

Don Bosco College, Mampetta
Department of Management

Meeting Minutes





2018-2019

Date: 12/08/2018

Time: 3:30 PM

Venue: Staff Room

Attendees:

1. Gigi George 
2. Nevil. C. George 
3. Shyma chandrasekharan 
4. Prabhitha. A.C 

Agenda:

1. Evaluation of activities in the month of June.
2. Stake holder's Feed back and actions to be taken

The department meeting was held on 12th August 2018 in the staff room. All the members were present during the meeting, which commenced with a silent prayer. Ms. Gigi George , the head of the department, welcomed all the members to the meeting.

During the discussion, Mr.Nevil C George emphasizing the need to enhance the communication and leadership skills among the students. Ms.Gigi George suggested to make English as the basic communication language for all department activities. The meeting also discussed about the participation of students in inter collegiate fest.

The meeting decided to provide creative hours twice in a month including a series of activities focused on improving communication and leadership skills. Decided to make English language as the basic communication medium

The meeting concluded at 4 pm with the vote of thanks of Ms. Shyma Chandrasekharan.

Minutes Prepared By: Ms. Shyma Chandrasekharan



Minutes passed By: Ms. Gigi George



Rev. Dr. Gibi Jose sdb
Principal
Don Bosco College
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Don Bosco College, Mampetta
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Meeting Minutes






2018-2019

Date: 22/08/2018

Time: 3:30 PM

Venue: Staff Room

Attendees:

1. Gigi George 
2. Nevil. C. George 
3. Shyma chandrasekharan 
4. Prabhitha. A.C 
5. Lovely. CP 

Agenda:

- Stake holder's Feed back and actions to be taken

A short meeting of the Department of Management was held on 22th August 2018 in the staff room. All the members were present during the meeting, which commenced with a silent prayer. Ms. Gigi George , the head of the department, welcomed all the members to the meeting.

The meeting commenced with a discussion on the feedback received from the students. The discussion mainly focused on the need for providing students with opportunities for holistic development. It was unanimously agreed that offering a personality development program.

The meeting decided to introduce an Add on course on "Behavioural Dynamics" aimed to provide students with valuable skills for personal and professional growth.

The meeting concluded at 3.50pm with the vote of thanks of Ms. Shyma Chandrasekharan.

Minutes Prepared By: Ms. Shyma Chandrasekharan



Minutes Passed By: Ms. Gigi George



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



Don Bosco College, Mampetta
Department of Management
Meeting Minutes
2019-2020

Date: 06/08/2019

Time: 11:30 am

Venue: Staff room

Attendees:

1. Gigi George 
2. Nevil. C. George 
3. Shyma chandrasekharan 
4. Jancy. M Scaria 

Agenda:

1. Association inauguration
2. Stake holder's Feed back and actions to be taken
3. Association meeting
4. Workshop for students

A department meeting was held on 06-08-2019 in the staff room at 11.30am. The meeting started with a silent prayer.

The meeting discussed about conducting the association inauguration. The tentative date was 22/8/19. The HOD opined to conduct the same on the tentative date and the members agreed it. Ms. Jancy M Scaria suggested a one day workshop about stock market dealing for the interested students from the department. The meeting significantly considered the concern and suggestion of the parents about the need of developing a culture of social responsibility in students.

Decision:

1. It was decided to conduct the association inauguration on 22/8/19
2. Decided to provide an add on course on the topic Corporate Social Responsibility to instill a sense of social responsibility in students and prepare them for active participation in the community.


The meeting concluded at 11.45am



Minutes Compiled By: Ms. Shyma Chandrasekharan

Minutes Passed By: Ms. Gigi George (HOD)




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Department of Management

Meeting Minutes

2019-2020

Date: 24/10/2019

Time: 12:45 PM

Venue: Staff Room

Attendees:

1. Gigi George *Gigi*
2. Nevil. C. George *Nevil*
3. Shyma chandrasekharan *Shyma*
4. Prabhitha. A.C *Prabhi*
5. Lovely. CP *Lovely*
6. Jancy. M Scaria *Jancy*

Agenda:

1. Association inauguration
2. Feedback and actions to be taken


A meeting of the executive members of the association with staff members was held on 24-10-2019 in the staff room at 12.45pm. The meeting started with a silent prayer.

