

Date: 31/08/23
 Time: 4.00 pm
 Venue: Business Administration Department
 Agenda: Orientation Programme for IBBA (2023-24 batch)

Department meeting was called to discuss about the orientation programme for IBBA Students (2023-24 batch).





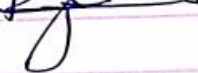
Planning and scheduling regarding the different events was finalised.

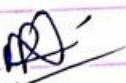
Decided about the cultural activity and to conduct different management for the facilitating them to adjust to the new environment.

Date for conducting orientation programme on 02/09/23 Saturday.

Details of Faculty members Present:

Mrs. Nanda Rai
 Mrs. Avitha correa
 Mr. Poraveen Mogaveera
 Mr. Hareesha B.
 Mr. Rajath Bangera


 H.O.D

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Date : 29/09/23

Time : 3.45 pm

Venue : Business Administration Department .

Agenda : Department activities .

Department meeting was called to discuss about the upcoming departmental activities and initiatives.

Faculty members of the department suggested about the two different programmes


- ① Vibrant start-up with 100
- ② Effective use of digital tools.

Both the programmes were approved in the meeting and action plan for the programmes was also finalized.

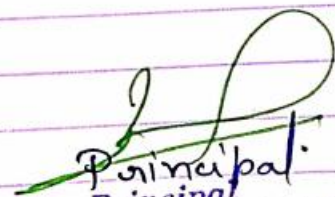
It was decided that vibrant start-up with 100 will be conducted in the month of October involving all the BBA students and Effective use of digital tool will be conducted in the month of November.

Details of Faculty members Present

Mrs. Nanda Sai
 Mr. Haseesha B
 Mrs. Avitha correa
 Mr. Parveen Mogaveera
 Mr. Rajath Bangera.


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Date: 04/12/2023

Time: 3.45 pm.

Venue: Business Administration Department

Agenda: Industrial Tour and semester review

To plan & organise an educational industrial tour to Madikeri for BBA students a department meeting was held.

It was decided to organise a tour in the third week of December, 2023 with the intention to provide hands-on experience and exposure to coffee, tea & spice plantation, along with local industries.

Planning regarding logistics, budget, role and responsibilities were made in the meeting.

It was finalised that all the students of final BBA & selected & interested students of II BBA will be allowed to be a part of the tour.

As it was the last meeting of the semester review as made about the different activities of the department.

Details of faculty members present

Mrs. Nanda Bai

Mr. Hareesh B

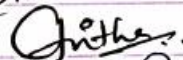
Mrs. Avithra Correa

Mr. Praveen Mogaveera

Mr. Rajath Bangera






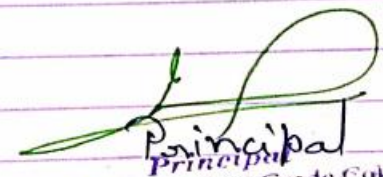







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Date: 01-03-2024

Time: 3:45 pm.

Venue: Business Administration department

Agenda: Plan of action about even semester.

A department meeting was conducted to plan about the different activities to be organised from the department during the semester.

- ① It was decided to concentrate on new admission process for the academic year 2024-25.
- ② "Novation" management fest was the big event of the semester. Planning & scheduling about the Management fest was made in the meeting.
- ③ Review of the activities taken up in the previous semester was made.
- ④ Discuss about the different departmental work and preparation & maintenance of different files and registers at the department level was finalised, and work was distributed among the faculty members.

Details of faculty members present

Mrs. Nanda Rai
 Mr. Haaresha D
 Mrs. Avitha correa
 Mr. Praveen Mogaveera
 Mr. Rajath Bangera

AD

(H.D.)

Chithe.

P. J. H.

AD
 H.O.D.

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Date : 05-06-2024

Time : 3.45 pm

Venue : Business Administration Department

Agenda : Year end meeting

A review meeting was called for the faculty members of the department.

Discussion was made regarding

- 1) Different activities or programmes organised by the department and its pros and cons and what steps could be taken in future for its betterment.
- 2) Discipline issues of the students and what corrective steps need to be taken in the next academic year.
- 3) Completion of pending department work.
- 4) Activities to be undertaken in the next academic year.

Conclusion:

This academic year was filled with ups and downs and all the plans which were made in the beginning of the academic year were tried to complete.

Details of faculties present

Mrs. Nanda Rai

Mr. Havtesha B

Mrs. Avitha coursea

Mr. Praveen Mogaveera

Mr. Rajath Bangera

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H.O.D

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DEPARTMENT MEETING

Date : 01-09-2023

Time : 3:55 pm

Venue : English Department.

Agenda :

1. Department Document Management.
2. Organizing Extension Activities
3. Attendance Register Maintenance
3. Work Diary
4. Distribution of work.
5. To include moral values while teaching.
6. On time to class.
7. Encourage students to write articles.

