

Don Bosco College, Mampetta

Department of Commerce

Meeting Minutes

2018-19

Date: 20/06/2018

Time: 3:30 PM

Place: Staff room

Attendees:

1. Nisha V L

2. Ambili V

3. Sheeja E

4. Neethu B P

5. Minnu Sunny

6. Neenu C

Agenda:

- Semester planning
- Stake holder's feedback and actions to be taken

A meeting of the Department of Commerce was held on 20th June 2018 in the Staff Room. The meeting started with a silent prayer. All the members were present during the meeting. Ms. Nisha V L, the Head of the Department, welcomed all the members to the meeting.

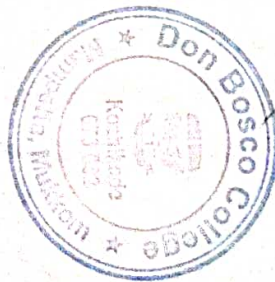
The first discussion in the meeting was about the programs to be conducted in the academic year 2018-19. As per the feedback of the students, it was decided to provide additional support and practices by peer learning and remedial teaching to solve the complexity of calculations and numerical analysis in accounting. It has been decided to conduct Creative Hour every month in order to mold them in a way that will contribute to the society.

The meeting came to an end at 4.30 pm with the vote of thanks of Ms. Sheeja E.

Minutes Prepared By: Ms. Sheeja E

Minutes Passed By: Ms. Nisha V L

Rev. Dr. Gibi Jose sdb
Principal
Don Bosco College
Mampetta, Mukkam, Kozhikode
Pin - 673 602



Don Bosco College, Mampetta

Department of Commerce

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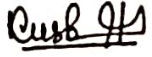

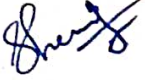


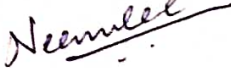
2018-19

Date: 26/09/2018

Time: 3:30 PM

Place: Staff room

Attendees:

1. Nisha V L 
2. Ambili V 
3. Sheeja E 
4. Neethu B P 
5. Minnu Sunny 
6. Neenu C 

Agenda:

- Inauguration of Commerce Association
- Stake holder's feedback and actions to be taken

A meeting of the Department of Commerce was held on 26th September 2018 in the Staff Room. The meeting started with a silent prayer. All the members were present during the meeting. Ms. Nisha V L, the Head of the Department, welcomed all the members to the meeting.

The first discussion in the meeting was about the inauguration of the Commerce Association in the academic year 2018-19. It was decided to hold the inauguration of the association on October 15, 2018 and to bring Mr. Sudhakaran K T (General Manager, SAIL) as the chief guest.

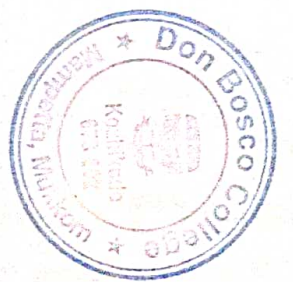
According to the feedback from the teachers, personalized attention and support is needed to raise the academic standards of the students. It was decided to assigned dedicated academic advisors to students to provide personalized guidance.

The meeting came to an end at 4.30 pm with the vote of thanks of Ms. Sheeja E.

Minutes Prepared By: Ms. Sheeja E

Minutes Passed By: Ms. Nisha V L

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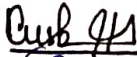


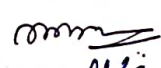


2019-20

Date: 17/01/2020

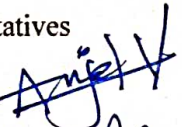
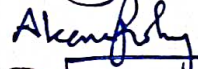

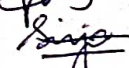
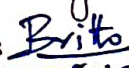

Time: 3:30 PM

Venue: 2nd B. Com Class Room

Attendees:

1. Nisha V L 
2. Ambili V 
3. Sheeja E 
4. Neethu B P 
5. Neenu C 
6. Aiswarya P 

Students Representatives

1. Angel V Baby 
2. Aleena Roby 
3. Shibina V J 
4. Sijo Thomas 
5. Britto Thomas 
6. Krishnendu 

Agenda:

- Planning for Inter Department Fest

A meeting of the Department of Commerce was held on 17th January 2020 in the 2nd year B. Com Class room along with representatives of different classes. All the members were present during the meeting, which commenced with a silent prayer. Ms. Nisha V L, the Head of the Department, welcomed all the members to the meeting. the purpose of the meeting was planning inter department fest.

During the discussion, the date for inter department fest were decided to conduct on 25th January 2020 and the responsibilities allotted to representatives of students. The department decided to conduct five events and the registration fee will be Rs. 100 per group.

Maze of Oz- Treasure Hunt

Quizzards of Oz- Business Quiz

Wizard of Oz- Best Manager

Teaser of Oz- Marketing Game

Creature of Oz- Spot choreography

The meeting came to an end at 5.00 pm with the vote of thanks of Ms. Neenu C.

