021

Venue:- Online meeting through Google Meet.

Time:- 10.00 am.

Attendees: Dr. Biju Jacob Thomas

Mrs. Sunu N.V

Mrs. Jintumul Raj P.

Mrs. Keerthy Sasidharan.

Ms. Athira M.

Ms. Smathy K. Linzy.

Agenda of the Meeting

→ Welcome note

→ Previous meeting review

→ Discussion of meeting objectives.

→ Decisions and Actions.

→ Scheduling of next meeting.

→ Adjournment.

Welcome note

Meeting started in the Google meet platform at 10.00AM. Mrs. Sunu N.V welcomed all the

faculties to the meeting.

Previous meeting review

Minutes of the previous meeting (dated 03/07/2020) was read by Jindumal Raj P. Live classes are going for P.GT students and live and recorded classes are taken for UGT students. Assignments and internal exams were done using WhatsApp. Project works of students are going well on online mode.

Discussion of meeting objectives

- ⇒ feedback analysis of online classes.
- ⇒ Scheduling of PTA meeting.
- ⇒ Scheduling of the release of e-magazine.
- ⇒ Starting of online and offline classes.
- ⇒ Scheduling of internal examinations.

Decisions and Actions

- ⇒ Based on the feedback from the students, usage of social media platforms are making the curriculum delivery much more effective.

So it was decided to continue IAs in the teaching.

⇒ Even though online classes are effective, students get exhausted easily by looking using phones. Hence it was decided to take measures to reduce their stress as much as possible.

⇒ Releasing of e-magazine was scheduled to the month of March.

⇒ First and Second Internal examinations were scheduled to the months of February and April.

⇒ Since many of the lockdown restrictions were exceeded, it was decided to start offline regular classes for PG students from January itself.

⇒ For the UG students, online and offline classes (blended mode) is preferred.

⇒ Teachers should complete their teacher's diary by the month of March and should submit it for verification.

Scheduling of next meeting

Next meeting was scheduled to the month of May.

Adjournment

Meeting was adjourned at 10.30 AM.

2021-2022





Date: - June 01 2021

Venue: - Online meeting through Google Meet.

Time: - 6.00 PM.

Attendees: - Dr. Biju Jacob Thomas.

Mrs. Reemy Sara Mathai

Mrs. Sunu N.V

Mrs. Jintumul Roy P.

Ms. Athira M.

Ms. Seethy K. Linzy

### Agenda of the Meeting.

→ Welcome note.

→ Previous meeting review.

→ Discussion of meeting objectives.

→ Decisions and Actions.

→ Scheduling of next meeting.

→ Adjournment.

### Welcome Note.

Meeting started in the Google meet platform at 6.00 PM. Mrs. Reemy Sara Mathai

welcomed all the faculties to the meeting.

### Previous meeting review.

Minutes of the previous meeting (dated 01/01/2021) was read by Mrs. Jintumol Raj P. Offline classes were started for the PGT students in the Month of January. E-Magazine was released on March. Internal examinations were conducted as per the schedule. Project works of the students were completed on time.

### Discussion of Meeting Objectives

- Starting of online classes for PGT students.
- Scheduling of internal examinations.
- Submission of assignments.
- Conduction of various day celebrations and related activities on online platform.
- Scheduling online ~~to~~ orientation classes for first year PGT students.

## Decisions and Actions

- ⇒ Due to the sudden hike of corona cases in Kerala, It was decided to start online classes for P. U students. U students already have online classes.
- ⇒ First and Second internal examinations were scheduled to conduct on the month of August and October.
- ⇒ Orientation for first year U students were scheduled to the month of July.
- ⇒ Assignments for the current semesters should submit by the month of August via WhatsApp
- ⇒ Environment Day Celebrations and related activities are decided to conduct through online platform.

## Scheduling of next meeting

Next meeting was scheduled to the month of October.

Adjournment

Meeting was adjourned at 7 PM.



Date:- 15/10/2021

Venue:- Online meeting through Google Meet.

Time:- 10 AM.

Attendees:- Dr. Biju Jacob Thomas

Mrs. Reemy Sara Mathai

Mrs. Sunu N.V

Mrs. Jindumol Raj P.

Ms. Athira M.

Mrs. Keerthy Sasidharan.

Ms. Smathy K. Linzy.

Agenda of the Meeting.

→ Welcome Note.

→ Previous meeting review.

→ Discussion of meeting objectives.

→ Decisions and Actions.

→ Scheduling of next meeting.

→ Adjournment.

Welcome Note:-

Meeting started in the Google Meet platform.

at 10 pm. Minutes of the previous meeting was read by Mrs. Keerthy Sasidharan. Mrs. Reemy Sajan Mathai welcomed all the faculties to the meeting.

### Previous meeting review

Minutes of the previous meeting was read by Mrs. Keerthy Sasidharan. Online classes were started to the P.GI students. Internal exams were conducted as per the schedule. Environment Day celebration and competitions were conducted through online platform. Orientation class for the first year UOI students were given on 28/06/2021 through Google Meet.

### Discussion of Meeting Objectives

- ⇒ Starting of offline classes for all students
- ⇒ Scheduling of internal examinations
- ⇒ Planning of certificate courses.
- ⇒ Project work of PGI and UOI students.

⇒ Scheduling of PTA meeting.

### Decisions and Actions

- ⇒ Since the lockdown restrictions were receded, it was decided to start regular offline classes to UOI and POI students from 16/10/2021.
- ⇒ Internal examinations for the current semester was decided to conduct on January and March.
- ⇒ As a part of curriculum enrichment, it was decided to organize certificate courses for the POI students. Two certificate courses of 30 hrs durations ~~is~~ was decided to conduct on the month of December and February. Topic and syllabus will be decide later.
- ⇒ Since the COVID-19 restrictions are removed, students can done their projects on variety of topics which include the <sup>requirement</sup> of lab, field work etc. Topic for the project should be decided by the month of October, itself.

⇒ PTA meeting of PCI students were decided to conduct on the month of January.

⇒ Release of M-manuscript Magazine was schedule to the month of March.

Scheduling of next meeting

Next meeting was schedule to the month of June.

Adjournment

Meeting was adjourned at 11 am.



#7

31

Date :- 07/01/2022.

Venue :- Department staff room.

Time :- 1.00 PM.

