

17-01-2017

The staff members met in the Department and the following points were discussed.

1. Completion of syllabus for III yr Students.
2. To submit the records for final Students.
3. To conduct model practical Exam for final year students.
4. Division of papers for III & IV Semesters.

1. K. Anitha

2. T. Mamatha

1. C. Kalapriya

Dr. C. Kalapriya

M.Sc., Ph.D.,

Lecturer in Home Science

D.K. Govt. Degree College for Women

NELLORE - 534 003

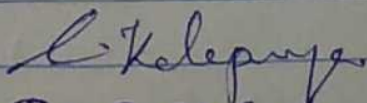
10-03-2017

The staff members met in the Department and the following points were discussed.

1. Posting of attendance.
2. To check Stock Registers for the academic year.
3. To Conduct Internal Exam for II & IV semester students.
4. To guide the final year students by teaching Examination tips like presentation of answers in the script.
5. To Evaluate the project works of II & IV sem students.
6. Students were given counselling to join in PG courses.

1. K. A. Li

2. T. Mamatha


Dr. C. Kalapriya
M.Sc., Ph.D.,
Lecturer in Home Science
D.K. Govt. Degree College for Women
NELLORE - 534 003

2017-2018

21-08-2017 Meeting - I

The staff members of the Department met and discussed the following points.

- * Contract staff were joined and the work division was allotted.
- * Subject papers were allotted for the faculty.
- * To strengthen admission for I Sem.
- * Prepared Action plan for the academic year.
- * To finalise timetable for all Semesters.

1. K. Anitha

2. T. Klamatha

C. Kalapriya
Dr. C. Kalapriya

M.Sc., Ph.D.,

Lecturer in Home Science

D.K. Govt. Degree College for Women

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20-07-2017

Meeting - II

The staff members of the Department met and discussed the following points.

- * To celebrate 1-7 Aug 2017 "Breast Feeding celebrations" at Anganwadi Centre on 01-08-2017.
- * 02.08.2017 Poster presentation in the College Campus. "Bulletin Board"
- * To allot topics for Assignments, Seminars and PPTS for I, III & V Semester Students.
- * To prepare MCQs and one word answer for each Subject.
- * Selection of project titles for V Semester students. on four topics from the following subjects. FRM, TN, HD, EXT

1. T. Muthu

2. K. Ananth

C. Kalapriya
Dr. C. Kalapriya
M.Sc., Ph.D.,
Lecturer in Home Science
D.K. Govt. Degree College for Women,
NELLORE - 534 003

Meeting - III

26.08.2017

The staff members met in the room no-21 to conduct ^{& discuss} following activities & discussed

1. Celebration of nutrition week from 01-09-2017 to 07-09-2017.

2. To nominate District Resource Person under KISHORI VIKASAM Scheme which is a Government program. Nominated Smt. K. Aparna Devi as Resource Person by incharge of the Department Dr. C. Kalapriya.

3. To complete the syllabus in time as per the time table.

4. To conduct 3-day Disaster Management Training Program in college.

(1) K. Aparna

(2) T. M. ...

C. Kalapriya
Dr. C. Kalapriya

M.Sc., Ph.D.,

Lecturer in Home Science

D.K. Govt. Degree College for Women

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Meeting - IV

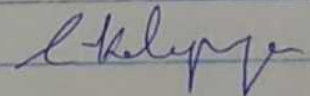
28.10.17

The staff members met in the department and discussed the following points.

1. To train our college girls to attend Kishori Vikasam Scheme at Kovali, Guduru, and Collegamudi
2. To complete the Practical and Theory syllabus for students for sem end examination.
3. To conduct fabric painting course.

K. L. H.

T. H. H.


Dr. C. Kalapriya

M.Sc., Ph.D.,

Lecturer in Home Science

D.K. Govt. Degree College for Women

NELLORE - 534 003

Meeting - V

08-01-18

The staff members met in the department and discussed to conduct the following.

1. To organize food pack in the college.
2. Poster presentation on "National Girl child Day".
3. To conduct extension activity on "health and hygiene" in "ODF" Sureswathi Elementary School.

1. K. Ananth

2. T. M. the

C. Kalapriya

Dr. C. Kalapriya

M.Sc., Ph.D.,

Lecturer in Home Science

D.K. Govt. Degree College for Women

NELLORE - 534 003

Meeting - VI

16-02-18

The staff of the Department met on 16-02-18 to discuss the following:

1. To conduct practical exams for the students.
2. To motivate students for the further studies.
3. To teach examination tips.