Minutes prepared By: Ms. Neenu C

Neenu C

Minutes passed By: Ms. Nisha V L

Nisha V L

Rev. Dr. Gibi Jose sdb

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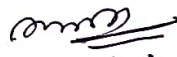

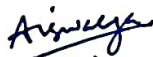
2019-20

Date: 11/06/2019

Time: 3:30 PM

Venue: Staff Room

Attendees:

1. Nisha V L 
2. Ambili V 
3. Sheeja E 
4. Neethu B P 
5. Neenu C 
6. Aiswarya P 

Agenda:

- Planning for Department Inauguration
- Inter Department Fest
- Creative Hour
- Stake holders feedback and actions to be taken

The third meeting of the Department was held on 11th June 2019 in the Staff room. All the members were present during the meeting, which commenced with a silent prayer. Ms. Nisha V L, the Head of the Department, welcomed all the members to the meeting.

During the discussion, Ms. Nisha V L highlighted, the date and guest for Department inauguration. The staff members gave suggestion regarding Inter- Don Bosco Fest. It was pointed out that planning for that should be begin as soon as possible. For that purpose, a group should be formed by including students from each class. To planned a tentative date for first creative hour on 27th June 2019. It includes a quiz competition and the responsibility given to Ms. Aiswarya P. The suggestion from the employer regarding need for taking real time subject related subject related topics. The Department of Commerce decided to discuss real subject related topics to be discussed in the class along with routine lectures. From the feedback of teachers make sure that there are enough reference books for every subject.

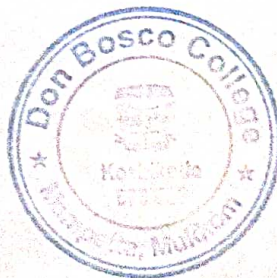
The meeting came to an end at 4.45 pm with the vote of thanks of Ms. Neenu C.

Minutes prepared By: Ms. Neenu C *Neenu C*

Minutes passed By: Ms. Nisha V L *Nisha VL*

Rev. Dr. Gibi Jose sdb

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Meeting Minutes

2020-21

Date: 05/06/2020

Time: 2:00 PM

Venue: Staff Room

Attendees:

1. Nisha V L

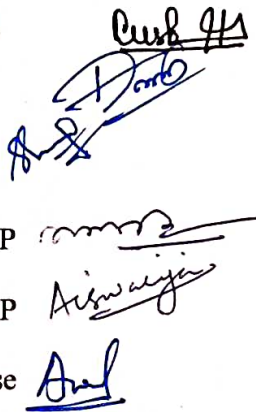
2. Ambili V

3. Sheeja E

4. Neethu B P

5. Aiswarya P

6. Amala Jose

Handwritten signatures in blue ink corresponding to the list of attendees. The signatures are: Nisha V L, Ambili V, Sheeja E, Neethu B P, Aiswarya P, and Amala Jose.

Agenda:

- Stake holders feedback and actions to be taken

A meeting of the Department of Commerce was held on 05th June 2020 in the Staff room. All the members were present during the meeting, which commenced with a silent prayer. Ms. Nisha V L, the Head of the Department, welcomed all the members to the meeting.

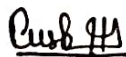
During the discussion, Ms. Nisha V L highlighted, to increase the English proficiency of the students as per the feedback from the Employer. The Department of Commerce decided to provide an additional class in collaboration with the English department. As per the suggestion from the students implemented Student- centered teaching approaches, including project- based learning and inquiry- based learning.

The meeting came to an end at 3.00 pm with the vote of thanks of Ms. Amala Jose.

Minutes prepared By: Ms. Amala Jose



Minutes passed By: Ms. Nisha V L



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Meeting Minutes

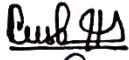



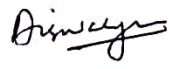

2020-21

Date: 16/08/2020

Time: 5:00 PM

Platform: Google-meet

Attendees:

1. Nisha V L 
2. Ambili V 
3. Sheeja E 
4. Neethu B P 
5. Aiswarya P 
6. Amala Jose 

Agenda:

- Evaluation of Online classes and activities.
- Stake holder's feedback and actions to be taken

A meeting of the Department of Commerce was held on 16th August 2020 in the Google meet. All the members were present during the meeting, which commenced with a silent prayer. Ms. Nisha V L, the Head of the Department, welcomed all the members to the meeting.

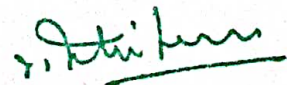
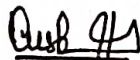
During the discussion, the teachers commented that all the programs conducted standardized. But in the cases, where more participation involved, not everyone can participate. As per the feedback from the teachers, introduced G- suit platform for online classes.

The meeting came to an end at 5.45 pm with the vote of thanks of Ms. Amala Jose.