Attendees :- Mrs. Reemy Sara Mathai  
Mrs. Sunu N.V.  
Mrs. Jintamal Raj P.  
Mrs. Anu K. Mathew.  
Ms. Athira M. ~~Shi~~  
Mrs. Sruthy Sajeewan.

Agenda of the meeting.

- Welcome note.
- Previous meeting review.
- Discussion of meeting objectives
- Decisions and Actions.
- Scheduling of next meeting.
- Adjournment.

Welcome note.

The meeting was started in the department staff room at 1.00 PM. Mrs. Reemy Sara Mathai

welcomed all the faculties to the meeting.

### Previous meeting review

Minutes of the previous meeting (dated 03/06/20) was read by Jintumol Raj P. Kitchen Dream program was conducted as per the schedule. Internal exams were conducted on time. Orientation classes to the first year students were done in the month of July. Field visits were done to enhance experiential learning among students. Remedial coaching, tutorial and mentoring classes are going on weekly basis.

### Discussion of meeting objectives.

- ⇒ Scheduling of internal examinations for the degree students.
- ⇒ Feedback analysis of students.
- ⇒ Syllabus completion and the need for entry classes.
- ⇒ Scheduling of manuscript magazine release.

## Decisions and Actions

- ⇒ First and second internal examinations are scheduled to conduct in February and March.
- ⇒ Conduction of departmental Exhibition as part of National Science Day.
- ⇒ From the feedback of students, It was decided to conduct career orientation classes with inspiring resource persons. It will be helpful for the students to explore various careers after doing completing the graduation.
- ⇒ Due to some unexpected holidays, there was <sup>some</sup> delay in completing the syllabus. It was decided to complete the syllabus by March itself.
- ⇒ If the syllabus is not completed by March, faculties can took extra classes on April.
- ⇒ The release of manuscript magazine was

Scheduled in March.

Scheduling of next week.

The next meeting was scheduled to the month of June.

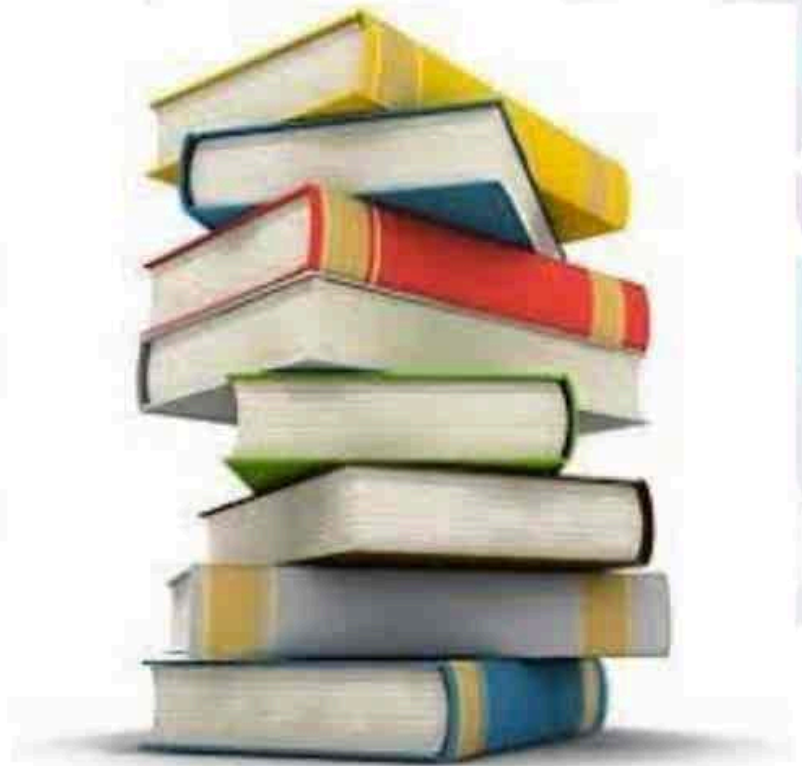
Adjournment

The meeting was adjourned at 1.30 PM.



**MAR THOMA COLLEGE FOR WOMEN**  
PERUMBAVOOR

# **DEPARTMENT OF ENGLISH**





**2018-2019**

A meeting of the Dept. Council will be hold on  
06 September 2018. Kindly be present.

Chathanya  
Chathanya Aa Acharyaj  
Dept. Council Secretary

1. Sangeetha Rachel Routh
2. Dr. Mini Susan Kishy

Minutes of Meeting (Sept Council) held on 06 September 2018

Members Present:

1. Preethi Sara Joseph
2. Chaithanya Eba Achankunju - CAF
3. Sangetha Rachel Komth
4. Dr. Muni Susan Koshy.

Decisions taken:

1. Printer and scanner shall be purchased.
2. AMC of ~~our~~ computers shall be given to Novo computer.
3. Answer key of first internal exam shall be made on 10 Sept. 2018.



A meeting of the Dept. Council will be held on  
17 Sept. 2018 in the Dept. kindly be present.

Chaitanya

Chaitanya Asa dehanthupi  
Dept. Council Secretary

Sangeetha Rachel Konthu

Dr. Mani Susan Koshy

Roshin Roy



## MINUTES OF THE MEETING

A meeting of the Dept. Council will be held on  
04. Jan. 2019 at 12 p.m. in the Department. Kindly  
be present.

Acharye

Charthanya Bha Acharye

Council Secretary

Sangeetha Rachel Konthu

Dr. Muni Susan Kothy

Rohini T. Roy

Minutes of the Meeting held on 04 January 2019.

Members Present:

- 1.
- 2.
- 3.
- 4.
- 5.

Decisions:

1. II B-A. - Comparative Lit. - CEA.
2. II B-A - Modes of Fiction - CEA (2 hrs) + MSK (3 hrs).
3. Issues that Matter - Common text for all first years.
4. Saving the Claims - IZMC only.
5. Time Table for the even semester was informed by the Head of the Dept.

## NOTICE

A meeting of the Dept. Council will be held on 16 Jan  
~~today~~ at 12 p.m. in the Dept. Kindly be present.


Raihanje

Charhanya Das Acharya.  
Dept. Council Secretary

Minutes of the Meeting to be held on 16.01.2019.

