

# Don Bosco College, Mampetta

## Department of English

### Meeting Minutes

2018-2019

Date: 12/09/2018

Time: 3:30 PM

Venue: Staff Room

**Attendees:**

Shaji P.D

Abila K.

Aneera T.P

Joicy Varghees

**Agenda:**

- Evaluation of activities in the month of June.
- Stake holder's feedback and actions to be taken

The Department meeting was held on 12th September 2018 in the staff room. All the members were present during the meeting, which commenced with a silent prayer. Mr. Shaji P.D, the head of the department, welcomed all the members to the meeting. During the meeting, Ms. Aneera T.P reported that the creative hour was effectively utilized by the students. Additionally, she highlighted the grand success of the essay writing competition held in the previous month. The program was notably recognised for its active and enthusiastic participation. A decision was reached during the meeting to organise similar programs in the coming month, aimed at enhancing the overall development and creativity of the students.

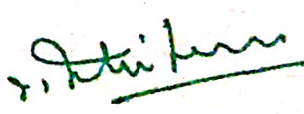
During the discussion, Ms. Abila K M highlighted the concern that students lack communication skills in English language. The meeting reached a decision to introduce an add-on course titled 'English for Competence' aimed at enhancing student's language skills. Mr. Shaji P D recommended providing workshops and training sessions for professional development to teachers. The meeting agreed and decided to request the IQAC to organise regular workshops, training sessions, and provide access to resources that would enhance their teaching skills.

The meeting came to its conclusion at 4 pm with the vote of thanks of Ms. Abila K.M.

Minutes Compiled by: NIMISHA GEORGE 

Minutes Passed by: Shaji P D (HOD)



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

# Don Bosco College, Mampetta

## Department of English

### Meeting Minutes

2018-2019

**Date:** 18/01/2019

**Time:** 3:30 PM

**Venue:** Staff Room

**Attendees:**

Shaji P.D

Abila K.

Aneera T.P

Joicy Varghees

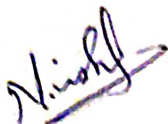
**Agenda:**


- Stake holder's feedback and actions to be taken

The Department meeting was held on 12th September 2018 in the staff room. All the members were present during the meeting, which commenced with a silent prayer. Mr. Shaji P.D, the head of the department, welcomed all the members to the meeting.

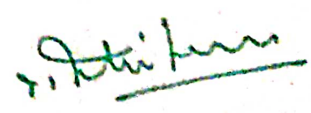
The suggestion from the employer regarding the high unemployment ratio was given serious consideration during the discussion. The Department of English decided to propose to the management to introduce skill-oriented UG and PG courses to meet contemporary job market demands.

The meeting concluded on a positive note, and further steps will be taken to ensure the successful implementation of the planned programs. The meeting ended with a vote of thanks by Ms. Abila K.M.

Minutes Compiled by: NIMISHA GEORGE 

Minutes Passed by: Shaji P D (HOD) 





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



# Don Bosco College, Mampetta

## Department of English

### Meeting Minutes

2019-2020

**Date:** 11/10/2019

**Time:** 3:30 PM

**Venue:** AV Hall

**Attendees:**

Shaji P.D

Abila K.

Aneera T.P

Joicy Varghees

Anumol Ritto

**Agenda:**

- To plan Department Inauguration
- Stake holder's feedback and actions to be taken

The Department meeting was convened on 11th October 2019 in the AV Hall. All members were present for the meeting, which commenced with a moment of silent prayer. Mr. Shaji P.D, the Head of the Department, extended a warm welcome to all the attendees. The HOD suggested to conduct the English Department inauguration in October, possibly on last week. It is decided to organize the department inauguration in small scale.

Ms. Joicy Varghese, during the meeting, brought to the forefront the concern regarding the lack of interest among students in participating in creative works. The matter was taken with utmost seriousness, leading to a decision within the department. It was unanimously agreed that a

handwritten magazine would be published to cultivate creativity among the students. This publication aims to encourage their involvement in creative endeavors.