2. K. Anand

3. T. M. Anand

1. C. Kalapriya

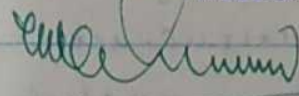
Dr. C. Kalapriya

M.Sc., Ph.D.

Lecturer in Home Science

D.K. Govt. Degree College for Women

NELLORE - 534 003



16-2-18

Meeting - I

05-06-2018

The staff members of the Department met in staff room on the opening day of the college and discussed the following:

1. To ~~send~~ ask permission ^{from Principal} for Guest post.
2. To enhance admissions staff members decided to make propoganda on the advantages of the course.
3. To delegate papers ^{of} I, II & III B.Sc (Home Science) students to the concerned staff members.
4. To make personal contacts personally over phone for II & III B.Sc students on the commencement of the class work.
5. To analyse the results.
6. To guide students for counselling in PG CET 2018 for different Universities.
7. To clean departmental laboratories.

1. K. ~~Anita~~ ^(initials)
2. T. ~~M~~ ^{5/6/18}
3. ^{5/6/18}

C. Kalapriya
 Dr. C. Kalapriya
 M.Sc., Ph.D.,
 Lecturer in Home Science
 D.K. Govt. Degree College for Women
 NELLORE - 534 003

C. Kalapriya
 15/6/18

Meeting - II

11-06-2018

The staff members met in Room NO. 21 and discussed the following:

1. To prepare Action plan for the Academic year 2018-2019.
2. To counsel parents whose children are going to join in Home Science.
3. To analyse results for II & IV Semester.
4. To provide extra classes for the students who failed in the Semester papers.

①

1. K. ~~Prasanna~~ ^{Prasanna}
2. T. ~~Muthu~~
3. T. Baby prasanna

C. Kalapriya
Dr. C. Kalapriya
 M.Sc., Ph.D..
 Lecturer in Home Science
 D.K. Govt. Degree College for Women
 NELLORE - 534 003

C. Kalapriya

11.06.18

25-06-2018

Meeting - III

The staff of the Department of Home Science held a meeting on 25-06-2018 and discussed the following:

1. Taken consent from the Principal Sir for the Guest post and distributed the work load.
2. Time-table finalized.
3. To write annual curricular plans and Teaching dairies.
4. To arrange "Mock Management" in the first week of July 2018.
5. To find out admission status
6. Orientation to I B.Sc (Home Science) students regarding course, College facilities, rules to be followed etc.,
7. To celebrate Breakfast week Celebrations

Minute:

TIME - 4:00 PM to 5:00 PM

→ Dr. C. Kalapriya and Smt. K. Aparna Devi met Principal on 23-06-2018 and taken consent for the Guest post

→ Faculty by name T. Baby Prasanna was appointed for the post and given demo class for students.

→ The staff members took feedback from the students and were satisfied with the to take her as Guest Faculty. The same was reported to Principal Dr. Ch. Mathanraiah Gouvi.

→ Dr. C. Kalapriya, and Smt. K. Aparna Devi & Dr. T. Mamatha finalized the time table for I, II, III yr B.Sc (Home Science).

→ Dr. C. Kalapriya instructed the staff to complete the annual curricular plans and Teaching Dairies by 28th July 2018.

→ Smt. K. Aparna Devi expressed her idea to conduct "Mock Management" in the Room NO. 67 as part of "Management of Family Resources."

→ Dr. C. Kalapriya, In-charge of Department readily accepted and encouraged the staff member to conduct the "Mock Management" in the first week of July.

→ Dr. C. Kalapriya signed the admission status of I B.Sc (Home Science) students. Smt. K. Aparna Devi told the status as so.

→ Dr. C. Kalapriya asked the staff members to enhance admissions.

→ Dr. C. Kalapriya asked the staff members to complete the Academic register in view of review meeting.

→ The staff members discussed about teaching learning materials for the different papers.

→ The staff members decided to conduct an orientation class for the II B.Sc (H.Sc) students about the subject, facilities and rules to be followed, attendance etc.

Ch. Kalapriya

Smt. K. Aparna Devi

T. Mamatha

1. K. Aparna Devi
2. T. Mamatha
3. T. Baby Prasanna

Meeting IV

17.8.2018

The staff of the department met in Room No 21 to discuss the following:

1. To document on Breast feeding week celebrations
2. To run a certificate course in Tailoring in collaboration with women Empowerment cell
3. To re-write question papers for Internal Examinations
4. To complete syllabus as per the Annual Curricular Plan
5. To start a certificate course in [Sangeetham] by Music by alumnus of Department of Home Science
6. To submit the reports to I.A.C.