Members Present:

1. Preethi Sara Joseph Preethi
2. Minu Susana Koshy Minu
3. Roslin T. Roy Roslin
4. Sangeeta Rachel Komlt ~~Sangeeta~~
5. Chaitanya Easa Achankki Chaitanya

The page features decorative pink cherry blossom clusters in the top-left, top-right, bottom-left, and bottom-right corners. The blossoms are rendered in various shades of pink and light purple, with some showing yellow centers. The background is a plain, light cream color.

**2019-2020**

## MINUTES

A meeting of the Department Council was held on 6 June 2019 at 9.30 a.m. in the NCC Room. After silent prayer, Ms. Chaitanya Elsa Achankunju thanked Ms. Preeethi Sara Joseph on behalf of the English Department for the wonderful work she had done as the Head of the Department for the past three years. The Council congratulated Ms. Chaitanya Elsa Achankunju on her appointment as the new Head of the Department of English and wished her all the best in fulfilling her duties. The following matters were discussed and decisions were taken by the Council:

1. Ms. Poshis A. Roy was selected as the ~~new~~ Secretary of the Department Council for the new academic year.
2. Soft copies of the BA projects shall be handed over to the library only if any official intimation is received. Details regarding the same can be provided in writing, if requested.



3. Presentations to be made by the 3<sup>rd</sup> year students in the Research Forum shall be conducted based on their project topics/books periodically.

4. Project work of the third year students shall be completed in the fifth semester itself, so that the required editing can be done in the sixth semester.

5. Time table for the new academic year shall be prepared with the needed corrections.

6. Strict measures are to be implemented regarding the internal evaluation and assessment. Topics for assignments shall be given well before the exams, and students shall write the assignments at the proposed time during the class hours. Submissions by the absentees are not to be evaluated unless they submit a letter from the parents forwarded by the respective HODs.

7. For those students who miss the internal examination, retest shall be allowed only if they submit

a letter from the parent forwarded by the respective HODs. Extra chapters shall be included for the retest, and there shall be no optional questions provided. Retest will be conducted only once for the whole college on a scheduled day from 3.30 to 4.30 pm.

8. Teachers shall be allotted the charge for monitoring internal evaluation of individual classes in the beginning of the academic year itself.
9. RTR will continue as the teacher-in-charge of English Association. Documentation of all the programmes conducted in the department shall be done regularly. Representatives from each class can be given the duty to prepare reports.
10. The following ~~the~~ teachers were given class charge:  
RTR - III DC  
PSJ - II DC  
MSK - I DC
11. Books collected from the teachers can be kept in the department and lent to the students through

the Reading Club. MSK will be in charge of  
the Reading Club for this year.

The meeting concluded <sup>with</sup> ~~on~~ the  
unanimous agreement on all the decisions  
mentioned above.

PK Roy

MINUTES - 10/06/19

A meeting of the Department Staff Council was held on 10 June 2019 in the NCC Room at 9.30 a.m. CEA reported the decisions of the College Staff Council held the previous week. Discussions were made on the following topics and decisions were made:

1. Changes in the classroom allotment for Common English are to be made shortly. 301 and 319 will continue to be the class rooms as of now.
2. Students shall be asked to conduct literary programmes every third Thursday from 3.30 to 4.30 p.m. All students must remain in the campus till 4.30 p.m. on all working days under the supervision of the department ~~of~~ from Wednesday, 12 June onwards. Tutorial classes shall be conducted from 3.30-4.30 p.m. on all Mondays from 17 June 2019. Three students each from the three batches shall meet their mentors in person, while the rest of the students should be ~~provided with some~~ engaged with some other work.

3. The dept. shall buy a Printer-cum-scanner and a tripod stand for the projector ~~screen~~ using the DDF allotted.

4. Possibility of sending broadcast sms to parents to intimate them about extra classes and changes in class hours shall be examined.

~~The~~ The meeting concluded with unanimous agreement on all the above-mentioned decisions.



Roy

ROSHAN T. ROY

MINUTES - 24/07/19

A meeting of the English Dept. Council Staff Council was held on 24<sup>th</sup> July 2019 in the staff room. The following matters were discussed and decisions taken:

1. To examine the possibility of conducting a talk by Dr. Sherin B.S., faculty, EFLU, ~~on~~ by the second week of August to introduce the basic concepts of Cultural Studies to the undergraduate students.
2. To arrange <sup>an</sup> ~~an~~ ~~outreach~~ interactive programme in the Nov-March semester with Malayalam writer Sara Joseph as the Chief Guest. It can be conducted in Trissur Ravi Varma Mandiram and selected students ~~can be~~ from the three batches can be taken for the interaction.
3. To conduct the PIA meetings for 3<sup>rd</sup> and 5<sup>th</sup> semester students in the first week of August.

4. Tutorial classes shall be conducted to enhance students' knowledge in topics concerning their academic disciplines, and any teacher can engage those hours according to the need. On the other hand, mentoring sessions shall be conducted by the class teachers for the concern students, focusing on their personal ~~issues~~ growth. Records shall be maintained regarding the conduct of both.

5. ~~Group~~ Students of the department shall be divided into a few groups with 5-6 members each, and topics of general nature can be allotted to them so that they can prepare group presentations on those topics.

6. HOD reported to the council about the acquirement of the new printer-cum-scanner by the dept.

The meeting concluded with unanimous agreement on all the topics discussed.

Rohin  
ROHIN T. ROY

A meeting of the English Department Staff Council was held on 1 August 2019 in the Staff room, and the following matters were discussed.

1. To ask the selected students to prepare reading lists of Sara Joseph and to read about her <sup>during August</sup> for the interactive session planned later.
2. Internal examinations are decided to be held on 2, 3, 4 September 2019. <sup>College will be closed from</sup> 7 to 15 September 2019 for Onam holidays.
3. Another set of ~~Second~~ <sup>internal</sup> examination can be conducted within the department on 14, 16 and 19 August for the core papers. 1 essay (15 marks) and 2 short essays (5 mark each) shall be included in the tests conducted; ~~and~~ The following time table was allotted for the conduct of the same:



14 August : 3.00-4.00 : Symphony of Verse (III Sem)  
Acts on stage (V Sem)

16 August : 3.00-4.00 : Harmony of Prose (III Sem)  
Indian Literature in English (V Sem)

19 August : 3.00-4.00 : Literary Theory (V Sem)

4. PTA meeting for III<sup>rd</sup> year students to be held on 26 Aug 2019 - forenoon session; PTA meeting of II<sup>nd</sup> English students to be held on 28 August 2019 - Afternoon session.

