

Dept. of Chemistry

Meeting on 21/6/2022

A departmental meeting is conducted on the reopening day at 2 pm.

Agenda:

- 1) To finalise the timetable and division of workload among the faculty members.
- 2). To implement bridge course, remedial course and peer teachy
- 3) To improve the results of the students.

Decisions taken:

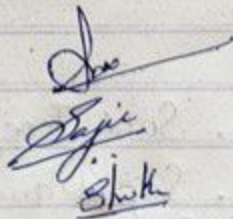
- 1) Time table is discussed and workload is distributed among the faculty members.
- 2). Duties and time slot is allocated to conduct bridge & remedial and peer teaching.
- 3). Decisions are taken to conduct internal exams frequently.

1) Dr. Subi Joseph

2) Dr. Saju Daniel

3). Dr. Sharika. T.

4). Dhat.



Meeting on 2/09/2022

A meeting is conducted at the department at 3:45 pm on 2/9/2022.

### Agenda.

To frame the activities of the department during the academic year 2022-23.

### Decision.

- 1) To conduct Ozone day Celebration
- 2) To continue the Certificate course on Plastic processing technique and quality control
- 3) To conduct training programme on Plastic Waste Management - Recycling and Sustainability
- 4) To conduct field trip.
- 5) To encourage the students to participate in intercollegiate activities.

1. Dr. Subi Joseph

2. Dr. Saju Daniel

3. Dr. Shasika . T.

4. Dhakshina.

5. Arisawa.

Dr

Saju  
Shika

Dr

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DEPARTMENT OF CHEMISTRY  
AT VALLUVA  
VALLUVA

Meeting on 6/02/2023.

A meeting is conducted on 6/02/2023 at 3.45 pm at the department.

### Agenda

Preparation for University Exam

### Decision

Analysed the ~~was~~ portions to be covered and decision are taken to conduct special classes and remedial classes

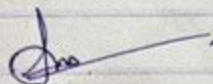
1. Dr. Subi Joseph

2. Dr. Saju Daniel

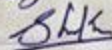
3. Dr. Shavita - 1

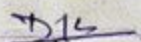
4. Dhakshina

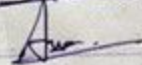
5. Ariswarya.











Date: 20/02/2022

Meeting No: 01

DEPARTMENTAL MEETING

Attendees:

- 1. Dr. Subi Joseph - ✓
- 2. Ms. Athira Shaji - ✓
- 3. Ms. Aram Mathew - ✓
- 4. Ms. Annu T.P. - ✓
- 5. Ms. Elias Dhanika Varghese ✓

Agenda:

workload Distribution.

A departmental meeting was held on 20/02/2022 as a part of curriculum distribution in the presence of Course Coordinator - Dr. Subi Joseph and the newly appointed faculties to the dept - Ms. Athira Shaji, and Ms. Aram Mathew along with student representatives - Ms. Annu T.P. and Ms. Elias Dhanika Varghese. Further the workload and subjects to be handled was decided and distributed to the teachers. Ms. Athira Shaji was appointed as the HOD in charge for the academic year 2022-2023. The meeting concluded with all the participating parties agreeing to the aforesaid discussion and conditions.

Date: 08/06/2022

## Meeting No: 102

A departmental meeting was held on 08/06/2022 within the department at 2:45pm

## Attendees:

- 1) Ms Withira Shaje (HOD, Dept of Food Science) - Present
- 2) Mrs Ann Mathew (Faculty, Dept of Food Science) - Present

## Student Representatives

- 1) Annu. S.P. - Present
- 2) Annu. B.R. - Present
- 3) Sathima Manojas - Present
- 4) Anand A. Kumar - Present
- 5) Lynn Mathew - Present
- 6) Kias Dhanaba Varghise - Present

## Agenda:

The purpose of the meeting was to discuss about conducting an 'Entrepreneurship Development' programme in association with 'ZARA BIOTECH'. The date and venue for the programme was to be finalized.

## Discussion:

- Discussed about the requirement and significance of executing such an event.
- Suggestions from student representatives were taken into consideration.
- The venue and time for the programme was finalized.
- Venue chosen was the Media Room and time opted was around 11 am in the morning.
- Further discussion of expenditures to be expected and facilities to be provided for the guests took place.
- Annu. B.R. and Annu. S.P. were chosen as the programme in-charges.

Date: 15/10/2022

### Meeting Notes

A departmental meeting was held on 15/10/2022 in the department at 2:45 pm.

#### Attendees:

- 1) Ms. Athina Shaji (HOD, Dept of Food Science) - ~~Present~~
- 2) Mrs. Anu Mathew (Faculty, Dept of Food Science) - ~~Present~~

#### Student Representatives:

- 1) Animesh, P.P. - ~~Present~~
- 2) Anusubh, B.R. - ~~Present~~
- 3) Laya Mathew - ~~Present~~
- 4) Fatima Muneethas - ~~Present~~
- 5) Elias Dhomaso Varghese - ~~Present~~
- 6) Anand, A. Kumar - ~~Present~~

#### Agenda:

The purpose of meeting was to discuss about the successful execution of Entrepreneurship Development Programme and to further discuss about drawbacks faced and possible plan of actions to be taken in the future to eradicate such drawbacks.