Members Present :

Mrs. Deepika G. , HOD

Ms. Monica Dsouza, Asst. Professor

Mr. Stalin D. Dsouza, Asst. Professor

Ms. Ravina C. Poojary, Asst. Professor

- ~~Acce~~
- ~~MS~~
- ~~Stalin~~
- ~~RP~~

Resolution :

The HOD, discussed with the department staff regarding lively involvement for the academic year 2023-24. Emphasis was given on conducting classes in interesting ways, including values and ethics. Detailed explanation about document management of the department was given. Stress was laid on organizing extension activities for student welfare. The staff were also reminded to submit the given work on time, and maintain the attendance.

register and work diary in an orderly way. Staff were informed to encourage students to write articles for Shikara, Dhvani and Digi Campus. Faculty members were instructed to go to class on time. The meeting ended at 4:45 p.m.

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- Members Present:
- Mrs. Preethi (HOD)
- Ms. Manasa (Asst. Professor)
- Mr. Stalin D. (Asst. Professor)
- Ms. Renuka (Asst. Professor)

Resolution:

The HOD discussed with the staff regarding lively involvement of students in various activities and projects. The staff members were instructed to go to class on time and to encourage students to write articles for Shikara, Dhvani and Digi Campus. The meeting ended at 4:45 p.m.

DEPARTMENT MEETING

Date : 22-02-2024

Time : 2:00 pm

Venue : Department of English

Agenda :

1. Department Document Management.
2. Organizing Extension Activities.
3. Department Programms.
4. Inflibnet
5. Lesson Plans
6. Syllabus Completion
7. Workshop.

Members Present :

Mrs. Deepika G, HOD
Mr. Stalin D Dsouza, Asst. Professor.
Ms. Ravina C. Poojary, Asst. Professor.

~~Stalin~~
Stalin

Resolution :

The HOD, discussed with the department staff regarding updation of lesson plan and Department files. Emphasis was laid on conducting department Programms and completing syllabus on time. The staff were also reminded to plan for English Day Celebration on April 23 and workshop at the earliest. Staff were informed to make use of Inflibnet for additional information relating to the syllabus and also to prepare for extension activity at the earliest. It was also discussed that In Collaboration with External

organization, Social Service Programms
can be planned. The meeting ended
at 3:30 p.m.

~~Head~~

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1. Department Document
2. Organizing Extension Activities
3. Department Programms
4. Budget
5. Lesson Plans
6. syllabus (completion)
7. Workshop

~~Head~~

Members Present:
Mrs. Parvika (H.O.D.)
Mr. Stalin D. Dhanu (Asst. Professor)
Ms. Parvati C. Parvati (Asst. Professor)

Resolution:
The HOD, concerned with the
staff regarding operation of
and department files folders
on conducting department
completing syllabus on time the staff
also reminded to plan for
contribution on April 23 and
the correct staff were informed
more use of budget

DEPARTMENT MEETING

Date : 03-04-2024

Time : 3:45 p.m

Venue : English Department

Agenda :

1. Department Document Management.
2. Completion of Syllabus
3. Providing Notes
4. Question paper submission on time & upload on department hard disk.
5. Informed to assign assignment.

Members Present :

Mrs. Deepika G, HOD.

Mr. Stalin D D'souza, Asst. Professor.

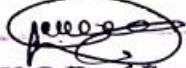
Ms. Ravina C Poojary, Asst. Professor.

Mrs. Swathi G Rao, Asst. Professor.


- ~~Deepika~~
- Stalin
- RP
- dt

Resolution :

The HOD, discussed document management with department staff, emphasizing timely syllabus completion, prompt provision of notes to the students and timely submission of question papers and uploading soft copies in the department hard disk. Additionally, informed the staff to assign assignments to students and explained document management procedures for department files and registers.


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DEPARTMENT MEETING

Date : 05-08-2024

Time : 11:00 am

venue : Department of English,

Agenda :

1. Work load Distribution.
2. Discussion about New Syllabus.
3. Internal Assessment Criteria for I year.
4. University stresses on Activity based Education.
5. Department Document management.
6. On time Completion of work.
7. Discussion on new Ideas for creative teaching and department programme.
8. Planning and assigning responsibilities for execution.

Members Present :

Mrs. Deepika G, H.O.D

Mr. Stalin Danson D'souza, Asst. Professor. - ~~Stalin~~ Stalin

Ms. Ravina C. Pooary, Asst. Professor. - ~~Ravina~~ Ravina

Mrs. Swathi G. Rao, Asst. Professor. - ~~Swathi~~ Swathi

Resolution :

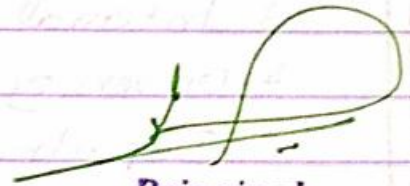
The HOD, discussed with the department staff members, the lively involvement of the staff in the academic year 2024-25. Information was given regarding the distribution of workload and assigned classes. The (SEP) new syllabus for I year students was also introduced. It was informed that the internal assessment criteria has changed to 20 marks unlike NEP, that was for 40

Information was shared about the university's emphasis on activity based on education for skill development, stressing the timely completion of work and creative teaching. Additionally, there was a discussion on new programmes, activities and competitions, as well as planning and assigning responsibilities for execution. The meeting ended at 12:05 p.m.

~~Signature~~

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