

Department Meeting (1-6-22)

Agenda :

- Portion Allocation
- Tutors
- Paper in charge
- Academic Activity Plan
- Common Class Division
- Time Table
- AOB

Participants :

Dr. V. Latheef DSM
 Mr. Abdulathief K. ← Lamin
 Dr. A.I. Vilayathullah ~~Signature~~
 Dr. Abida Farooqui ~~Signature~~
 Ms. Muhsina M.
 Ms. Salwa Rehmani Signature
 Dr. Indulekha K.R. Signature
 Ms. Labeeba M. Signature
 Ms. Shamna Narayanan E.K. Signature

Decisions

- Common classes for 2nd sem to be completed by July 15
- to Labeeba M has been appointed as the Dept secretary for 2022-23. She will be in charge of paper division and portion allocation.
- Semester switching - July 1st (4th sem), and July 15 for 5th sem.
- SN will be tutor of I BA (new batch) and IL of Ist MA (new batch)

Department Meeting (26/7/2022)

Agenda

- Third Sem Portion Allocation
- Clubs Activities
- ~~Agenda~~ Student Attendance
- Discussion on Academic plan

Participants

- DR. V. Latheef ~~Sam~~
- MR. Abdul Latheef . K (L)
- DR. A. I. Velayatullah ~~id~~
- DR. Abida Ferooqi ~~id~~
- MS. Muhsin . M
- MS. Salha Rehmani ~~id~~
- DR. Indulekha . K. R ~~id~~
- MS. Shamina Narayanan ~~id~~
- MS. Labeeha . M ✓

Decisions / points discussed

- Selected the below faculties as coordinators of different clubs - ELF - AN

Sweet - ~~AT~~ SR

FAIR - IL

~~Reader's Hub - SN~~

Pace - MH

- Decided to conduct 'EWOT'S Festival' with minimum 3 programmes
- Conduct 'LAT' - for the beginners and do the necessary followings. First year tutor will have to conduct the test.
- Decided to celebrate 75 years of 'westland'

- Under the aegis of English Department.
- Decided to conduct a quiz programme on Ehot asap by August 13 (tentative date for quiz) under GLF
 - Second Semester PG matches on August 28
 - Decided to publish students attendance by Aug 5 in all classes.
 - Decided to appreciate all toppers with gifts in a special function.

(5)

Minutes of the department council meeting

Venue: Google meet

Time: 3.30 pm

Date: 07/06/2021

Agenda

1. Workload and time-table
2. Familiarisation of Moodle (Learning management System of College)
3. Minutes incharge
4. Incharge of Add-on course
5. In charge of Certificate course.
6. Incharges of different clubs under the department
7. Position allocation
8. Allocation of class tutors.
9. Allocation procedure for Class Representative among students.

Members Attended

1. Mohammed Niyas K.K
2. Archak.K
3. Mujeeb Rehman

Decision Taken

1. Entrusted Mr. Archak.K to prepare workload and time table for the academic year.
2. The meeting finalized the date and training schedule to give induction to appointed faculty members to familiarize Moodle, Google meet and Zoom meetings. to teach students through online platforms during the covid-19 crisis.

3. Entrusted Mr. Arshak K. for the in-charge of department minutes.
4. Entrusted Mr. Mujeeb Rehman to take in-charge of Add-on course provided for BTM Students
5. Mr. Mohammed Niyas K.K. authorized with the in-charge of Certificate course offered for students for ~~offer~~ other departments and BTM students
6. In view of Covid-19 both tourism and FAITH Club entrusted Mr. Mujeeb Rehman. to lead the department.
7. Position Allocated.

Course	Faculty
<u>IInd Semester BTM</u>	
Basics of Food production theory.	Mr. Arshak K.
Basics of Food production Practical	Mr. Arshak K.
Travel Agency & Tour operation Business	Mr. Mohammed Niyas K.K.
Travel Geography	Mr. Mohammed Niyas K.K.
<u>5th Semester BTM</u>	
Event management	Mr. Mujeeb Rehman
Comprehensive Self Study	Mr. Mujeeb Rehman
Individual Exposure training and Report.	Mr. Mohammed Niyas K.K.
Open course. - Tourism and Hospitality management	Mr. Arshak K. Mr. Mohammed Niyas K.K.