5. Assignments for Open Course, III English, II English, and I English, and Common Courses to be submitted by 21 August 2019.

6. Synopsis presentations regarding the <sup>proposed</sup> projects ~~work to be done~~ of third year students to be held on 26 August 2019 from 3.30 to 4.30 p.m.

7. The following schedule was made for the conduct of programmes in the 3.30-4.30 slot:

Monday - Tutorial  
Tuesday - Research Forum / Assn. Activity  
(alternatively)  
Wednesday - NSS / Library hours  
Thursday - Drama Club / ELAN / Film Club  
Friday - -

2. It was decided ~~to~~ not to continue with the certificate course on Spanish during this academic year.

The meeting concluded with ~~the~~ unanimous agreement on all the decisions taken.

R. Roy

ROSHIN T. ROY

## NOTICE

A meeting of the executive committee of English Association is scheduled to be held on Monday 14 October 2019 at 12.45 pm in the department.

All the members are requested to be present without fail.

## AGENDA

- 1) Evaluation of events conducted in the last semester.
- 2) Conduct of weekly meeting.
- 3) Activities for the upcoming semester.
- 4) Any other relevant matter.

Rahim

Teacher-in-charge

Froupe

Fathima Nourine  
Secretary

1) Anjam Ameer

Anjam Ameer

2) Alfiya Sulthana

Alfiya Sulthana

3) Binsiya Bindh Baquie

~~Binsiya Bindh Baquie~~

FOR

4) Sharon Sara Thomas

Sharon Sara Thomas

## MINUTES

Minutes of the last meeting held on Monday 14 October 2019.

The following were discussed during the meeting.

- 1) To hold weekly meeting on alternate tuesdays
- 2) To conduct the group activities in the department once in a month.
- 3) Fund raising programme.
- 4) Conduct of Literati 2020. On 30 January 2020
- 5) Organising Film Fest. From 6 January to 10 January 2020
- 6) Christmas celebration within the department

and also Jane Austen day celebration  
on 25 January 2019.

MINUTES - 17-12-19

A meeting of the English Department Staff Council was held at 1.30 p.m. on 17 December 2019 in the staff room.

Following matters were discussed and decisions were taken:

1. To invite Ms. Latha Premkumari B., retired faculty of the Dept, for conducting a motivation talk (full day) on 6 January 2019.
2. To invite Dr. Latha K. Nair, faculty, St. Teresa's College, Ernakulam, for conducting a workshop for beginners in literary studies on 7 January 2019.
3. To conduct a Proofreading and Editing Workshop during the ~~4<sup>th</sup>~~ fourth week of January for the students, and to invite Ms. Meera J. Paricka, faculty, NRI Calicut, or any other qualified personnel as the resource person.

4. To conduct Association programmes including 'Literati', 'Ghost House' and 'Movie Week' in the last week of January.
5. To submit a request to the Principal for the maintenance of ~~the~~ computers in the Language Lab.
6. To submit a proposal to the Principal regarding the flooring of the department (tiles).

The meeting concluded with unanimous agreement on ~~the~~ all the matters discussed.


  
ROSHIN T. ROY



## MINUTES

A meeting of the Dept. Council of the Dept. of English was held on 20/2/2020 and the following decisions were taken:

1. Rerests for internal examinations are to be conducted on 20 March 2020 (FN). Assignments need to be collected by 19 March.
2. Two internal exams must be conducted for each semester from next semester onwards. List of those ~~Students~~ <sup>Those</sup> who didn't appear for the tests shall ~~bring~~ be given to the respective HODs within one week of the test is writing. Date & time of rerests should be informed in all the departments through a notice from the HOD. ~~and~~ All HODs should be requested to ~~provide~~ intimate the concerned students regarding the same.
3. A forms have to be published on the notice board for a period of two weeks.

  
P. S. Reddy

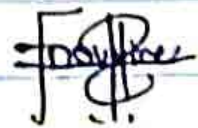
## NOTICE

A meeting of the executive committee of the English Association is scheduled to be held on Monday 20 January 2020 at 12.50 pm in the department.



All the members are requested to be present without fail.

## AGENDA

- 1) Evaluation of the events conducted
- 2) Activities for the upcoming ~~sem~~ month.
- 3) Conduct of weekly meeting
- 4) Any other relevant matter.



Fabhima Nourine  
Secretary

- 1) Anjam Ameer :- 
- 2) For Alfiya Sulbana :-
- 3) For Binsiya Binth Baquir :- ~~ASD~~ (Anoora)
- 4) Sharon Sara Thomas :- 

## MINUTES

The following were discussed during the meeting.

- 1) Finalisation of the date for Liberati on 30 2020. January.
- 2) Time, Venue were also decided.
- 3) Programmes <sup>list</sup> were charted for the event.
- 4) Fund raising programme
- 5) Felicitating the MGS university cricket team winners.
- 6) Flashmob as a part of the Inter-departmental Fest Liberati 2020.

## NOTICE

A meeting of the executive committee of the English Association is scheduled to be held on Tuesday 25 February 2020 at 12.50 pm in the department.

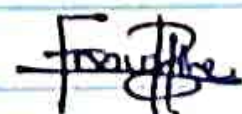
All the members are requested to be present without fail.

## AGENDA

- 1) Evaluation of the events conducted
- 2) ~~Activities for the upcoming month.~~
- 3) ~~Any other relevant matter.~~
- 2) Arrangements regarding farewell and valedictory ceremony
- 3) Any other relevant matter.