Furthermore, the meeting addressed the concerns raised by parents regarding the student's limited awareness of current events and worldly affairs. To address this issue, the department decided to implement a morning newspaper reading activity within the classrooms. This initiative will ensure that students stay informed about the happenings around the world.

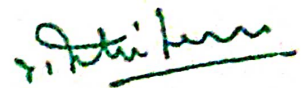
Additionally, the meeting acknowledged the student's request for career orientation related to literature. This request was regarded seriously, and a decision was made to organise workshops focusing on career opportunities in the field of English literature. These workshops aim to provide valuable insights and guidance to students concerning their potential career paths.

The meeting concluded on a positive note, and steps will be taken promptly to execute the decisions made and enhance the overall academic experience for the students.

Minutes Compiled by: Abila K M (Secretary)



Minutes Passed by: Shaji P D (HOD)



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

# Don Bosco College, Mampetta

## Department of English

### Meeting Minutes

2020-2021

**Date:** 10/08/2020

**Time:** 1:00 -1:30 PM

**Venue:** BA 2<sup>nd</sup> Year

#### Attendees:

Shaji P.D

Abila K.

Ancera T.P

Fr. James

Liya Susan

Shini V.M

#### Agenda:

- To discuss and to plan various department activities.
- Analyze Stakeholder's feedback and actions to be taken

The Department meeting was formally convened on 10/08/2020 held in BA Second year classroom. The meeting was attended by all members, ensuring a comprehensive representation of the department. Mr. Shaji P.D, Head of the Department, extended a cordial and formal welcome to all attendees. Then, the gathering evaluated the department activities of the previous month and appreciated the excellent participation of students. Then the gathering discussed and



planned few department activities such as, essay writing, photography competition, etc... for the academic year 2020-21.

During the meeting, significant attention was given to the concerns voiced by students regarding the perceived inactivity of departmental activities. Recognizing the gravity of this matter, the department swiftly took proactive steps to address it. Consequently, an online creative hour was conducted to reinvigorate the engagement and enthusiasm of the students.

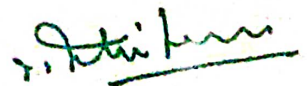
Furthermore, concerns expressed by both students and parents concerning the lack of awareness regarding specialization in journalism were deliberated upon with utmost seriousness. It was collectively agreed that such concerns warranted immediate action. To bridge this knowledge gap and shed light on the promising future prospects of journalism, the department resolved to organize a webinar focusing on journalism careers and opportunities. This initiative is aimed at enlightening students about the futuristic potential within the domain of journalism.

The meeting concluded on a positive note, with a commitment to follow through on these important actions and further enhance the academic experience for all involved.

Minutes Compiled by: Abila K M (Secretary)



Minutes Passed by: Shaji P D (HOD)



Rev. Dr. Gibi J. A. sub  
Principal  
Don Bosco College  
Mampetta, Makkal  
Pin - 671 112



# Don Bosco College, Mampetta

## Department of English

### Meeting Minutes

2021-2022

Date: 28/07/2021

Time: 1:00PM -1:30 PM

Venue: Staff Room

#### Attendees:

1. Shaji P.D.
2. Abila K.
3. Aneera T.P
4. Fr. James
5. Liya Sussan

#### Agenda:

1. Evaluation of Fourth semester university results of 2018-21 batch.
2. To discuss and to find the possible solutions for the few concerns raised by the students and parents.

The Department meeting was formally convened on the 28th of July 2021, held in the designated staff room. The meeting was attended by all members, ensuring a comprehensive representation of the department. The meeting started with a silent prayer. HOD, Mr. Shaji P D welcomed the gathering. Then the HOD appreciated the department for the excellent guidance for the final year project work. And also appreciated the good result of fourth semester BA 2018-19 batch.

During the meeting, Ms. Liya Susan raised a crucial concern on behalf of the students to permit the use of mobile phones on campus for assignments and work-related activities. The attendees engaged in a thorough discussion and ultimately reached a decision to allow mobile phone usage with prior approval from respective teachers.

