

Minutes of the Biochemistry faculty members meeting held on 28/06/2018

The meeting discussions included starting of S1 (2018 admission) and S5 (2016 admission) classes from 01/07/2018.

Decisions about S1 classes

- 1) Theory module wise distribution
- 2) S1 tutor as Dr. Bobam P.T.
- 3) Assignment topics to students

Decisions about S5 classes

- 1) Paperwise distribution of $SS_{1,4}^{BC}$ S5 open course to each faculty member
- 2) Project-allotment of students
- 3) Dr. Smith as S5 tutor.

Members present

Syndicate

- 1.
2. Dr. Radhika A
3. Dr. Bobam. P.T
4. Dr. C. R. Dhanraj

Dr. R. R. R.
28/06/2018

Dr. R. R. R.

Dr. R. R. R.

Minutes of the meeting of faculty members of Biochemistry department
held on 03/09/2018

The meeting decided to commence 53 classes as per the University of Kerala Academic calendar. The theory topics & practical experiments for 53 were discussed. Decision was also taken to assign Dr. C.R. Dhaney as group tutor.

Members of dept present

1. Dr. Sini H
2. Dr. Radhika A
3. Dr. Boban. P.T.
4. Dr. C.R. Dhaney

Signature


Sini


Radhika


Boban

Minutes of the BC DLMC meeting held
on 03/12/2018

The meeting was called for to discuss and decide about starting of s2 classes (2018 admission). The matters regarding module allotment of theory papers were discussed and decided to assign Dr. Boban PT as s2 intro. The performance of the students in s1 examination and s1 question paper were also discussed.

Faculty members Present

1. Dr. Sindhu
2. Dr. Radhika A
3. Dr. Boban. PT
4. Dr. C. R. Dhanya

Signature




3/12/2018


Minutes of the Biochemistry department
faculty members meeting

14/01/2019

The meeting discussed on the progress of the final year student projects, commencement of 56 classes (2016 admission) from 17/01/2019, paperwise (theory) module allocations to faculty members, 56 practicals and time table. Dr Sini H was assigned 56 tutors. Institute visit of 56 students was also discussed. Other matters in general were also discussed.

Members present-

- 1) Dr. Sini H
- 2) Dr. Radhika A
3. Dr. Baban. PT
- 4) Dr. C.R. Dhany

Signature



Date
14/01/2019



Minutes of the DMC meeting held on

01/03/2019

The meeting discussed the commencement of S4 classes (admission) from March 2019. Decisions were taken on the topic (theory) distribution, practical exps, assignments etc. Dr. C. R. Dhangra (S4 tutor) was assigned duties concerned with the continuous evaluation of S4 students

Members present-

- 1) Dr. Sine H
- 2) Dr. Radhika A
3. Dr. Subbar. P.T
- 4) Dr. C. R. Dhangra

Signature




01/03/2019





2018 - 2019

Dmc meeting held on 19/06/2018 at
the department at 9.30 am

Members Present

1. Dr. Jairani PS

HOD - Biotechnology

2. Dr. Soumyarani VS

Asst. Prof. - Biotechnology

Soumyarani

Decisions taken

Assigned tutor duty as follows.

1st Year and 2nd Year tutor - Dr. Soumyarani VS

Final year tutor - Dr. Jairani PS

Approved. *PS JAIRANI*

PS JAIRANI
Assistant Professor & Head
Department of Biotechnology
Govt. College, Karavattom
Thiruvananthapuram - 695 561



06.06.2018

Minutes of DLMC on 06-06-2018.

- 1) Arrangements to cover the remaining topics of S_2 and S_4 students.
- 2) Conduct model exam for S_2 & S_4 students.
- 3) Prepare CE marks for S_2 & S_4 students.
- 4) The following teachers are assigned as tutors of 1st, 2nd & 3rd year IC.

Asha S - 1st IC

Dr. Bijitha B - 1st IC

Dr. Sandhya K S - 1st IC

Members present:

1) Dr. Santhosh S

2) Asha S

3) Sudheer B

4) Dr. Bijitha B

5) Leelashree R.K

6) Dr. Sandhya K S

7) Dr. Asha Krishnan

Santhosh

d

Sudheer

B

Leelashree

Sandya

27.09.2018.

Minutes of DLMC on 27.09.2018.