#### Discussions:

- 1) A brief discussion about the different aspects of entrepreneurship development were discussed.
- 2) Drawbacks faced were mostly in regards of technical issues, which need to be resolved in the next event.
- 3) Students were motivated to participate in Online training programme, offered by Zaara Biotech.
- 4) The list of those enrolled for the training programme was taken.
- 5) Decision on enlisting and creating a programme committee for smooth running of future events took place.

Date: 18/10/22

Meeting No: 09

A departmental meeting was held in the department at 9:30 am

Attendees:

- 1) Ms. Alhina Shaji (HOD, dept of food science) - ~~18/10~~
- 2) Ms. Sandra Maria Razi (Faculty, Dept of food science) - ~~18/10~~
- 3) Dr. Subi Joseph (Course coordinator, HOD, Dept of Chemistry) - ✓

Agenda:

The purpose of the meeting was to discuss and decide upon workload distribution and to come up with actions to compensate the sudden absence of the previous faculty

Discussions:

- Newly appointed faculty member was introduced to the academic curriculum and its current state.
- The portions to be handled and covered were distributed to the faculty.
- The sudden resignation of the previous faculty was addressed and remedial actions to come up for the absence were taken.
- Ms. Sandra Maria Razi was appointed as the first year incharge for the corresponding academic year 2022-2023.

Date: 05/12/2022

Meeting No: 05.

A departmental meeting was held on 05/12/2022 in the department at 3:45 pm.

Attendees:

- 1) Ms. Athira Shaji (HOD, Dept of Food science) - ~~Present~~
- 2) Ms Sandra Maria Raju (Faculty, Dept of food science) ~~Present~~
- 3) Dr. Subi Joseph (HOD, Dept of chemistry, Course coordinator) - ~~Present~~
- 4) Annie V. T. (Faculty, Dept of Mathematics) - ~~Present~~

Agenda:

The purpose of the meeting was to discuss about conducting a PTA meeting for the third semester students in context of 2<sup>nd</sup> semester examination results.

Discussions:

- Teachers from concerned complementary subject departments put forward different grievances and suggestions for improvement in academic prospects of all the students.
- Marks and performance of each student were to be discussed with the parents respectfully.
- The date and venue for meeting was decided to be 07/12/2022 in the third year classroom at around 1 pm.
- A common meeting to address PTA members were to be conducted prior to the main meeting.



Meeting (2022)  
 Minutes of department meeting 2019/2022  
 Department of Chemistry  
 St. Joseph's College

## Meeting 42

Minutes of department meeting held on  
 11/06/2022 in department lab at 3:45 Pm.

## Present

Dr. Tomy Joseph 

Dr. Bijumon C.C. 

## Agenda

- \* Semester plan of I, III and IV<sup>th</sup> semesters
- \* Result analysis of 2019 - 2022 Batch
- \* Discussion on department activity plan.
- \* Division of courses.

## Discussed on

- \* Name of the seminar
- \* Date and time of the seminar
- \* Duration of the seminar
- \* ...

## Meeting 43

Minutes of department meeting held on 14/09/2022 in Department lab at 3:45 PM

### Present

Dr. Tony Joseph 

Dr. Bijumon C.C. 

### Agenda

- \* Insemester planning of first semester
- \* Discussion on the steps taken to increase the student's strength.

### Discussion on

- decision was taken to focus on the studies of first year students.
- Teacher's should ~~re~~take initiative to make ...

## Meeting 44

Minutes of department meeting held on  
11/09/2022 in department lab at 3.45 pm.

### present.

Dr. Tony Joseph ~~MSD~~

Dr. Bijumon C.C. J.

### Agenda

- planning about first semester programme
- students participation in online classes.

### Discussion on

- Discussion on the opening of the first year UG students
- Discussion on the strength of students
- Discussion and decision on the effective participation of students in online class

## Meeting - 45

Minutes of department meeting held on 11/10/2022 in department lab at 3:45 Pm.

### Present

Dr. Tony Joseph ~~AO~~

Dr. Biju Jacob ~~A~~

Ms. Bettyamol Joy ~~Betty~~

### Agenda

- Conducting PTA meeting of 2<sup>nd</sup> year students.
- Position completion of 3<sup>rd</sup> semester.

### Discussion on

- It was decided to take efficient steps to improve the academic performance of the 3<sup>rd</sup> year students.
- Decided to take revision classes for 2<sup>nd</sup> year.
- Discussion and decision to take care of each student according to their performance level.
- There will be a PTA meeting for 2<sup>nd</sup> year students after their internal examination.
- A familiarisation of lab is conducting for 1<sup>st</sup> year students on 13/10/2022.
- Decided to start practicals for 1<sup>st</sup> year from next week onwards.
- Fix tentative dates for position completion of

## Meeting 4-6

Jotia department meeting held on 21/10/22 in department lab at 3:45 Pm.