Minutes:

- The In-charge of the Department Dr. C. Kalapriya instructed to document on the event (Breast feeding week) celebrated by the students at Angamudi Centers. The work was given to Dr. I. Manjatha
- Dr. C. Kalapriya asked the staff members to assist women Empowerment cell in order to start Tailoring Course.
- Dr. C. Kalapriya directed the staff members to write question papers for Internal Exams for III & V semester students.
- The staff responded to write question papers and to submit COE.

- All the staff members reviewed and repaled the syllabus completion & in each paper to Dr. C. Kalapriya.
- Radhika an alumnus of Home Science Department approached Smt. K. Aparna Devi to run a course in Music with less fee to the students
- The same was put before by the staff members Smt. K. Aparna Devi, Dr. C. Kalapriya gave her consent to and asked the staff to take permission from Principal Dr. Ch. Masthavaiah.
- Dr. C. Kalapriya instructed the staff members to furnish details to I.A.C as and when asked by I.A.C members in view of NAAC.

1. K. Aparna Devi
2. T. Manjatha
3. T. Baby Prathima

C. Kalapriya
Dr. C. Kalapriya
 M.Sc., Ph.D.,
 Lecturer in Home Science
 D.K. Govt. Degree College for Women
 NELLORE - 524 003

02.09.2018

The staff of the department met in department to discuss the following points:

1. To celebrate national Nutrition week.
2. To prepare question papers and complete syllabus for internal assessment.

Minutes:

- The incharge of the department Dr. C. Kalapriya instructed the staff to celebrate National Nutrition week.
- Smt. K. Aparna Devi advised to celebrate the week in Ramayya Badi near Mulapet.
- Dr. C. Kalapriya accepted the request of the staff.
- The staff Dr. C. Kalapriya and K. Aparna Devi decided to go along with I year and III year students to the school.
- It was decided to give awareness on micro and macro nutrients to the school children.
- It was decided to prepare charts, posters and placards as visual aids.
- It was also resolved to use mobiles and laptops.
- It is resolved to exhibit the same on the bulletin board in the premises of the college.
- Dr. C. Kalapriya instructed the staff to prepare question papers for internal

before 08-09-2018.

- Staff
1. K. Aparna Devi 21/9/18
 2. T. H. ... 21/9/18
 3. T. Babu Prabhakar 21/9/18

[Signature]
In-charge 29/11

Dr. C. Kalapriya
M.Sc., Ph.D.,
Lecturer in Home Science
D.K. Govt. Degree College for Women
Nellore - 524 003

Meeting - VI

12-10-2018

The staff of the department met in Room No 21 to discuss the following:

1. To post Internal Exam results in the register.
2. To give assignments/seminars to the students.
3. To conduct model exams.

Minutes:

→ The incharge directed the staff to evaluate the internal exam papers and post the marks in the individual registers.

→ She also instructed the staff to give assignments to the students.

→ It is resolved to conduct model exams to the students.

Staff

1. K. ~~Ana~~ ^(A)
2. T. M. ~~the~~
3. T. Baby prajuma

L. Kalapriya
Incharge 12-10-18

Dr. C. Kalapriya
M.Sc., Ph.D.,
Lecturer In Home Science
D.K. Govt. Degree College for Women
NELLORE - 534 003

Meeting - VII

13-11-2018

The staff of the department met in Room NO. 21 to discuss the following:

1. To conduct Practical exams for Sem IV & III.
2. To conduct an awareness program on world Diabetes Day. on 14-11-2018.
3. To frame new time table.
4. To write Semester curricular plans.
5. To distribute the course papers among the staff.
6. To create awareness on General Electives to the students.
7. To ~~prepare~~ ^{update} registers for NAAC visit.
8. To fill student profiles.

Minutes:

→ Dr. C. Kalapriya directed the staff to conduct practical exams and prepare question papers for Sem IV and Sem I & III.

→ It is resolved by the staff to conduct an awareness program on "world Diabetes Day" in the college in the form of poster presentations, Seminars etc.

→ It is resolved to frame new time table for Sem II, IV and VI.