Roshini Ar Roy  
(Teacher in Charge)



Fathima Nourine  
Secretary

Teacher in charge

R Roy

Roshini T. Roy

~~Secretary~~

Secretary

1) Anjans Ameer

:-

~~Anjans Ameer~~

2) <sup>For</sup> Alfiya Sulthana

:-


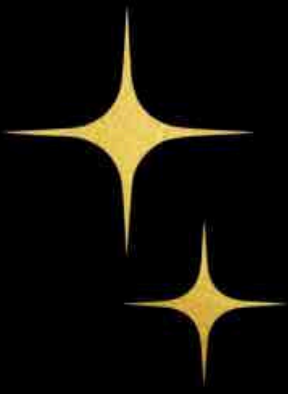
Alfiya Sulthana

3) Binsiya Baquir

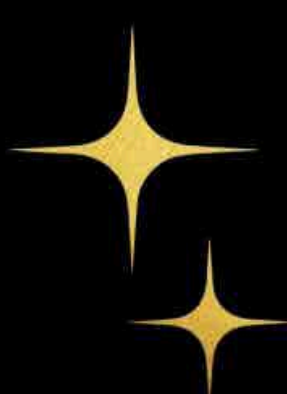
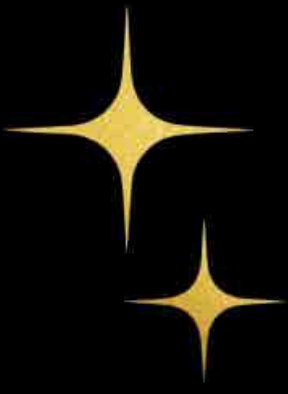
:-

~~Binsiya Baquir~~

4) Sharon Sara Thomas :-



**2020-2021**



MINUTES - 14/10/20

A meeting of the Dept. Council of the Dept. of English was held online on 14 October 2020 via Google Meet, and the following decisions were taken:

1. As part of internal evaluation, seminars shall be conducted online for semester 5 students, and assignments shall be submitted through Google classroom ~~for~~ <sup>by</sup> semester 3 students. Two internal exams need to be conducted using Google Forms for Core and Common courses. Internal tests for core courses should be completed by first week of November. In the case of ~~General~~ <sup>Common</sup> English, MSR, RTR & S were given duty to ~~and~~ prepare the Google forms for 1<sup>st</sup> internal, while PSJ, SEA & SRK have to prepare the Google forms second internal. The question pattern can be a combination of multiple choice and short answer questions.



The link to attempt the exams shall be provided five minutes prior to the exams through Google Classroom and WhatsApp.

Total time for exam will be 60 mins.

25 multiple choice questions (One mark each)

and 2 short answer questions (5 mark each)

shall be included for each test.

2. An orientation <sup>meeting</sup> ~~programme~~ for 1<sup>st</sup> year students shall be ~~be~~ organized on 22 and 23 October 2020.

3. Inauguration of the English Association, ~~and~~ felicitation to the rank holders and Freshers' party shall be organized online on a single day. Ms. Vrinda <sup>was suggested as</sup> ~~should be~~ the Chief Guest for the programme.

4. Association meetings shall be held every week through a Google meet, using the 2.30 - 3.30 time slot.

5. Following teachers were assigned duties to prepare the A forms for the below mentioned courses:

1 ZMC, main (savouring) - CEA

1 HEP (issues) - MSK

1 ZMC (issues) - PSI

6. Webinars can be organized by the department in the following months.

7. Attendance of students in online classes shall be marked regularly.

8. Reports of online class need to be sent to the HOD every month.

9. Teachers should engage in mentoring regularly.

10. Those who take leave should inform the HOD.

11. ~~the~~ Teachers' work Diary need to be maintained without fail.



ROSHIN T. ROY

MINUTES - 29/10/20

A meeting of the Dept. Council of English Department was held online via Google Meet on 29 October 2020 and the following decisions were taken:

1. A webinar to be organized on 16 November 2020 at 5 P.M. with Dr. Vrinda R. Chanth as the ~~chief~~ resource person. Webex / Teams / GMeet shall be used as the meeting platform. RIR was suggested as the faculty convenor for the program. A student convenor also needs to be elected.
2. Association ~~meet~~ inauguration to be held in 2nd week of November.
3. 2 internal exams need to be conducted for the Open course (sem 5). RIR and PSJ shall conduct the first internal on 3 November 2020; SRK and MSK shall conduct the second internal on 9 November 2020.
4. Assignments shall be collected from Sem 3 students.

  
ROSHIN T. ROY

## MINUTES - 20/01/21

A meeting of the Department Council of English Department was held on 20 January 2021 via Google Meet, and the following decisions were taken:

1. Internal exams for Semester 1 students shall be conducted on 29 January and 18 February 2021 from 2.30 to 3.30 p.m.  
25 multiple choice questions to be included in the Google form. Each teacher should contribute five questions.
2. Assignments for semester 1 (Book review for Savouring; Resume for Fine-Tune) to be collected before 23 February 2021.
3. Mark lists of internal exams conducted for semester 3 & 5 to be published before 21 January 2021.

4. Following faculty were assigned the duty to collect information <sup>from the department</sup> concerning the respective criteria of AQAR.

Teaching - learning & Student Progression : RTR

Governance & Research : MSK

Curriculum & Innovation : PSJ

Infrastructure : CEA

Roshin

ROSHIN T. ROY

2021-2022



Minutes — 1/6/21

A meeting of the Department Council was held on 1 June 2021 at 2:45 PM via Google Meet, and the following decisions were made -

- Time schedule of class hours were discussed which would also ensure a break time of ten minutes between the classes
- All teachers were asked to submit Semester 4 B forms as soon as possible
- Teachers were asked to ~~include~~ adapt both live and recorded sessions in their teaching curriculum with at least 2 hours of live sessions for each class in one week.
- Teachers were asked to submit work report in every two weeks.

→ There will be no classes for Open course until the selection procedure is completed.

→ Teachers were asked to adopt LMS provision for online classes

→ It has been also informed that Ms. Preeti Sara Joseph is on course work of Ph. D. Her classes are now free to be taken by somebody else

→ It has also been decided to restart the tutorial class for each class by the respective teacher.

→ It has also been decided to conduct Remedial class for weak students on every day from 2 P.M to 3 P.M

Ms. Sangalita Kourth



## Minutes - 27/09/21

A meeting of the Department Council was held ~~at~~ online via Google Meet on 27 September 2021 at 11.30 a.m. The following matters were discussed and decisions taken.

1. The university has informed that Common English classes for the newly introduced MSc Physics Integrated course shall be conducted in Semester 1 & 4 (5 hours each). The textbook for Semester 1 is "Communicative Skills in English." It was decided that 3 hours of the newly added workload shall be allotted to Ms. Poshis N. Roy, and that a request shall be made to the college authorities to look into the matter and ~~arrange~~ make some arrangement for engaging the 2 hours that come exceeding the maximum workload that could be taken up by the department. It was further decided that in case the college is not able to make any arrangements regarding those two hours, the teachers from the English department

other than the HOD,  
shall take up those hours alternatively  
in the two semesters.

