

in phone number shall be reported.

- Teachers should be vigilant while having conversation student since election have come. Any sort of supporting student in election will not be entertained.
- August 15 shall be regular class for election arrangement.
- Vacation salary will be given soon.
- Association, club will be active after election and seminar shall be conducted by other people or external person. and for them TA DA will be given.

Anand Babu PK ~~ms~~

Anil Kumar K ~~ms~~

Harikrishnan DS ~~ms~~

Ratisha A ~~ms~~

Padmaja C ~~ms~~

Sneenath C ~~ms~~

13-09-2018

Thursday

9:00 am





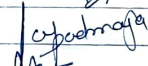

- Department meeting was held in presence of hod.
- Club activity to be conducted soon, therefore there shall be meeting for teachers.
- Student should inform tutor about activity the student are going to participate and teachers should register it in a ledger provided by principal.
- fee defaulters should be informed to their parents about their pending fee due. and it was informed that after 19-09-2018; student shall not be allowed to sit inside the class due to their pending fees.
- Anti ragging cell will take necessary action against ragging.
- Students without bag and books shall not be allowed to attend class, they shall have to return home and concerned teacher shall inform the parent about the matter.

answer key shall be given to students
so that they can be aware of marking
scheme of valuation.

19-11-18

Monday

9:00 am

Anand Babu PK 
Anil kumar K 
Haukrishnan DS 
Rabisha A 
Padmaja. C 
Sreenath C 

- Department meeting was held in the morning with an agenda of model exam of S3 and Remedial class.
- Previous meeting agenda was successfully done by the faculty concerned with help of head of the department.
- The current meeting agenda ~~was~~ ~~is~~ model exam for S3, commencement date for even Sem S6, S4, ~~will~~ on 29-11-18. and ~~S2~~ begins on 26-11-18. There shall be remedial class S3 failures.
- Model exam to be held on 21-11-18, ~~22-11-18~~, 24-11-18, 26-11-18, 27-11-18, 28-11-18.
- Teachers diary to be duly signed by the hod. if not complete others need to complete it.

Department activity plan for the even semester. cuu as follows:-

- Absentees to be called to their parents.
- A call log book to be maintained as part of proof.
- Regular Absentees or candidate falling under condonation should be informed to their parents via registered mail.
- Late coming student to be warned and if necessary shall be taken to the hod.
- House wise skipping student / bunking the class shall be taken necessary action according to the severity.
- module wise test shall be conducted by giving question paper with an answer key.
- All assignment shall be given in their class notes, so that student don't lose their paper and topics given.
- There shall be exam oriented approach class, that should student to be made aware of how to write exam

and score well in University exam a class shall be conducted by our academic director in Seminar hall on coming week.

5th Sem Computer Science Remedial class.

Date	Subject	Teacher	Time
21/11/18	Fundamental of digital electronics	Rabisha.A	9:30-12:30
	Basic Numerical skill	Anods Babu Pk	1:30-3:30
22/11/18	Visual programming using VB.net	Anilkumar.k	9:30-12:30
	Basic Numerical skill	Hari.k	1:30-3:30
30/11/18	Electronics	Sreenath.c	3:30-4:30
1/12/18	Fundamental of digital electronics	Rabisha.A	9:30-4:30
3/12/18	General Informatics	Hari.k	3:30-4:30
4/12/18	mathematics	Abdul Basheer	3:30-4:30
5/12/18	mathematics	Abdul Basheer	3:30-4:30

17-01-2019
Friday
1:30 pm

Ancoos Babu Pk		Amo
Anil kumar K		A
Hanikrishnan DS		Habin
Rabisha A		Rishu
Padmaja C		of padmaja
Sreenath C		S

- Department meeting was held in the afternoon with an agenda of working with action plan submitted before principal, academic director and PTA meeting of CS S4 students.
- The previous agenda is being used by every faculty member for producing excellent result in coming result. Semester.
- The current meeting agenda was to check or evaluate ~~the~~ - how the action plan is being used and how to obtain a 100% pass with an outstanding grade.
- Hod enquired about portion completion of each faculty and tutor and as well as previous year question to be given after the module completion of each module.

- Modules are completed as prescribed in the action plan as well as module wise test has been conducted after completion of
- Assignment are to be given if not yet given for students
- Teachers diary are to be filled and odd semester teacher diary to be filled with internal marks.
- Planning to conduct a career oriented Aptitude test. ~~on 17/01/19~~
- Attendance or monthly wise attendance to be filled and condonation falling students parents are to be informed and a registered letter will be send to the parents
- Attendance book are not to be given to students.
- Question paper of University exam are to be given to the Smitika miss and a copy to be filed in the Department.
- First review of project to be completed by monday.
- S4 CS PTA meeting to be held on 18-1-19 2:30 pm.
- 7th Semester env camp are to held on

18-01-2019.

Sixth Semester Student are ~~being~~ going for doing their project completion for five days.

22-1-2019
Tuesday
9:00 am

Anods Babu P.k	Jim
Anilkumar K	K
Harikrishnan DS	Holsan
Rabisha A	Rabish
Padmaja C	upadma
Sreenath C	K

- Department meeting was held in the morning with an agenda of various department work.
- The previous agenda is being executed successfully by every faculty for producing excellent
- The valuation camp on 18-1-2019 was attended by faculty
- The on duty on Thursday, Wednesday, Tuesday, Friday was informed to the hod.
- Student claim should be duly signed by principal.
- Tutors are instructed to write in the attendance book if class are winded up

→ Portion completion due to be done on time, verification will be done by concerned authority.

→ Decided to Conducted Students orientation Programme on 24 June/2019 on the topic "Foundation for future Success".

19-6-19
Wednesday
9:00 am

Amos Babu Pk	Am
Anil Kumari K	A
Hanikrishnan DS	H
Misma Saleem	M
Padmaja C	P
Sreenath C	S

- Department meeting was held in the morning with an agenda of department duties.
- Previous year agenda is ^{being} strictly followed
- Toppers list to be given to the principal
- Teachers should be present on time to their concerned class
- Final year class will begin from today
- As informed before during previous year students of first year will be given or distributed with textbooks
- The medium of instruction should be English during class hour.

- On 24th June 2019 first-year class begins. ~~the~~ on the concerned day teachers of concerned class should give an awareness of various things such as fees, subjects or papers taken during the semester, usage of bike, tag and uniform, late comers

- merit admission should contain admit card compulsorily and challan is not required.

- Teachers diary to be filled

- Hod's will be provided with a separate register; which contain the details of students

- Decided to conduct a Bridge session on 26/June/2019 for 1st year students on the topic "Initiating your Computer Science Journey".

→ Decided to conduct a students orientation programme on 25/June/2019 on the topic "First Step to Degree Excellence".

27-6-19

Thursday

4:00 pm

Anoos Babu PK

Anil Kumar K

Hauikrishnan DS

Padmaja.c

Misma Saleem

Greenath.c

~~Jan~~

A.

Hauikrishnan

Padmaja

~~Greenath~~

c

→ Department meeting was held in the evening with an agenda of department activity and duty verification.

→ Previous year agenda being strictly followed

→ Hod verified the portion completion of each teachers

→ 55 ~~BS~~ student are left on 28-06-19 for select doing project

→ Lab exam meeting is scheduled on 8-7-19

→ 8~~4~~cs lab exam is scheduled on 10-7-19 with internal examiner as Mohamed Riyas sir.