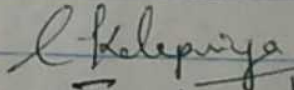
→ Dr. C. Kalapriya ^{instructed staff} advised to write Semester curricular plans.

→ It is resolved to teach the following courses by the staff for Semesters II, IV and VI.

	II	IV	VI
1. Dr. C. Kalapriya	Human Physiology	-	1) Women and Rural Development 2) Food Service Management
2. Smt. K. Aparna Devi	General Psychology	-	1) Development Disting Preschool Age 2) Household & Institutional Economics
3. Dr. T. Mamatha	Introduction to food Science	Community Nutrition	1) Extension Education
4. T. Baby Prasuna	-	1) Textiles 2) Household Equipment	1) Preschool Education

- > It is resolved to cognize ^{VI} students on General Electives papers.
- > Resolved to update registers of the department.
- > Dr. C. Kalapriya directed the staff to fill the student profiles.

- Staff
1. K. Aparna Devi
 2. T. Mamatha
12/11/17
 3. T. Baby Prasuna


 Incharge
 Dr. C. Kalapriya
 M.Sc., Ph.D.,
 Lecturer in Home Science
 D.K. Govt. Degree College for Women
 NELLORE - 534 003

Meeting - VIII

12.12.2019

The staff of the department met in Room No-21 & discussed the following.

Agenda:

1. To be prepared for Internal exams.
2. To prepare question papers.
3. To give seminars to the students.
4. To post internal exams ~~next~~ marks conducted.

Minutes:

- The incharge instructed the staff to prepare question papers according to the syllabus.
- It is resolved to give seminars & assignments to the students.
- It is resolved to be intimated by the incharge to post internal marks of Internal - I and Semester end examinations.

[Signature]
Incharge

Staff:

1. K. *[Signature]*
2. T. N. *[Signature]*
12.12.19
3. T. Baby pradhana
12/12/19

Meeting - IX

06-01-2019

The staff of the department met in Room No-21 & discussed the following.

Agenda:

1. To assign project works to the students.
2. To update registers for the academic audit.
3. To ^{complete} ~~make~~ ~~a~~ ~~report~~ ~~a~~ certificate course in painting.
4. To conduct Practical exams in February.

Minutes:

- Dr. C. Kalapsiya told the staff members to assign projects to final year students.
- She instructed the staff to update registers.
- It is resolved to end certificate course in Tailoring.
- All the staff accepted & promised to complete the work accordingly.

[Signature]
Incharge

Staff:

1. K. ~~Aravind~~ ~~Aravind~~
2. T. M. ~~the~~
06/01/19
3. T. Baby Prasanna
06/01/19

Meeting - X

03-03-2019.

Home Science department staff met in Room No. 21 and discussed the following:

Agenda:

1. To tell exam tips to students.
2. To store lab equipments in Nutrition lab in view of Elections.
3. To see that the stock verification be done before 15th March.

Minutes:

- All the staff discussed that the lab equipments of textiles, housing should be placed in Nutrition lab.
- All the staff of department accepted to tell exam tips to students.
- Dr. C. Kalapriya told that the stock verification (Records updation) should be done before 15th March.

[Signature]
Incharge

Staff:

1. K. *[Signature]*
2. T. M. *[Signature]*
03/03/19
3. T. Baby prasanna
03/03/19

Meeting - XI

31-03-2019

The staff of the Home Science department met in Room NO-21 & discussed the following points:

Agenda:

1. To place the lab equipment of Textiles, Housing in Room NO-25.
2. To Handover the department keys to the Principal.
3. To seal the labs.
4. To safeguard ^{lab} equipment due to elections 2019.

Resolutions:

1. It is resolved to place the lab equipment of housing & textiles in nutrition lab.
2. It is resolved to handover the lab keys to the Principal on April 1st.
3. It is resolved to seal the nutrition lab on April 1st.
4. To place the beerwals in the corridors against the Room NOs - 67, 68.

P. Kalyan
Incharge

Staff:

1. K. Ananth ^{put}
31/3/19

2. T. M. th
31/3/19

3. T. Baby prasanna
31/3/19

10.06.2019

The staff members of the Department of Home Science met in Room No. 21 on the opening day of the college and discussed the following:

Agenda:

1. Delegation of papers for Semesters I, III & V.
2. Personal contacts over phone to II & III Home Science students.
3. Analysis of results.
4. Guidance to passed out students.

Discussion:

The staff members discussed the agenda and took the resolutions below.