2. As <sup>for Sem 5 students</sup> offline classes were restarting on 1 October, it was decided to follow a special timetable taking into consideration teachers' preferences on which day they would want to engage the offline sessions.

3. Discussions were made <sup>regarding</sup> ~~on~~ the organization of the Faculty Development Programme in association with STRIDE-MGU. It was suggested that we shall start inviting resource persons from specific areas that have newly come up in the field of literary studies. The possibility of conducting the course through LMS or Google Classroom shall be explored. Feedback forms and quizzes shall be arranged for each talk, to be followed by a final quiz at the end of the programme.

4. Teachers were requested to conduct mentoring sessions on Mondays from 2.30 to 3.30 p.m. without fail.

5. It was decided that a common meeting of

(including first years)  
The entire department shall be conducted at  
~~on~~ 9.30 a.m. on 9 October 2021. Induction  
meeting for first year students, conducted by the  
college, will be held ~~on~~ at 10.30 a.m. on  
Wednesday, 10 October 2021.

The meeting came to a conclusion  
by 12.30 p.m.

Rohitoy  
ROSHIN R. ROY

Members Present.

1. Chaitanya Basa Akhantaj Chaitanya
2. Rohin R. Roy Rohitoy
3. Preethi Saru Jaisph f.

## NOTICE

The first executive committee of the English Association for the year 2021 - 22 will be held online at 1.30 pm on 14th November 2021 using Google Meet Platform. Please ensure your participation.

Thank You

## AGENDA

- English Association Inauguration.
- fresher's day
- fund raising
- Association meeting's time.

*Rh*

Ms. Roobin T. Roy  
Teacher - in - charge

*Alena Rachel*

Ms. Alena Rachel  
Secretary

1. Ms. Megha Elsa Biju
2. Ms. Amal Saleem
3. Ms. Swara Vincent
1. Ms. Sneha Banu

## Minutes :

The following were discussed during the meeting.

- Sorted out the date for conducting Association inauguration & fresher's day.
- Planned a flashmob as a way of promoting the program, a collab between 3 years of department - ent. → on 8
- Came up with suggestions for raising fund for intercollegiate programs.
- To conduct weekly meetings on Thursday at 12.45 pm

*Roslyn*  
Roslyn T. Rot

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NOTICE - 2

The Second Executive Meeting of English Association for the year 2021-22 will be held online at 7.30 pm on 16<sup>th</sup> January 2022 via Google Meet platform.

Please ensure your participation.

Thank You.

AGENDA :-

- Literati 2k22
- Any other relevant matter.



Ms. Rashmi T. Roy  
Teacher - in charge



Ms. Aleena Rachel Joy  
Secretary

1. Ms. Megha Elsa Biju
2. Ms. Amal Saleem
3. Ms. Swara Vincent
4. Ms. Sneha Banu



The Second Executive Meeting of English Association for the year 2021-22 was held online at 7.30 pm on 16<sup>th</sup> January 2022 via Google Meet platform.

The following were discussed during the meeting.

- > Planned to conduct 11 events -  
Event name, to be decided within the week.
- > Decided to organise team for handling
  - Technical issues matters
  - Each event should have coordinator (a group of 6/7 students) - to be decided names should be submitted within the following week.

- > Judges for each events should be invited.
- Need to - assign students for craft-work.
- > Decided to conduct the program around february
- > Decided to conduct intercollegiate program.
- > Decided to raise fund by organizing a movie fest.

*RR*  
Roshni C. Pat



**MAR THOMA COLLEGE FOR WOMEN  
PERUMBAAVOOR**

# **DEPARTMENT OF COMMERCE: FINANCE & TAX**





**2018-2019**

2018-19

05

NOTICE

5/06/18

There will be a meeting on 6 June 2018 at 10 AM in the Commerce Department.

Agenda

1. Subject allocation
2. Department calendar
3. Class charges and various department activities

Sd/-

Serene Anna Sam  
Secretary

Members Present

- Mrs. Sherin T. Abraham
- Mr. Jibin Shibu Sam
- Ms. Serene Anna Sam

Jibin Shibu Sam

## Minutes of the meeting held on 6 June 2018

### 1. Subject Allocation for Semesters I, III and V

STA	JSS	SAS	SMV	New (Guest)
Cost - 5	Tax - 5	GST - 5	OC - 4	Eng IT - 5
FA - 5	CRA - 4	QT - 5	SA - 6	Eng Alc - 5
MM - 3	CA - 5	DMBS - 3	FM - 1	Ad - 2
FM - 3	Banking - 2	Adv - 3	Eng BC - 5	Banking - 2
16	16	16	16	14

### Semesters II, IV and VI

STA	JSS	SAS	FDP	New (Guest)
AMD - 5	Tax - 5	Cost - 5	FA II - 5	S2 Eng - 5
QT - 6	BRF - 4	EDPM - 5	PBD - 5	S4 Eng - 5
BM - 3	CA II - 6	PBD - 4	S2 Eng - 5	FS - 3
Aud - 2	Aud - 1	FS - 2	FS - 1	Aud - 1
16	16	16	16	14

Subjects to be handled was allotted as above for the academic year 2018-19.

### 2. The following teachers were assigned charges for the various department activities:

Staff-in-charge - Association :- Jibin Shibu Sam  
 Staff in charge - Add on course :- Sherin T. Abraham  
 Staff in charge - Internal examination :- Seene Anna Sam  
 Department Secretary :- Seene Anna Sam

### 3. Class in charge - I Year - Seene Anna Sam II Year - Sherin T. Abraham III Year - Jibin Shibu Sam

### 4. Environment day was celebrated on June 5.

5. A project orientation class would be conducted during the first week of July.
6. Association Inauguration and Freshers Day would be conducted during the 4th week of July.  
It was decided that the students from the self-financing department need not be included in the Association.  
Rs. 50 would be collected from each student with regard to Association activities.
7. Model examinations shall be conducted during the third or fourth week of September.
8. Add-on-courses DIIFA and GST session were scheduled tentatively during the month of November.
- 9.

### Members Present

1. Sherin T. Abraham
2. Jibin Shibu Sam
3. Seene Anna Sam Sec

- Plan of Action:
1. Conduct a project orientation class for the final year students
  2. Commencement of DIIFA Add on Course and GST seminar

The image features a white background with decorative pink cherry blossoms in the corners. The top-left and bottom-right corners have clusters of blossoms, while the top-right and bottom-left corners have more sparse, scattered blossoms. The text '2019-2020' is centered in a bold, purple font.

