

**Don Bosco College, Mampetta**  
**Department of Computer Applications**  
**Meeting Minutes**  
**2018-2019**

Date: 22/10/2018

Time: 3:30 PM

Venue: Staff Room

**Attendees:**

Prejisha Chandran



Geena Varghese



Swathy Mohan



Anuprabha V



**Agenda:**

- Evaluation of Students Internal and University Mark
- Feedback and actions to be taken

The department meeting was held on 22nd October 2018 in the staff room. The meeting started with a silent prayer. Mrs. Prejisha Chandran, the head of the department, welcomed all the members to the meeting.

The meeting discussed about the student's Internal mark and University exam results. It is decided to give remedial teaching for the weak students to improve their studies. During the discussion Mrs. Geena Varghese said that there is a suggestion came from the students that they are not much familiar with the basic knowledge in Office Automation Tools. It is decided to introduce an add-on course titled 'Office Automation' from the next month onwards.

The meeting came to its conclusion at 4 pm with the vote of thanks of Ms. Anuprabha V



Minutes prepared By: Ms. Swathy Mohan



Minutes passed By: Ms. Prejisha Chandran



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



**Don Bosco College, Mampetta**  
**Department of Computer Applications**  
**Meeting Minutes**  
**2018-2019**

Date: 07/11/2018

Time: 3:30 PM

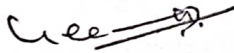
Venue: Staff Room

Attendees:

Prejisha Chandran



Geena Varghese



Swathy Mohan



Anuprabha V



Agenda:

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

The department meeting was held on 07th November 2018 in the staff room. The meeting started with a silent prayer. Mrs.Prejisha Chandran, the head of the department, welcomed all the members to the meeting.

The meeting discussed about the knowledge of students in the latest technologies. The teachers opined that the students have not much knowledge about the technologies and it is decided to give Guest Lectures for students by the industry experts.

There is also a suggestion came from the students that to provide ICT based student centric system. Teachers also opined that it was necessary for BCA students for enriching their learning capacity .Based on the discussion it was decided to introduce ICT based student centric system through various online methods.

The meeting came to its conclusion at 4.10 pm with the vote of thanks of Ms. Swathy Mohan.



Minutes prepared By: Ms. Swathy Mohan



Minutes passed By: Ms. Prejisha Chandran



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**Don Bosco College, Mampetta**  
**Department of Computer Applications**  
**Meeting Minutes**  
**2019-2020**

Date: 30/08/2019

Time: 3:30 PM

Venue: Staff Room

Attendees:

Prejisha Chandran



Geena Varghese



Swathy Mohan



Anuprabha V



Agenda:

- Stake holder's Feedback and actions to be taken

The department meeting was held on 30th August 2019 in the staff room. The meeting started with a silent prayer. Mrs.Prejisha Chandran, the head of the department, welcomed all the members to the meeting.

During the meeting Mrs.Prejisha Chandran said that students have an opinion that they want more hours for practical. The meeting further discussed about it and it is decided to give more lab hours and also students can use lab after their class hours.

The meeting further discussed about the self-study beyond curriculum. Teachers opined that most of the students are not serious about their studies it was necessary to study beyond their syllabus and It was decided to conduct a seminar presentation to educate students about importance of studies.

During the meeting HoD advice teachers to use more advanced technology to enhance teaching and learning experience also suggest to familiar new technologies to students.

The meeting came to its conclusion at 4 pm with the vote of thanks of Ms. Swathy Mohan.

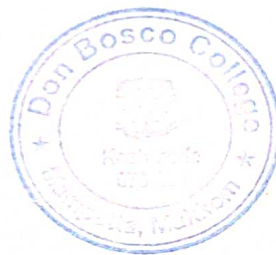


Minutes prepared By: Ms. Swathy Mohan



Minutes passed By: Ms. Prejisha Chandran

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**Don Bosco College, Mampetta**  
**Department of Computer Applications**

**Meeting Minutes**

**2019-2020**

Date: 06/01/2020

Time: 3:30 PM

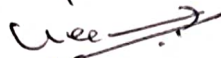
Venue: Staff Room

**Attendees:**

Prejisha Chandran



Geena Varghese



Swathy Mohan



Anuprabha V



**Agenda:**

- Evaluation of Add on Course
- Stake holder's Feedback and actions to be taken

The department meeting was held on 06th January 2020 in the staff room. The meeting started with a silent prayer. Mrs.Prejisha Chandran, the head of the department, welcomed all the members to the meeting.