Minutes of the Department Council Meeting

Venue: General staff room.

Date: 08/11/2021 (Monday)

Time: 3:30

Agenda:

- * Discussion to decide HOD & NAAC Coordinator for Department.
- * Timetable finalisation.
- * Miscellaneous.

Decision Taken.

- ①. Discussed the modifications required for the time table. The discussion was based on the changes required in the time table. After the discussion, few suggestions put forward for time table modification. Modified timetable was prepared by Ashrak he passed on the discussion.
- ②. Discussed the confusions regarding hotel management ^{paper} divisions. After the discussion a clarity was made by Sayeen Sir and Majeed Sir in handling the paper divisions. A clarity was made and according to that changes were made in time table.
- ③. Discussion happened regarding HOD & NAAC Coordinator. The HOD, ^{coordination by Dr. Lekshmi} change is technically and Ashrak given the charge of NAAC Coordinator.

(A) - It is decided that daily briefing/short meeting of the department staffs are initiated under the responsibility of HOD.

(5) It is decided that all the official communications of the department should be passed through whatsapp group. The responsibility is vested to HOD.

Members Accorded

- ① Dr. Lekshmi - Lekshmi
- ② Sajeev E.K - Sajeev
- ③ Ashok K. - Ashok
- ④ Mujeeb Rahman - Mujeeb
- ⑤ Nimi Marikose - Nimi



Lekshmi

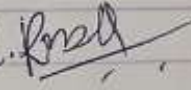
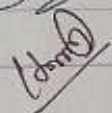
Dr. LEKSHMI G CHOD incharge
 PEN No: 839187
 Assistant Professor in Hindi
 Department of Hindi
 Govt Arts & Science College
 Kondotty, Malappuram - 673641

Minutes of the Dept meeting held on 2/12/21 ¹⁴⁵
@ 2.30 pm.

Agenda

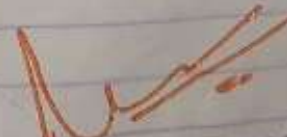
1. Workshop on Project report preparation.
2. NAAC review
3. Training of Moodle to first sem students.
4. Opening Bank a/c for S.H.S.

Members Present

1. Mr. Vinesh Othuparamal. 
2. Mr. Thohir Kunyathuchalil. 
3. Mr. Shijin. P. 
4. Mr. Bassam. K. 

Decision;

1. Decided to conduct a workshop on project report preparation for final year B.Com students on 10/12/21.
 2. Reviewed the NAAC peer team visit preparation.
 3. Decided to give training on Moodle to newly enrolled students on 8/12/21.
 4. Decided to start Bank a/c at Co-op Bank, Vilapil.
- The meeting came to an end at 3.30 pm.


(HEAD
DEPARTMENT OF COMMERCE
GOVT. ARTS & SCIENCES COLLEGE
KONDOTTY, VILAPIL

Minutes of the Department meeting
held on 9th November 2021 at 3.30 PM, in the department Room 143

Agenda

1. Add on Course (decided to start @ 2nd week Nov)
2. Certificate Course
3. mock visit preparation (NAAC)
4. Learning Assessment Test (LAT)
5. E-Paper
6. Project-Guid Allocation & Topic Selection

members present :

1. Dr Vinesh ottuparammal
2. Johny Kumartinehalil
3. Shijin P
4. Basam

Decisions

1. Decided to start add on course @ second week November
2. Decided to start Certificate course @ second week November.
3. mock - visit preparation (NAAC)
4. Decided to conduct LAT for newly enrolled first year students
5. Decided to launch of E-newspaper.