The meeting discussed about how to conduct the association inauguration and about the chief guest. The meeting also discussed the request of the students for a class on stock market. HOD Ms. Gigi George suggested to invite a resource person from Hedge School of Applied Economics as the chief guest so that they can do the one day workshop on the same day. All the students and staff members supported and they discussed about refreshment given on the same day.

Decisions:


1. It is decided to conduct the association inauguration on 30.10.2019 at 10:00 am
2. The chief guest for the inaugural ceremony will be a resource person from Hedge School of Applied Economics, Cochin
3. A one day workshop on Gate way to financial freedom will be conducted on the same day.
4. Refreshment in charge will be Mr.Abijith Kurian of 3rd year BBA

The meeting came to an end at 1.20 pm with the vote of thanks of Ms. Jancy M Scaria.

Minutes Compiled By: Ms. Shyma Chandrasekharan 

Minutes Passed By: Ms. Gigi George (HOD) 




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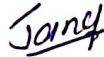

2020-2021

Date: 03/08/2020

Time: 1:30 pm

Venue: Staff room

Attendees:

1. Gigi George 
2. Nevil. C. George 
3. Shyma chandrasekharan 
4. Jancy. M Scaria 
5. Ms.Prabhitha.AC : 

Agenda:

1. Independence day Quiz competition
2. Stake holder's Feedback and actions to be taken

A short meeting of Department of Management was held on 03-08-2020 in the staff room at 1:30pm. The meeting commenced with a discussion on the feedback received from the students. The members discussed the opinion and suggestions of the students. The meeting also discussed on conducting an online quiz competition in connection with Independence Day.

Decisions:

It is decided to introduce an Add on course on the topic “Innovative financial services in the digitalized era”.

Decided to conduct an intra-college quiz programme on online platform, google form. Nevil C George will be the coordinator.

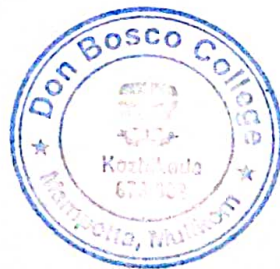
The Programme was named Independence Day Quiz and is decided to conduct on 16/8/2020

The meeting concluded at 2:00pm with the vote of thanks by Ms. Prabhitha A C



Minutes Prepared By: Ms. Shyma Chandrasekharan

Minutes Passed By: Ms. Gigi George



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

Don Bosco College, Mampetta
Department of Management
Meeting Minutes
2021-2022

Date: 01/01/2022

Time: 3:30 pm

Venue: Staff room

Attendees:

1. Gigi George 
2. Aiswarya Roy 
3. Shyma chandrasekharan 
4. Jancy. M Scaria 
5. Anupama. K 

Agenda:

1. Welcoming new teacher
2. Students' Feedback and actions to be taken
3. Training on interview skills for 3rd year students.

A meeting of Department of Management was held on 01-01-2022 in the staff room at 3:30pm. The meeting started with a prayer. HOD Ms. Jancy M Scaria welcomed the new teacher Aiswarya Roy and wished her a great teaching experience.

The meeting discussed on conducting a job readiness workshop on interview skills for the third year BBA students. Ms. Shyma Chandrasekharan shared the willingness to conduct the workshop. The tentative date was suggested by Ms. Gigi George and was 12/01/2022. The meeting also discussed the request of the students about the use of mobile phone in the campus for doing project work.

Decisions :

1. A workshop on interview skills for the final year BBA students was decided to conduct on 12/01/2022.
2. Decided to allow mobile phone in campus with the permission of principal for doing project work.

The meeting came to an end by 4:00pm

Minutes Compiled By: Ms. Aiswarya Roy



Minutes Passed By: Ms. Jancy M Scaria (HOD)



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Meeting Minutes

2021-2022

Date: 17/06/2021

Time: 9:30 am

Platform: Google meet

Attendees:

1. Gigi George *Gigi*
2. Ms.Prabhitha. AC *Prabhitha*
3. Shyma chandrasekharan *Shyma*
4. Jancy. M Scaria *Jancy*
5. Anupama *Anupama*

Agenda:

1. Planning department activities
2. Discussion of feed backs

A meeting of Department of Management was conducted on 17/06/21 at 9:30pm in google meet Ms. Jancy M Scaria welcomed the members in the meeting.