**2019-2020**



2019-20

8

NOTICE

There will be a meeting of the department teachers  
on 05 June 2019 at 3.30 pm

Agenda

1. Subject allocation
2. Class charges and department activities

Seene  
Seene Anna Sam  
Secretary.

## Minutes of the Meeting held on 05 June 2019

### I Subject Allocation for Semesters I, III and V

<u>Sherini</u>	<u>Sujio</u>	<u>Jibin</u>	<u>Seene</u>	<u>Avani</u>
Fin. Account. - 5	Banking-4	CRA-4	DMBS-3	IT Eng-5
FM - 4	CA - 5	Eng A/c-5	BC - 5	QT - 5
Cost - 6	MM-2	IT - 5	GST-5	MM-1
	OC - 4	EHR - 2	EHR-3	FM-5

### Subject Allocation for Semesters II, IV and VI

<u>Sherini</u>	<u>Sujio</u>	<u>Jibin</u>	<u>Seene</u>	<u>Avani</u>
BRF-4	FA-4	PBD-4	FA II - 1	IT-5
BM-1	CA-6	Eng off - 5	BM-2	FS-4
QT-4	FS-1	Tax - 5	BC-5	QT-2
Cost-6	Adv-4	Aud - 2	EDPM-5	Mgt Ac-5
			Aud-3	

Subjects to be handled was allotted as above for the academic year 2019-20.

### II The following teachers were assigned charges for the various department activities:-

Staff in charge Association - Avani T

Staff in charge Add on Course - Avani T

Staff in charge Internal Examination - Seene Anna

Staff in charge - Secretary - Seene Anna Sam

### III class in charge:


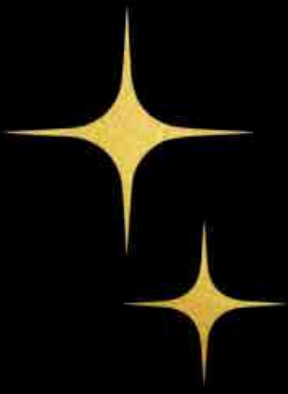
I B.Com - Seene Anna Sam

II B.Com - Sherini T. Abraham

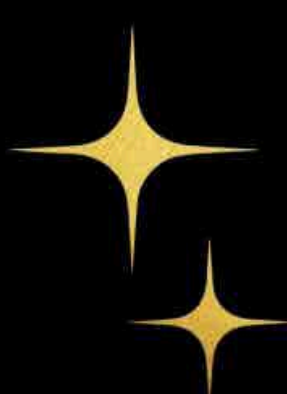
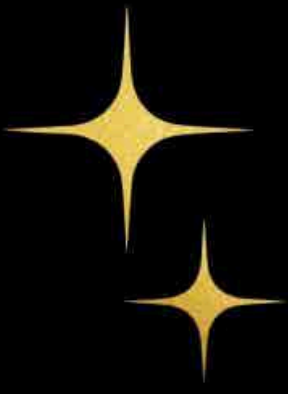
III B.Com - Jibin Shibu Sam.

Members Present

- 1. Sherin T. Abraham
- 2. Jubin Shibu Sam
- 3. Seene Anna Sam *for*
- 4. Sijo Mary Varghese
- 5. Avani T



**2020-2021**



Minutes of Staff Meeting held on 20 May 2020

A meeting of the teachers of the department of Commerce was held on 20 May 2020 at 6pm via Google Meet.

It was decided that ~~that~~ the department would organise a webinar on 7 June 2020 at 6pm. The topic of the webinar will be 'Post Covid 19 Business Environment: Challenges and Opportunities'.

The resource person for the session would be Dr. Justin Paul, Chief Editor - International Journal of Consumer Studies, & Professor - University of PR, USA and Distinguished Scholar - IIM K.

The Convener of the webinar would be Ms. Avani T.

It was also decided to conduct an online quiz series and Mr. Jibin Shibu Sam was given the charge for the same.

Members Present

1. Ms. Sherin T. Abraham
2. Mr. Jibin Shibu Sam
3. Ms. Serene Anna Sam
4. Ms. Avani T

Plan of Action: 1. Conduct of International Webinar during the month of June 2020

## Minutes of Staff Meeting held on 08 August 2020

A department staff meeting was held on 8 August 2020 at 5.30 pm via Google Meet. A brief discussion on the online classes taken by all the teachers was done. Head of the Department, Ms. Sherin T Abraham reminded the teachers that a proper record of all the online classes taken must be meticulously maintained and submitted to college, every month.

Ms. Sujo Mary Vaughese was selected as the Staff in charge for Association Activities. A Secretary, Treasurer and 2 students from both second year and third year classes shall be selected as Association Committee members.

Ms. Serene Anna Sam was assigned the charge for Entrepreneurship Development Club.

Class Wardens for the three classes were decided as follows:

I Year - Ms. Serene Anna Sam

II Year - Ms. Sujo Mary Vaughese

III Year - Ms. Avani T.

Form B of the second semester shall be prepared and kept ready to be uploaded in the University Portal. It was also decided to keep a log of the students' participation and achievements in seminars and online quizzes.

The meeting concluded at 6.30 pm

### Members Present

1. Ms. Sherin T. Abraham
2. Ms. Sujo Mary Vaughese
3. Ms. Jibin Shibu Sam
4. Ms. Serene Anna Sam *fe*
5. Ms. Avani T

## Minutes of Staff Meeting held on 19 August 2020.

A department staff meeting was held on 19 August 2020 at 6pm via Google Meet.

The following matters were discussed in the meeting! It was decided that the Onam celebrations would be held online on 27 August 2020. The programs to be included as part of the celebrations were Onappattu, virtual Thiruvathira and Onam Sadya. It was decided that another meeting will be held on 20 August 2020 to confirm the events after consulting with the students.

The Association Committee was constituted with the following students :-

- |                  |                        |           |
|------------------|------------------------|-----------|
| • Deva Ranjini K | II B.Com - (Secretary) | } Members |
| • Lakshmi S      | II B.Com (Treasurer)   |           |
| • Aksha Mary     | II B.Com               |           |
| Bhadra K.        | III B.Com              |           |
| Ebisa Eldhose    | III B.Com              |           |
| Giya P Babu      | III B.Com              |           |
| Anya             | III B.Com              |           |

The meeting concluded at 7 pm.