HEAD
DEPARTMENT OF COMMERCE
GOVT. ARTS & SCIENCE COLLEGE
KONDOTTY, VILAYIL, P.O. 673641
11/11/21

KondottyGovt. Arts and Science College, Vilayil
MASTER TIMETABLE,2021 – 2022.(w.e.f 01/11/2021-first year commencement)

DAY	SEM	CLASS	I	II	III	IV	V
MONDAY	I/II	B Com	MGT(BAS)	ME(SP)	SL	CE(IL)	CE(MH)
		BTHM	FTH(NM)	FOO(MR)	FRE	CE(IL)	CE(MH)
		BA Urdu	CE(SR)	MH(SP)	CE(IL)	MH(RTP)	SL(CNS)
		BA English	CE(SR)	MH(MH)	CE(IL)	CE(IL)-VL	CE(MH)-SL
		B.Sc. Maths	CE(SR)	MH(MBN)	CE(IL)	MH	SL
						STAT(HM)	
		MSc Maths	MH(OTM)	MH(PTV)	MH(PK)	MH(JJ)	MH(RKP)
		MA English	MH(AIV)	MH(SR)	MH(LM)	MH(ALK)	MH(IL)
	III/IV	B Com	CA(TK)	PBS(BAS)	HRM(OV)	BNS(OV)	CA(BAS)
		BTHM	FBS(MR)	PBS(NM)	AFP(SJ)	PBS(NM)	MPP(AK)
		BA Urdu	MH(SP)	CE(IL)	MH(RTP)	SL(CNS)	MH(TKS)
		BA English	MH(ALK)	CE(IL)	MH(MH)	SL	MH(AF)
		B.Sc. Maths	MH STAT(HM)	CE(IL)	MH(PTV)	SL	MH STAT(HM)
		MSc Maths	MH(MBN)	MH(RKP)	MH(JJ)	MH(OTM)	MH(PK)
		MA English	MH(SN)	MH(VL)	MH(AIV)	MH(AF)	MH(LM)
	V/VI	B Com	IT(SP)	AUD(OV)	TALLY(TK)	OAT(SP)	PROJ(TK)
		BTHM	PROJ(AK)	AO(P)(SJ)	AFT(AK)	AO(P)(MR)	FSN(SJ)
		BA Urdu	MH(CNS)	MH(RTP)	MH(CNS)/ BC om(TKS)	MH(TKS)	MH(SP)
		BA English	MH(LM)	MH(ALK)	OC(AF)	MH(SR)	MH(SN)
		B.Sc. Maths	MH(JJ)	MH(PK)	OC(RKP)	MH(MBN)	MH(PTV)
TUESDAY	I/II	B Com	MGT(TK)	CE(SN)	SL	ME(OV)	MGT(BAS)
		BTHM	MKT(NM)	CE(SN)	FRE	FRE	FOO(SJ)
		BA Urdu	MH(SP)	SL(CNS)	CE(AF)	MH(RTP)	CE(LM)
		BA English	MH(ALK)	CE(SN)-SL	CE(AF)	MH(MH)	CE(LM)
		B.Sc. Maths	MH STAT(HM)	SL	CE(AF)	MH(MBN)	CE(LM)
		MSc Maths	MH(JJ)	MH(OTM)	MH(PK)	MH(RKP)	MH(PTV)
		MA English	MH(VL)	MH(AIV)	MH(LM)	MH(SN)	MH(AF)
	III/IV	B Com	BR(SP)	PBS(BAS)	HRM(OV)	CA(TK)	BNS(OV)
		BTHM	FBS(MR)	PBS(NM)	MPP(AK)	PBS(P)(SJ)	AFP(P)(MR)
		BA Urdu	CE(LM)	MH(RTP)	MH(SP)	SL(CNS)	MH(TKS)
		BA English	CE(LM)	MH(IL)	MH(AIV)	SL	MH(SN)
		B.Sc. Maths	CE(LM)	MH	MH COMP(U MVK)	SL	MH STAT(HM)
		MSc Maths	MH(RKP)	MH(PK)	MH(MBN)	MH(JJ)	MH(OTM)