### Present

Dr. Tony Joseph  (H.O.D., Dept. of Physics)

Dr. Bijumoo C.C. 

Anie V.T.  (H.O.D., Dept. of Maths)

Mouise Johns  (Dept. of Languages)

Rekha A.G.  (Dept. of Languages)

Dr. Subi Joseph  (H.O.D., Dept. of Chemistry)

Dr. Saju Daniel  (Dept. of Chemistry)

Dr. Sharika T.  (Dept. of Chemistry)

Dhakkina Bekash  (Dept. of Chemistry)

Anju Dimesh  (Dept. of Maths)

Bethynee Roy  (Dept. of Physics)

### Agenda

- The purpose of the meeting was to collect information from various departments about the academic performance of the students.

### Discussion on:

- Discussion on the performance of the first year and second year students.
- Anie miss said about the bad behaviour of the second year children in the class.
- There was an suggestion from chemistry to implement to take regular exam...

## examination

- Discussion about the importance of offline class.
- There was an opinion from the chemistry department to mainly focus on the important questions while teaching.
- Decision was taken to regard the 6<sup>th</sup> year students also in the revision class.
- Opinion for the improvement of the second year students was received from each department.
- Decided to give more importance to class-test than internal examination.
- Decision was taken to conduct PTA meeting for the second year before the examination.
- Special consideration was given to some students in the first year.

## Meeting 47

Minutes of department meeting held on 7/03/2023 in Department lab at 3:45

### Present

Dr. Tony Joseph ✓

Dr. Bijumon C.C. ✓

Ms. Bollymal Jay ✓

### Agenda

- Discussion about the completion of Sixth Semester portion.
- Decide to give send off party to Anil V.T (HOD Mathematics).
- Fix the 1st semester examination of 6<sup>th</sup> semester.

### Discussion on:

- Analyse the percentage of topics covered by each teacher.
- Remaining teaching hours required for each teacher was analysed.
- Decision was taken to work out the previous question paper.
- Revision class in the last topic will be effective.
- Discussed on the expectations of department about the student's grading level.

- Minimum four A<sup>+</sup> is expecting from 2020-23 batch.
- The placement function of Anie V-T (HOD. Mathematics) is decided to conduct on March 23.
- Providing note before taking the class will be more effective.
- Decided to complete the portion of sixth semester before the 25<sup>th</sup> March 2023.



## NOTICE

11/7/2022

Please make it convenient to attend department meeting scheduled on 13<sup>th</sup> July at 12:00 p.m Venue :- Department

### Agenda

- 1) Subject arrangement for V & III Semester degree until the appointment of guest faculty
- 2) Hour arrangement due to additional duties, planned leaves.
- 3) ~~Implementation~~ Finalising duties in-chargers for various activities of department.
- 4) Planning the activities to be conducting in the upcoming months as per action plan.
- 5) Completion of various files & documents.  
Charges to be assigned:  
Dept. library, Add-on courses, (FDP/Conference), Alumni Association, Mentoring, Remedial coaching of Bridge courses, Internship for PG
- 6) In-semester examination for IV Sem P.G & the final date for submitting dissertation.

- 1) Mrs. Anyin T.A
- 2) Mrs. Anala Joseph
- 3) Dr. Mathew Abraham
- 4) Dr. Titto Vaighane
- 5) Mr. Joseph Rby
- 6) Dr. Athena Jay

## DECISION TAKEN

Following decisions were taken by the department on the meeting held on 11<sup>th</sup> July 2022:

- 1) ~~Advt~~ Decided to undertake all the papers in III & IV semester degree classes until according to each ones workload. until guest faculty joins.
- 2) Hours ~~was~~ adjustments due to add other duties or planned leaves have to be done by each individual by themselves & inform it to <sup>the</sup> head of the department.
- 3) ~~Department~~ It is been decided to handover the charge of reference books of depart
- 4) Decided to give an allow PG students to borrow reference books from the department & the register of issue will be monitored by Mrs. Anju T.A. Two representatives from each PG classes shall be selected for its efficient functioning.
- 5) Mrs. In-chargers for various activities:  
Mr. Joseph Abey - Co-ordinator, Add-on courses  
Dr. Titto Varghese - FDP / Conference / Seminar  
Dr. Athena Jay - Mentor - Mentee Co-ordinator  
Mrs. Amala Joseph - Remedial Coaching  
Mrs. Anju T.A. - Bridge courses  
Class Advisors of PG - Internship for PG
- 6) Requested to submit all the files of documentation
- 6) Decided to conduct in-semester exams for PG (3<sup>rd</sup> sem) from 25<sup>th</sup> July - 29<sup>th</sup> July & will instruct them to submit their dissertation on or before 15<sup>th</sup> August.

- 1) Dr. Ginson D Parambil Principal.
- 2) Mrs Anju T.A. ch.
- 3) Mrs. Amala Joseph
- 4) Mr. Joseph Abey
- 5) Dr. Mathew Abraham
- 6) Dr. Titto Varghese.
- 7) Dr. Athena Jay