The meeting further discussed about the status and respond of students about the add on courses. Teachers opined that it was very helpful for the students and the students are responding very positively.

During the meeting Mrs.Prejisha Chandran said that students have an opinion that they required time to prepare for aptitude tests of various companies. Based on the discussion it was decided to conduct mock aptitude tests.


The meeting came to its conclusion at 4 pm with the vote of thanks of Mrs. Geena Varghese



Minutes prepared By: Ms. Swathy Mohan



Minutes passed By: Ms. Prejisha Chandran



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**Don Bosco College, Mampetta**  
**Department of Computer Applications**  
**Meeting Minutes**  
**2020-2021**

Date: 07/10/2020

Time: 7.00 PM

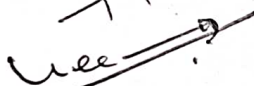
Venue: Google Meet

Attendees:

Prejisha Chandran



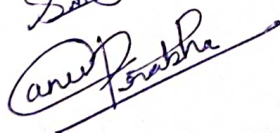
Geena Varghese



Swathy Mohan



Anuprabha V



Agenda:

- Evaluation of Online Class
- Stake holder's Feedback and actions to be taken

The department meeting was held on 07th October 2020 through Google Meet. The meeting started with a silent prayer. Mrs. Prejisha Chandran, the head of the department, welcomed all the members to the meeting.

HoD enquired about the Online classes and teachers respond that some students were not able to attend online classes because of the range issues. Mrs. Anuprabha told that there is a complaint from the students that they are not able to grasp complex papers such as mathematics through online classes. It was decided to give recorded video tutorial for the complex papers.

The meeting came to its conclusion at 4 pm with the vote of thanks of Mrs. Geena Varghese



Minutes prepared By: Ms. Swathy Mohan

  
Rev. Dr. Gibi Jose sdb  
Principal  
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Minutes passed By: Ms. Prejisha Chandran



**Don Bosco College, Mampetta**  
**Department of Computer Applications**

**Meeting Minutes**

**2020-2021**

Date: 015/09/2020

Time: 7.30 PM

Venue: Google Meet

Attendees:

Prejisha Chandran



Geena Varghese



Swathy Mohan



Anuprabha V



Agenda:

- Stake holder's Feedback and actions to be taken

The department meeting was held on 15th September 2020 through Google Meet. The meeting started with a silent prayer. Mrs. Prejisha Chandran, the head of the department, welcomed all the members to the meeting.

HoD Discussed about the classes and all the members responded positively. The teachers suggested that it will be good to conduct orientation seminars via online about Career Guidance, Information about higher studies. It was decided to take online career guidance sessions for the same.

The meeting came to its conclusion at 4 pm with the vote of thanks of Mrs. Swathy Mohan

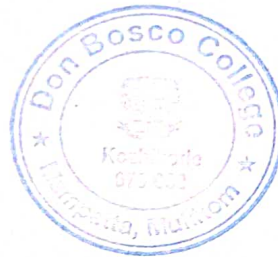


Minutes prepared By: Ms. Swathy Mohan



Minutes passed By: Ms. Prejisha Chandran

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**Don Bosco College, Mampetta**  
**Department of Computer Applications**

**Meeting Minutes**

**2021-2022**

Date: 10/12/2021

Time: 3.30 PM

Venue: Staff Room

Attendees:

Geena Varghese

Swathy Mohan

Anuprabha V

Fr. Joby

*Geena Varghese*  
*Swathy Mohan*  
*Anuprabha V*

Agenda:

- Stake holder's Feedback and actions to be taken

The department meeting was held on 15th September 2021 through Google Meet. The meeting started with a silent prayer. Mrs. Geena Varghese, the head of the department, welcomed all the members to the meeting.

The meeting discussed about the classes and all the members responded positively. Mrs. Swathy Mohan said that there is a suggestion came from the students that they required mobile phones for demonstrating real time applications in class. It was decided to allow students to access the mobile phones with the permission of concerned teachers.

There is also a suggestion came from the meeting that it is necessary to have the vocational training and it was decided to do internship with software companies.