The meeting discussed on conducting various activities national and international dsy observation, creative hours, online courses, webinar workshops, add on course etc. During the discussion Ms. Anupama highlighted the concern that the students lack leadership quality. The

meeting reached a decision to provide an Add-on course to enhance their knowledge and skills in various subjects. The course coordinators are ,

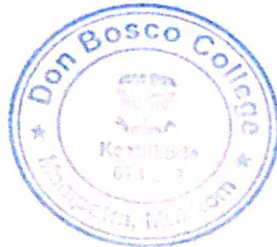
- Ms.Shyma Chandrashekharan-“ Leadership in VUCA World.
- Ms Prabhitha.AC- Public speaking
- Ms. Jancy M Scaria – Intellectual Property Rights.

The meeting concluded by 10:30am

Minutes Prepared By: Ms. Shyma Chandrasekharan



Minutes Passed By: Ms. Jancy M Scaria (HOD)



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

Don Bosco College, Mampetta
Department of Management
Meeting Minutes
2022-2023

Date: 06/06/2022

Time: 2:30 pm

Venue: Staff room

Attendees:

1. Ms. Gigi George 
2. Ms. Shyma Chandrasekharan 
3. Ms. Jancy M Scaria 
4. Ms. Aiswarya Roy 

Agenda:

1. Academic year planning
2. Stake holder's Feedback and actions to be taken
3. Conduct of IV

The meeting of Department of Management was held on 6th June 2022 at 3:00pm in the staff room. The meeting started with a silent prayer. Ms. Gigi George, Head of the Department welcomed all the members.

The meeting discussed the activities to be conducted during the academic year. During the discussion Ms. Aiswarya shared the suggestion of the students regarding the introduction of skill based courses in the curriculum. The members also discussed the request and suggestion of the students relating to the academic matters. After the discussion the following decisions were made.

1. To conduct an industrial visit for the final year students to RUBCO Industries at Thalassery on 17th June 2022
2. To conduct a workshop by Hedge equities in the month of August.
3. To conduct creative hours for to students on every 4th Friday.
4. By considering the request from the students it is decided to conduct a practical session on stock market in lead win series.
5. Decided to inform affiliated University Board of studies the suggestion of the students by email.
6. To continue the academic sharing by the faculties of the department in the department meeting.

The meeting came to an end by 3.45pm

Minutes Compiled By: Ms. Jancy M Scaria



Minutes Passed By: Ms. Gigi George (HOD)



Fr. Dr. Joby M Abraham
PRINCIPAL
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Don Bosco College, Mampetta
Department of Management

Meeting Minutes

2022-2023

Date: 07/06/2022

Time: 2:30 pm

Venue: Principal office

Attendees:

1. Fr. Dr. Joby M Abraham *J. Abraham*
2. Ms. Gigi George *Gigi*
3. Ms. Shyma chandrasekharan *Shyma*
4. Ms. Jancy. M Scaria *Jancy*
5. Ms. Aiswarya Roy *Aiswarya*

Agenda:

1. Academic year planning
2. Stake holder's Feedback and actions to be taken

The second meeting of Department of Management was held on 7th June 2022 at 2:30pm in in the principal office. The meeting started with a silent prayer. Ms.Gigi George, Head of the Department explained the details of the decisions taken in the department meeting held on 6th June 2022. The proposed activities of the department were approved by the Principal, Fr. Joby M Abraham.

The principal asked to submit an action plan for the academic year 2022-2023 with tentative dates. After the discussion the following decisions were taken.

1. By considering the request of the students, it was decided to conduct a field trip for the BBA students in connection with World Tourism Day on 27th September 2022.
2. To conduct a management conference in collaboration with MBA institution.
3. To conduct study tour for 6th semester students on December 2022
4. To conduct an inter college management fest in association with PG Department of Commerce

Meeting came to an end by 3.15pm.

Minutes Prepared By: Ms. Jancy M Scaria

Jancy

Minutes Passed By: Ms. Gigi George (HOD)

Gigi

Joby



Fr. Dr. Joby M Abraham
PRINCIPAL
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