Minutes prepared By: Ms. Amala Jose



Minutes passed By: Ms. Nisha V L



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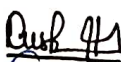



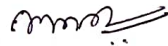

2021-22

Date: 04/08/2021

Time: 4:00 PM

Platform: Google meet

Attendees:

1. Nisha V L 
2. Ambili V 
3. Sheeja E 
4. Litty Joseph 
5. Neethu B P 
6. Aiswarya P 


Agenda:

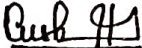
- Planning for Onam celebration
- Stake holders feed back and actions to be taken

A meeting of the Department was held on 04th August 2021 in the Google meet. All the members were present during the meeting, which commenced with a silent prayer. Ms. Nisha V L, the Head of the Department, welcomed all the members to the meeting.

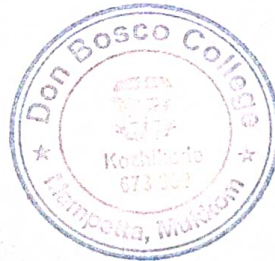
During the discussion, Ms. Nisha V L point out that the online Onam celebration will be conducted on 11th to 17th august from 2:00 to 3:00 pm. The competition each day will be organized by one of the departments. The suggestion from the students regarding more digital content. The Department of Commerce decided to provide recorded classes and other E-resources.

The meeting came to an end at 5:00 pm with the vote of thanks of Ms. Neethu B P.

Minutes prepared By: Ms. Neethu B P 

Minutes passed By: Ms. Nisha V L 





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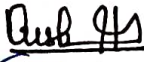


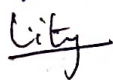


2021-22

Date: 25/01/2022

Time: 3:30 PM

Venue: Staff Room

Attendees:

1. Nisha V L 
2. Ambili V 
3. Sheeja E 
4. Litty Joseph 
5. Anu C 
6. Aiswarya P 

Agenda:

- Planning for Department Inauguration
- Stake holders feed back and actions to be taken

A meeting of the Department was held on 25th January 2022 in the Staff room. All the members were present during the meeting, which commenced with a silent prayer. Ms. Nisha V L, the Head of the Department, welcomed all the members to the meeting.

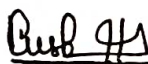
During the discussion, Ms. Nisha V L highlighted, the date and guest for Department inauguration. To planned a tentative date for department inauguration on 15th February 2022. The suggestion from the students regarding usage of mobile phone in the class room for assignment and project works. The Department of Commerce decided to the usage of mobile phone allowed with the permission of concerned teachers. As per the feedback of teachers implemented semester-wise time table.

The meeting came to an end at 4.00 pm with the vote of thanks of Ms. Ambili V.

Minutes prepared By: Ms. Ambili V



Minutes passed By: Ms. Nisha V L



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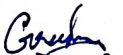
2022-2023

Date: 21/06/2022

Time: 3:30 PM

Place: Staff room

Attendees:

1. Nisha V L 
2. Ambili V 
3. Sheeja E 
4. Deepoo Siby 
5. Aleena Benny 
6. Greeshma p 

Agenda:

- Planning for Computerized Accounting Course (Tally Prime)
- Stake holder's feedback and actions to be taken

A meeting of the Department of Commerce was held on 21st June 2022 in the Staff Room. The meeting started with a silent prayer. Ms. Nisha V L, the Head of the Department, welcomed all the members to the meeting.

The first discussion in the meeting was about the inauguration of the Commerce Association in the academic year 2018-19. It was decided to hold the inauguration of the association on October 15, 2018 and to bring Mr. Sudhakaran K T (General Manager, SAIL) as the chief guest.

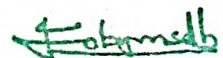
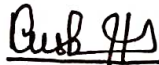
According to the feedback from the teachers, the main agenda of the meeting was to impart practical knowledge of 'accounting to the students. All the teachers opined that most of the students have only theoretical knowledge of the accounting. For this purpose, it was decided to start Tally Prime add- on course.

The meeting came to an end at 4.30 pm with the vote of thanks of Ms. Aleena Benny.

Minutes prepared By: Ms. Aleena Benny



Minutes passed By: Ms. Nisha V L



Fr. Dr. Joby M Abraham
PRINCIPAL
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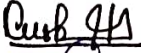


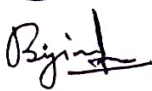
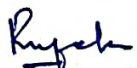

2022-23

Date: 13/06/2022

Time: 3:30 PM

Venue: Staff Room

Attendees:

1. Nisha V L 
2. Ambili V 
3. Sheeja E 
4. Bijina Johny 
5. Rufeela 
6. Deepoo Siby 

Agenda:

- Stake holder's feedback and actions to be taken

A meeting of the Department was held on 13th June 2022 in the Staff room. All the members were present during the meeting, which commenced with a silent prayer. Ms. Nisha V L, the Head of the Department, welcomed all the members to the meeting.

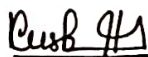
During the discussion, Ms. Nisha V L highlighted to changes the mentoring system as per the suggestion from students. The Department of commerce decided to introduced department wise mentoring system.

The meeting came to an end at 4.00 pm with the vote of thanks of Ms. Bijina Johny.

Minutes prepared By: Ms. Aleena Benny



Minutes passed By: Ms. Nisha V L



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