		MA English	MH(MH)	MH(SR)	MH(ALK)	MH(IL)	MH(VL)
	V/VI	B Com	AUD(OV)	IT(SP)	TALLY(TK)	GST(BAS)	OAT(SP)
		BTHM	AFT(AK)	AO(SJ)	FBM(MR)	AFT(AK)	TRE(NM)
		BA Urdu	MH(CNS)	MH(TKS)	MH(RTP)/ BC om(TKS)	MH(SP)	PROJ(RTP)
		BA English	MH(SR)	MH(VL)	OC(MH)	MH(ALK)	MH(AIV)
		B.Sc. Maths	MH(OTM)	MH(PTV)	OC(RKP)	MH(PK)	MH(MBN)
WEDNESDAY	I/II	B Com	CE(SR)	ME(SP)	CE(MH)	SL	MGT(TK)
		BTHM	CE(SR)	FRE	CE(MH)	FOO(MR)	FRE
		BA Urdu	MH(RTP)	CE(AF)	MH(RTP)	MH(SP)	CE(LM)
		BA English	CE(SR)-IL	CE(AF)	CE(MH)-AIV	MH(SN)	CE(LM)
		B.Sc. Maths	MH	CE(AF)	MH(MBN)	MH	CE(LM)
			COMPU(MVK)			STAT(HM)	
		MSc Maths	MH(PK)	MH(OTM)	MH(PTV)	MH(JJ)	MH(RKP)
		MA English	MH(AF)	MH(ALK)	MH(SR)	MH(MH)	MH(VL)
	III/IV	B Com	CA(TK)	PBS(BAS)	BNS(OV)	HRM(OV)	BR(SP)
		BTHM	FBS(P)(MR)	PBS(NM)	BNS(AK)	BNS(AK)	AFP(P)(SJ)
		BA Urdu	MH(SP)	MH(RTP)	MH(TKS)	CE(IL)	SL(CNS)
		BA English	MH(AIV)	MH(SR)	MH(ALK)	CE(IL)	SL
		B.Sc. Maths	MH STAT(HM)	MH(PTV)	MH	CE(IL)	SL
					COMP(MVK)		
		MSc Maths	MH(MBN)	MH(RKP)	MH(JJ)	MH(OTM)	MH(PK)
		MA English	MH(ALK)	MH(SN)	MH(LM)	MH(AIV)	MH(AF)
	V/VI	B Com	IT(SP)	AUD(OV)	TALLY(TK)	TALLY(TK)	PRO(BAS)
		BTHM	TRE(NM)	AFT(AK)	FBM(MR)	AO(SJ)	TRE(NM)
		BA Urdu	MH(CNS)	MH(TKS)	FARSEE(CNS)	MH(RTP)/ BC om(TKS)	MH(SP)
		BA English	MH(SN)	MH(VL)	OC(IL)	MH(LM)	MH(MH)
		B.Sc. Maths	MH(OTM)	MH(JJ)	OC(RKP)	MH(MBN)	MH(PTV)
THURSDAY	I/II	B Com	MGT(BAS)	CE(SN)	SL	ME(OV)	CE(IL)
		BTHM	MKT(NM)	CE(SN)	FTH(NM)	FTH(AK)	CE(IL)
		BA Urdu	MH(RTP)	MH(SP)	CE(MH)	SL(CNS)	MH(SP)
		BA English	MH(VL)	CE(SN)-LM	CE(MH)	SL	CE(IL)-ALK
		B.Sc. Maths	MH STAT(HM)	MH	CE(MH)	SL	MH(MBN)
				COMP(MVK)			
		MSc Maths	MH(PTV)	MH(OTM)	MH(JJ)	MH(PK)	MH(RKP)
		MA English	MH(SN)	MH(VL)	MH(ALK)	MH(IL)	MH(SR)
	III/IV	B Com	BR(SP)	PBS(BAS)	CA(TK)	BNS(BAS)	HRM(OV)
		BTHM	FBS(MR)	BNS(AK)	MPP(AK)	FBS(SJ)	MPP(AK)
		BA Urdu	CE(AF)	SL(CNS)	MH(RTP)	MH(SP)	MH(TKS)
		BA English	CE(AF)	SL	MH(AIV)	MH(AF)	MH(SN)