Following this, the discussion shifted to the feedback provided by employers highlighting the students' low employability rate. The participants acknowledged the gravity of the situation and unanimously agreed to conduct workshops. These workshops aim to equip students with the necessary skills required in the current job market.

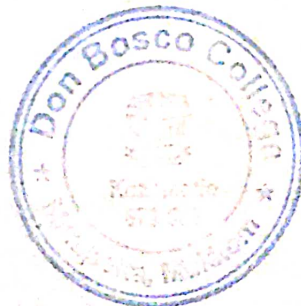
In line with the employer feedback, the need to update the curriculum to align with present job demands was also discussed. The unanimous decision was made to revamp the curriculum at the University of Calicut, ensuring it meets the evolving demands of the job market.

The meeting concluded with a clear directive to enhance student employability and better prepare them for a competitive professional environment.

Minutes Compiled by: Abila K M (Secretary)



Minutes Passed by: Shaji P D (HOD)



Thomas K O

Rev. Dr. Thomas K. O.  
Principal  
Don Bosco College  
Mampetta, Makkam, Kozhikode  
Pin - 673 602

# Don Bosco College, Mampetta

## Department of English

### Meeting Minutes

2022-2023

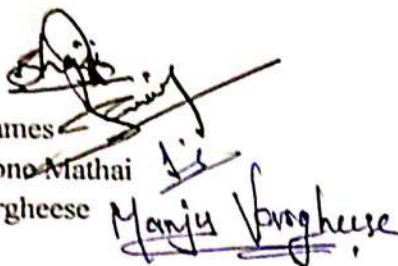
Date: 08/06/2022

Time: 10:00-10:30 am

Venue: BA 2<sup>nd</sup> Year

#### Attendees:

1. Shaji PD
2. Rev. Fr. James
3. Liya Susson Mathai
4. Manju Vargheese



#### Agenda:

1. Planning for the academic year 2022-23
2. Analyse stakeholder's feedback and actions to be taken

The department meeting was held on 8<sup>th</sup> June 2022, in the BA first year classroom. The meeting started with a silent prayer. HOD, Mr. Shaji P D, welcomed the gathering. As per the agenda, the gathering discussed about the planning for the academic year 2022-23. According to the faculty discussed, it is planned to conduct at least one literary related activity in every month with the participation and leadership of the English department students.




During the meeting Ms. Manju Vargheese raised a concern on behalf of the students, that the lack of interactive knowledge about mass media. In response to this the department decided to conduct online sessions related to the research areas of journalism. This would allow the students to interact with the subject matter and gain a deeper understanding of it.

Following this, Ms. Liya Sussone, pointed out that there was a lack of reading habit and library usage among the students. To address this issue, the department decided to make books and articles more accessible both offline and online. It is decided also to introduce career opportunities in library science, which would encourage students to use the library more frequently.

Overall, the meeting was productive, and the department was able to come up with actionable solutions to the problems that were identified. The meeting concluded on a positive note by 10:30 AM.

Minutes Compiled By: Ms. Liya Sussone Mathai



Minutes Passed by: Shaji P D (HOD)



Fr. Dr. Joby M Abraham  
PRINCIPAL  
Don Bosco College  
Mampetta, Muzham, Kozhikode  
Pin - 673 602

# Don Bosco College, Mampetta

## Department of English

### Meeting Minutes

2022-2023

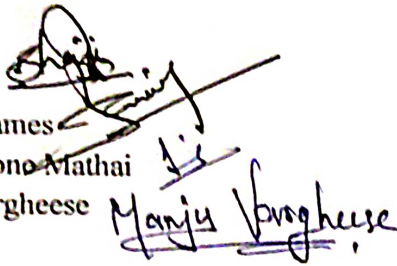
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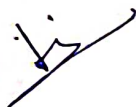
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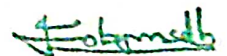
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Minutes Compiled By: Ms. Liya Sussone Mathai



Minutes Passed by: Shaji P D (HOD)



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