- 1) Discuss the syllabus covered for S_5 , S_3 & S_1 students.
- 2) Conduct Model examination for S_5 , S_3 & S_1 students and prepare CE marks.

Members present:

1) Dr. Santhosh S

2) Asha S

3) Sudheer B

4) Dr. Bijitha B

5) Leelashree R.K

6) Dr. Sandhya K S

Santhosh

d

Sudheer

B

Leelashree

Sandya

Minutes of DLMC on 19-11-2018.

- 1) Distributed work to teachers for national seminar.
- 2) Divide syllabus for even semesters among teachers.
- 3) Complete the lab work for S₅ IC students.

Members present:

1. Dr. Sandhosh S
- 2) Asha S
- 3) Sudheer B
- 4) Dr. Bijitha B
- 5) Leelshmy R.K.
- 6) Dr. Sandhya K.S
- 7)

Sandhosh

Asha

Sudheer

Bijitha

Leelshmy

Sandhya

11-01-2019

Minutes of DLMC on 11-01-2019

- 1) To invite faculties and students from other colleges.
- 2) To inform Alumni of students and teachers of chemistry.
- 3) Arrange presentations of research.
- 4) Arrangement to receive guests for seminar.

Members present:

1. Dr. Sandhosh S
- 2) Asha S
- 3) Sudheer B

Sandhosh

Asha

Sudheer

Bijitha

07.03.2019

Minutes of DLMC on 07/03/2019.

- 1) Complete the topics of S_6, S_4 as S_2 within the period to improve the result.
- 2) Conduct model exam for even semester.
- 3) Assign teachers for uploading CE marks.

members present:

1) Dr. Santhosh

2) Asha

3) Sathish B

4) Dr. Bijitha B

5) Leelshmy R.K

6) Dr. Sandhya K.S

7. Darshana

SanthoshAshaSathishLeelshmySandhya

28. June 2018

1. Classes for 2018-19 begins
Class Intros for the new year
Semester I - Kumaran K
Semester II - Priya R
Semester III - Anju F.E
2. S₁ classes commence on 2.7.18. Timetable for classes are prepared. Attendance of even sems is to be consolidated and forwarded to the University.

1. Gina Elizabeth Mathew Thiruvallur
2. Dr. Priya R
3. Sruja S
4. Vpdkya N.P.
5. Leena Mol. O
6. Arin T.C

Thy
Thy
Thy

1. Beena S Lawrence
2. Kemasankar K
3. Leena Mol. O
4. Dr. Priya R
5. Tina Elizabeth Mathew
6. Sreya S
7. Vidhya. N. P.

~~Beena~~~~Lyra~~~~L~~~~B~~~~Tinallath~~~~S~~~~Vidhya~~

1. S₃ classes commence today (3/9/18). Tutor assigned in earlier meeting is Dr. Priya R. New guest teacher to be engaged as per list (Beena Lawrence).
2. In view of upcoming elections, class attendance is to be consolidated by the concerned tutors.
3. Principal will be giving S₁ students an orientation class. Class tutor is to see to the necessary arrangements.
4. Teachers are to see that S₅ students attend a 1hr talk by ACOWIN Technologies on 12.9.2018

- | | | |
|----|-----------------------|-------------------|
| 1. | Beena S Lawrence | <u>Beena</u> |
| 2. | Kumaresanile | <u>Ky m.</u> |
| 3. | Leena Mof. O | <u>S</u> |
| 4. | Dr. Parvathy | <u>Dr</u> |
| 5. | Sneha S | <u>Sneha</u> |
| 6. | Gina Elizabeth Mathew | <u>Ima Mathew</u> |
| 7. | Anju TE | <u>Anju</u> |

1. S₄S lab exam begin on 12.11.2018. Concerned teachers are to see into the smooth conduct of the lab exam.
2. S₄ Statstics lab exam scheduled for 15.11.2018. S₁ theory exams to begin on 23.11.2018. Concerned teachers are to finish portions within the specified time.
3. S₂ exams are scheduled in December first week. Labs are to be completed in time. Teachers are to certify bonafide lab records of students.