Abbreviations Used

MH=Major/Main Hours (full details furnished in dept timetable concerned)
CE=Common English for all programs OC=Open Course, FL = Foreign Language
SL=Second Language(Arabic/Urdu/Hindi/Malayalam) for all programs

FRIDAY	V/VI	B.Sc. Maths	CE(AF)	SL	MH(PTV)	MH COMP(MVK)	MH STAT(HM)
		MSc Maths	MH(RKP)	MH(PK)	MH(MBN)	MH(JJ)	MH(OTM)
		MA English	MH(SR)	MH(MH)	MH(IL)	MH(VL)	MH(AIV)
		B Com	TALLY(TK)	OAT(SP)	AUD(OV)	GST(TK)	PROJ(SP)
		BTHM	FSN(SJ)	PROJ(NM)	FSN(SJ)	TRE(NM)	FBN(MR)
		BA Urdu	FARSEE(CNS)	MH(TKS)	MH(SP)/ BCom (TKS)	MH(RTP)	MH(CNS)
		BA English	MH(AIV)	MH(SR)	MH(AF)	MH(ALK)	MH(LM)
		B.Sc. Maths	MH(PK)	MH(MBN)	MH(OTM)	MH(PTV)	PRO(JJ)
	I/II	B Com	ME(SP)	MGT(TK)	CE(IL)	SL	CE(SR)
		BTHM	FOO(P)(SJ)	MKT(NM)	CE(IL)	MKT(NM)	CE(SR)
		BA Urdu	CE(AF)	SL(CNS)	MH(RTP)	CE(SN)	MH(SP)
		BA English	CE(AF)	SL	CE(IL)-AIV	CE(SN)	CE(SR)-IL
		B.Sc. Maths	CE(AF)	SL	MH COMP(MVK)	CE(SN)	MH COMP(MVK)
		MSc Maths	MH(JJ)	MH(RKP)	MH(OTM)	MH(PTV)	MH(PK)
		MA English	MH(SN)	MH(AIV)	MH(MH)	MH(VL)	MH(LM)
		BA Urdu	CA(TK)	HRM(OV)	BNS(BAS)	PBS(OV)	BR(SP)
FRIDAY	III/IV	BTHM	PBS(NM)	BNS(AK)	AFP(SJ)	BNS(AK)	AFP(MR)
		BA Urdu	MH(TKH)	CE(MH)	SL(CNS)	MH(SP)	MH(TKS)
		BA English	MH(SR)	CE(MH)	SL	MH(ALK)	MH(AF)
		B.Sc. Maths	MH(PTV)	CE(MH)	SL	MH COMP(MVK)	MH(PTV)
		MSc Maths	MH(OTM)	MH(PK)	MH(RKP)	MH(JJ)	MH(MBN)
		MA English	MH(ALK)	MH(LM)	MH(SN)	MH(SR)	MH(VL)
	V/VI	B Com	GST(BAS)	AUD(TK)	OAT(SP)	OAT(SP)	PROJ(OV)
		BTHM	AO(MR)	FSN(SJ)	FBM(MR)	FBM(MR)	AFT(AK)
		BA Urdu	MH(RTP)	MH(SP)	MH(TKS)	MH(CNS)/ BCom (TKS)	PROJ(RTP)
		BA English	MH(MH)	MH(AF)	MH(LM)	MH(IL)	MH(AIV)
		B.Sc. Maths	MH(MBN)	MH(JJ)	MH(PK)	MH(OTM)	PROJ(RKP)

DEPARTMENT	NAME	TEACHER CODE
BCOM	VINESH OP	OV
	THOHIR KC	TK
	SHIJIN P	SP
	BASSAM K	BAS
BTHM	MOHAMMED NIYAS KK	MN
	ARSHAK K	AK
	MUJEEB RAHMAN	MR
	KHUBAIB ABDULSALAM	KA
	NIMI MARKOSE	NM
	SAJEER E K	SJ
URDU	RASIYA T P	RTP
	SHIHABUDHEEN P	SP
	SAJIRA TK	TKS
	NASEERA C	CNS
ENGLISH	DR. ABDUL LATHEEF V	VL
	ABDULATHEEF KAMBURAVAN	ALK
	DR. ABIDA FAROOQUI	AF
	MUHSINA	MH
	SALIHA REHMANI	SR
	SHAMNA NARAYANAN	SN
	DR. INDULEKHA	IL
	DR. A.I. VILAYATHULLAH	AIV
	LABEEBA	LM
MATHEMATICS	DR. JOYMON JOSEPH	JJ
	DR. ASHRAF P K	PK
	DR. RATHEESH KP	RKP
	DR. MANJUSHA OT	OTM
	DR. MUBEEN N	MBN
	DR.VANDANA PT	PTV
	MUFEEDA VK	MVK
	HARIS M	H M