### Members Present

1. Ms. Sherin T. Abraham
2. Dr. Sujo Mary Varghese
3. Mr. Jibin Shibu Sam
4. Ms. Seene Anna Sam *LS*
5. Ms. Avani T

## Minutes of Staff Meeting held on 20. August 2020

A meeting of the teachers of the department was held on 20.08.2020 at 6pm via Google Meet to finalise the Onam Programmes for the academic year. The Onam Celebrations were to be named 'NavaDrishya Onam 2020'. The programmes to be included were Onappattu, Virtual Thiruvathira, Mask Designing, Poster Designing, 'Onasadhya', Malayali Manika and Athappookkalam. Ejooni Priyadarshini (III B.Com) and Ann Mary Thomas (II B.Com) were selected as convenors of the Onam program.

It was decided that both the classes shall prepare a video not exceeding 15 minutes by including all the above programmes in their respective videos. Malayali Manika competition shall be judged by two teachers from other departments.

The meeting concluded at 7pm.

### Members Present

1. Ms. Sherin T. Abraham
2. Dr Supo Mary Vaighes
3. Ms. Jibini Shibu Sam
4. Ms. Seene Anna Sam *Se*
5. Ms. Avani T



## Minutes of Staff Meeting held on 30 September 2020

A meeting of the teachers of the department was held on 30.09.2020 at 7.30 pm via Google Meet. The following matters were discussed during the meeting:-

Head of the Department, Ms. Sherin T. Abraham informed the teachers that the tentative date for commencement of classes for the first year students, as directed by the University is 19 October 2020.

It was decided that the students were to be given an orientation on how to use Google Classroom and Google Meet.

An arrangement of making available old textbooks to the financially backward and needy students shall be done soon. Second semester portions, if pending, shall be completed as soon as possible.

The meeting concluded at 8.30 pm.

### Members Present

1. Ms. Sherin T. Abraham
2. Dr. Sujo Mary Vaighese
3. Ms. Jibin Shibu Sam
4. Ms. Serene Anna Sam *Sec*
5. Ms. Avani T.

Plan of Action :- 1) Conduct a detailed training for the students on the use of new ICT techniques, Google Classroom and other video conferencing means.

## Minutes of Staff Meeting held on 09. November 2020

A meeting of the teachers of the department was held on 09. 11. 2020 at 9 pm via Google Meet.

The following matters were discussed in the meeting :-

- It was decided that a project Orientation, Webinar shall be held on 11 November 2020 for the III year students at 10.30 am. Dr. S Kevin, Professor and Former Pro Vice Chancellor, University of Kerala shall be the resource person for the session.

Sixth semester classes shall commence on 18th November 2020.

The teachers were asked to submit the details of online classes taken for the month of October as soon as possible. Teachers shall record the live classes and the link for the same shall be sent to students who request for them personally.

- Parent-teacher meeting for the first and second year students shall be held on 10 November 2020 to select the PTA Executive Representatives and to discuss matters related to University examinations and online classes.

The meeting concluded at 10 pm.

### Members Present

1. Ms. Sherin T Abraham
2. Dr. Sujis Mary Vaighese
3. Mr. Tabin Shibu Sam
4. Ms Serene Anna Sam *for*
5. Ms Arani T

Plan of Action :- 1. Conduct a Project Orientation Session for the final year students

## Minutes of Staff Meeting held on 23 May 2021

A meeting of the teachers of the department of Commerce was held on 23 May 2021 at 4 pm via Google Meet.

The following matters were discussed in the meeting. HOD, Ms. Sherin T. Abraham informed that the teachers shall keep the A forms of Semester I subjects ready at the earliest. The biodata of the teachers should be handed over to the college so as to enter the details in the college website.

The subject allocation for Semesters I, II and III shall remain the same as the previous year.

The following teachers were given the charges for various department activities:-

Association in charge -	Mr. Jibin Shibu Sam
Add on Course -	Mr. Jibin Shibu Sam
I Year Class in charge -	Mr. Jibin Shibu
II Year " " " -	Ms. Seene Anna Sam
III Year " " " -	Dr. Sujo Mary Vaighese

All the details of online classes taken shall be correctly recorded. The LMS Platform shall be used for sharing notes and materials to students. It was decided that the department shall file the application for M.Com in the next academic year.

The meeting concluded at 5 pm.

### Members Present

1. Ms. Sherin T. Abraham
2. Mr. Jibin Shibu Sam
3. Ms. Avani T
4. Dr. Sujo Mary Vaighese
5. Ms. Seene Anna Sam *Ms*

2021-2022



Minutes of Staff Meeting held on 03 June 2021

A meeting of the teachers of the department was held on 03 June 2021 at 3 pm

The following matters were discussed during the meeting:

STA

Subject allocation for Semesters I, III and V

<u>STA</u>	<u>SMV</u>	<u>JSS</u>	<u>SAS</u>	<u>AVT</u>
FA - 5	OC - 4	IT - 5	BC(Eng) - 5	IT - 5
FMO - 4	Eng Alc - 5		GST - 5	QT - 5
Cost - 6	Bankg - 4		DMBS - 3	FM - 4
	MM - 3		EMHR - 3	EMHR - 2

Subject allocation for Semesters II, IV and VI

<u>STA</u>	<u>SMV</u>	<u>JSS</u>	<u>SAS</u>	<u>AVJ</u>
BRF - 4			BM - 3	IT - 5
QT - 4			BC - 5	FS - 5
F.A - 1			EDPM - 5	M.A - 5
And - 5			Cost - 3	
Cost - 1				

Subjects to be handled was allotted as above for the academic year 2021-22.

- The following teachers were assigned charges for the various department activities

Staff in charge - Association - Jibin Shibu Sam

- Add-on course - Jibin Shibu Sam

Internal examination - Serene Anna Sam

- Class in charge:

I Year : Jibin Shibu Sam

II Year : Serene Anna Sam

III Year : Ms. Sherin T Abraham

- A project orientation session shall be held for the final year students during the month of July or August 2021.
- The meeting concluded at 4 pm.

### Members Present

1. Ms. Sherin T Abraham
2. Ms. Jubin Shibu Sam
3. Ms. Seene Anna Sam *Sec*
4. ~~Dr.~~ Dr. Avani T

### Plan of Action

1. Conduct a project orientation session for final year students during July/August 2022.