✓
January 2019

51 33

1. Beena S Lawrence

Beena

2. Kumaresanik

Kiz

1. The following teachers are assigned as tutors for the below shown classes

class tutor for S_2 - Sreya S

class tutor for S_4 - Tina Elizabeth Mathew

class tutor for S_6 - Anu T.E

NP

2. Classes will commence as per university schedules. The DMC also

3. Tina Elizabeth Mathew Tina Mathew

4. Anu T.E

Anu

5. Sreya S

Sreya

6. Leena Mol D

Leena

7. Dr. Prigal R

Prigal

8. Sreya S

Sreya

February 2019

26.2.19

The Departmental meeting decided to constitute a FOSS cell as an extension activity. The cell aims in apprising the staff and students of the vast possibilities of free software.

The FOSS cell collaborates with the International Centre for Free and Open Source Software and (ICFOSS), Sports Hub, Greenfield Stadium, Kananakur.

As per the scheme received from ICFOSS personnel it was decided to conduct an official inauguration of the FOSS cell and a 2 day workshop on FOSS Technologies with special focus on Python Programming on March 18 and 19.

The FOSS cell will function under a FOSS coordinator. The coordinator will maintain the register and minutes of the FOSS cell. All activities will be conducted under the supervision of the Coordinator. The students will be members of the FOSS cell. A student coordinator is to be appointed. Gender ratio should be of 50:50. ~~ratio~~ There should be a minimum of 15 to 20 students.

Teacher Coordinator — Gina Elizabeth Mathew

Student Coordinator — Adeeshya D

Proposals for fund of Rs 2000/- is to be submitted at the earliest. All staff members of the department are members of the organizing committee. The FOSS cell is to be convened on Friday 1/3/19.

Members Present

1. Tina Elizabeth Mathew
2. Dr. Priya R
3. Kumarasan K
4. Sreeja S
5. Anju T E
6. Keenamol O
7. Beena S. Lawrence
8. Suchitra S. Nath
9. Kumarasan K

[Handwritten signatures and initials]

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1. March 2019

Members Present	
1. Tina Elizabeth Mathew	<u>Tina Mathew</u>
2. Beena S Lawrence	<u>Beena</u>
3. Kumaresan	<u>K. J.</u>
4. Leena Mol-o	<u>L.</u>
5. D. Priga-R	<u>P.</u>
6. <u>Sreya S</u>	<u>S.</u>
7. Anju T.C	<u>Anju</u>

- S₅ lab exams are scheduled as follows

 - 6.3.19 - PCA₅ - DBMS lab
 - 7.3.19 - CS₅ - Foss lab
 - 8.3.19 - CS₃ - Microprocessor lab
 - 12.3.19 - CS₃ - Internet programming lab
- The new Foss cell inauguration is scheduled for 18.3.19. A 2 day workshop is proposed for 18.3.19 and 19.3.19. The Coordinator of the Foss cell is Tina Elizabeth Mathew.
- A model exam for S₆ students is to be scheduled on 27.3.19. Teachers are to finish portions before the same.

D.C.M.C

18.07.18.

Minutes of D.C.M.C meeting. Held at 10.40 am
of 18.07.18 at HOD room.

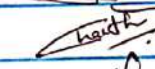
Agenda

1. New academic year
2. Portion allocation
3. D.C.M.C academic matters
4. Allocation of tutors.

Members present

1. Dr. T.K. Prasad
2. Higgins Robert
3. Dr. Charitha Reghurathan
4. Anesh M.R.






Meeting allocated the portions as follows.

FacultyPortions allotted and class.

1. Dr. T.K. Prasad

Geomorphology - S1
World Regional Geography - S5
Survey S5
Open course - S5
Map projection S3

2. Higgins Robert

Tutor - Second year

Climatology - S3
Geography of India - S5
Toposheet interpretation - S5
Open course - S5

3. Dr. Charutha Reghurathan
(Guest Lecturer)
Tutor - Third year

Geography of Kerala - S5
Oceanography - S3
Slope analysis - S5
Representation of
geographical data - S5
Open course

4. Anesh M.R.
(Guest Lecturer)
Tutor - First year

Resource geography S5
Geomorphology S1
Practical part II - S5
Survey - S5
Open course

18.07.18

Minutes of the departmental meeting held
on 01-10-2018 at 3.30 PM,

Agenda:

1. M.Sc. Mathematics new Course starting.

Teachers present

1. Dr. Brijen P. (b23)
2. Hareeta Vijay dhvj 01/10/2018

Minutes:

As per order no. 225/2018 / higher education
trm dtd. 12/05/2018, a new M.Sc. Mathematics
Course allowed to our college and a
new post also created through this order.
Now 3 permanent posts created in our
department. New Course added ²⁵ extra
hours in this academic year 2018-19.
In this situation we needed 4 teachers.
So we decided to take 2 ^{more} guest teachers.