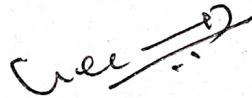
The meeting came to its conclusion at 4 pm with the vote of thanks of Mrs. Anuprabha V



Minutes prepared By: Ms. Swathy Mohan



Rev. Dr. Thomas K. O.  
Principal  
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Minutes passed By: Ms. Geena Varghese



**Don Bosco College, Mampetta**  
**Department of Computer Applications**  
**Meeting Minutes**  
**2021-2022**

Date: 23/10/2021

Time: 3.30 PM

Venue: First Year BCA Classroom

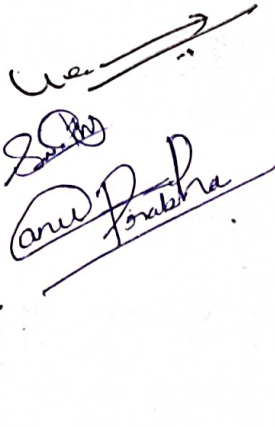
Attendees:

Geena Varghese

Swathy Mohan

Anuprabha V

Fr. Joby



Agenda:

- Discussed about computer Lab
- Stake holder's Feedback and actions to be taken

The department meeting was held on 23<sup>rd</sup> October 2021 from First year BCA Classroom. The meeting started with a silent prayer. Mrs. Geena Varghese, the head of the department, welcomed all the members to the meeting.

The meeting discussed about the computer lab. Teachers suggested that it will be good if the computer lab have few more computers. Mrs. Anuprabha V also told that students are opined that they have not enough computers to do the lab work. After the discussion it was decided to purchase new computers.

The meeting came to its conclusion at 4 pm with the vote of thanks of Ms. Swathy Mohan.



Minutes prepared By: Ms. Swathy Mohan



Minutes passed By: Ms. Geena Varghese



Rev. Dr. Thomas K. O.  
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**Don Bosco College, Mampetta**  
**Department of Computer Applications**

**Meeting Minutes**

**2022-2023**

**Date: 02/08/2022**

**Time: 3:30 PM**

**Venue: Staff Room**

**Attendees:**


Geena Varghese



Swathy Mohan



Anuprabha V



Fr. Joby



**Agenda:**

- Feedback and actions to be taken
- Creative Hour

The department meeting was held on 02<sup>nd</sup> August 2022 in the staff room. The meeting started with a silent prayer. Mrs. Geena Varghese, the head of the department, welcomed all the members to the meeting.

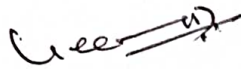
The meeting further discussed the creative hour programs and the members responded that the students are doing innovative programs. The meeting also discussed that the students have an opinion that they are not aware of the real-world applications and it was decided to have more

field visits for students. There is also another suggestion came from the students that they have very lack knowledge about working environment in IT sector and it was decided to organize a seminar by the Alumnus to know about the working experience in the IT field .


The meeting came to its conclusion at 4 pm with the vote of thanks of Ms. Anuprabha V



Minutes prepared By: Ms. Swathy Mohan



Minutes passed By: Ms. Geena Varghese



Fr. Dr. Joby M Abraham  
PRINCIPAL  
Don Bosco College  
Mampetta, Mukkam, Kozhikode  
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**Don Bosco College, Mampetta**  
**Department of Computer Applications**  
**Meeting Minutes**  
**2022-2023**

Date: 20/09/2022

Time: 3:30 PM

Venue: Staff Room

**Attendees:**

Geena Varghese



Swathy Mohan



Anuprabha V



Fr. Joby



**Agenda:**

- Stake holder's Feedback and actions to be taken
- Placement Drive

The department meeting was held on 20<sup>th</sup> September 2022 in the staff room. The meeting started with a silent prayer. Mrs. Geena Varghese, the head of the department, welcomed all the members to the meeting.

The meeting discussed about giving placement drive for the final year students there is also a suggestion came from the meeting that the parents also have an opinion that it is necessary to give more placement drives for the students and it is decided to conduct placement drive from the different companies. Also, there is a suggestion came from the students that to available free wifi for students in the campus after the discussion it was decided to made wifi available free for students.

The meeting came to its conclusion at 4 pm with the vote of thanks of Ms. Anuprabha V



Minutes prepared By: Ms. Swathy Mohan



Minutes passed By: Ms. Geena Varghese



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