Minutes of the departmental meeting held
on 17-01-2019 at 3.30 pm

Agenda

1. Portions Covered ^{report} and time table setting

Minutes

58% of portions Covered for S. M. Sc.
A new permanent staff joined in this department
It is decided to give the paper topology I
of S. M. Sc. to the newly joined staff
Mr. Doney Kumar,

Class changes decided as:

I M. Sc. - Dr. Santhosh Kumar. SK

II Year

IC -	}	Dr. Bajjar S. <u>BJS</u>
PCA -		
ES		
Statistika -		

I Year

IC -	}	Doney Kumar, <u>DK</u>
PCA -		
CS -		
Statistika -		

Teachers

1. Dr. Santhosh Kumar SK
2. Dr. Bajjar S. BJS
3. Doney Kumar DK

DMC meeting held on 04/06/2018

Smt. Preetha. S. is joined as Guest Lecturer in the department on 01/06/2018. The topics of various classes are decided among the teachers as per new time table. All the teachers are directed to complete the syllabus of fourth semester BSc PCB students since their examination is scheduled as the first week of July 2018.

Members Present

- 1, Smt. A-S. Jyoti Jyoti
- 2, Smt. S. Sreedha Sreedha
- 3, Do. R. Jyoti Bani Jyoti
- 4, Smt. Deepthi S. Nair Deepthi
- 5, Smt. Preetha. S. Preetha

DMC Meeting held on 04/07/2018.

Smt. Shahina S.R. joined as guest teacher on 04/07/2018. The topics are re-allocated to different teachers.

The class internship is assigned to various teachers as follows:

	Class	Name of teacher
i)	S1 PCA (2018 Admission)	Smt. Preetna S.
ii)	^{Enhancement} S2 PCA (2017 Admission)	Smt. Shahina S.
iii)	S4 PCA (2016 Admission)	Smt. Preetna S.
iv)	S2 MSc Physics	Smt. Deepthi S. Nair
v)	S4 MSc Physics	Dr. R. Jolly Bose

Members present

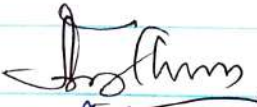
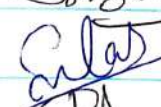
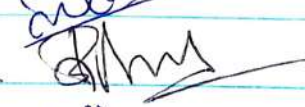
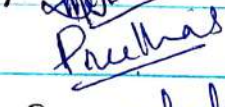
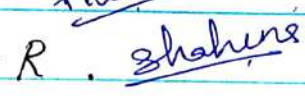
- i) Smt. D. S. Jaya. Interim
- ii) Smt. S. Preetna Smt.
- iii) Dr. R. Jolly Bose Bose
- iv) Smt. Deepthi S. Nair with
- v) Smt. Preetna S. Preetna
- vi) Smt. Shahina S.R. Shahina

HOI)

LMC Meeting held on 10/07/2018

The department received a memorandum regarding the syllabus revision of Complementary mathematics course for Physics and Computer Applications students. The Committee discussed the matter in detail and come to a conclusion that the revision is necessary. The syllabus is vast and complex. So the students can not follow the syllabus with in the period. So the committee unanimously decided to recommend the application to the Registrar University of Kerala.

Members Present

- 1/ Smt. A. S. Jagan  (HOD)
- 2/ Smt. S. Preela 
- 3/ Dr. R. Jolly Bose 
- 4/ Smt. Deepthi S Nair 
- 5/ Smt. Preetha. S. 
- 6, Smt. Shalini. S. R. 

11/02/2019

The Department Council decided the following group tutors for the Academic year 2018-2019

- (i) 5th and 6th semesters B.Sc. statistics
main → Dr. N.K. Sajeevkumar.
- (ii) 3rd and 4th semesters B.Sc. statistics
main → Smt. Angene.V
- (iii) 1st and 2nd semesters B.Sc. statistics
main → Dr. Anne Philip.

Council members present: -

- 1. Dr. N.K. Sajeevkumar
- 2. Dr. Anne Philip
- 3. Smt. Angene.V.

11-12
Smt. Raju