Resolutions:

1. It is resolved to take the papers Courses as per the curriculum by the concerned staff for I, III, & V semesters.

I Sem - Basic Nutrition - Dr. C. Kalapriya
- Biochemistry - Smt. K. Aparna Devi
Microbiology - Dr. T. Mamatha

III Sem - FAMILY NUTRITION - Dr. T. Mamatha
TEXTILES - I - Dr. C. Kalapriya
HOUSING & INTERIOR
DECORATION - Smt. K. Aparna
Devi

V Sem - Sociology - T. Baby Prasuna
Human Development - T. Baby Prasuna
Textiles - Dr. C. Kalapriya
Management of
Family Resources - Smt. K. Aparna Devi
Therapeutic Nutrition - Dr. C. Kalapriya
Home Science Extension - Dr. T. Mamatha

2. It is resolved to contact personally
over phone to II & III B.Sc (H-sc) students
about the classes.

3. It is resolved to post the marks of
the students obtained in II, IV &
VI semesters and analyse the results
according to the percentages.

4. It is resolved to guide the students
to join in Post graduation.

Staff

1. K. ~~Prasanna~~
10/6/19

Incharge

The staff members met in Room NO.21 to discuss the following:

Agenda:

1. Action plan for the Academic year 2019-2020.
2. Counseling parents
3. Provision of extra classes who failed in the examination.

Resolutions:

1. It is resolved to prepare Action plan for the academic year 2019-2020.
2. It is resolved to counsel the parents of students who join in Home Science about career prospects of Home Science.
3. It is resolved to provide extra classes for the failures of II, IV & VI Semesters.

Staff
Incharge

1. K. Anand 20/6/19
2. T. H. 20/6/19

Meeting - 3

06.07.2019

The staff of the Department of Home Science held a meeting on 06.07.2019 and discussed the following:

Agenda:

1. Completion of Annual curricular plans.
2. Orientation to I B.Sc (H.Sc) students.
3. To celebrate Breast feeding ^{week} Celebrations.
4. To conduct certificate course in Painting & tailoring.

Resolutions:

1. It is resolved to complete Annual curricular plans and teaching devices.
2. It is resolved to give orientation to the students of I B.Sc (H.Sc) (Students) about course, program, rules to be followed etc.,
3. It is resolved to celebrate breast feeding week celebrations in the month of August at Mahila Praaganam & Anganwadi Centers.
4. It is resolved to conduct certificate course in tailoring on 2/8/19.

Staff

1. K. Parvathi 6/7/2019

2. T. M. ... 6/7/19

Incharge

Meeting - 4

19-08-2019

The staff of the department met in Room NO. 21 to discuss the following:

Agenda:

1. Documentation and Submission of report to IOAC
2. To conduct a certificate course in Tailoring & Painting.
3. Submission of question papers to COE.
4. Completion of syllabus as per curricular Plan.

Resolutions:

1. It is resolved to document & submit report on breast feeding week celebrations to IOAC.
2. It is resolved to conduct a certificate course in tailoring & painting.
3. It is resolved to submit question papers for internal examinations.
4. It is resolved to complete the syllabus as per curricular plan.

[Signature]
Incharge

Staff
1. *[Signature]*
2. *[Signature]*

Meeting - 5

03 09 2019

The staff of the department met in the department to discuss the following points:

Agenda:

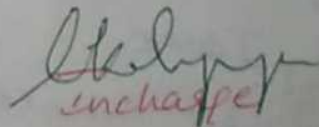
1. Celebration of "National Nutrition week."
2. Preparation of question papers.
3. Conduction of model exams.

Resolutions:

1. It is resolved to celebrate National Nutrition week celebrations at Anganwadi Centers and ^{Government} schools.
2. It is resolved to prepare question Papers for Internal assessment II.
3. It is resolved to conduct model Prefinal examinations.

Staff:

1. K. ~~Prasanna~~ ^{Prasanna}
3/9/19
2. T. ~~M~~ ^M
3/9/19


incharge

Meeting-6

15.11.2019

The staff of the department met in Room NO.21 to discuss the following

Agenda:

1. New time table framing.
2. Completion of Semester curricular plans.
3. Awareness on General electives to III B.Sc(H.Sc) students.
4. Updation of registers.
5. Complete the filling of Student profiles.

Resolutions:

1. It is resolved to frame new time table for even semesters.
2. It is resolved to complete Semester curricular plans.
3. It is resolved to conduct awareness program on General electives to III B.Sc(H.Sc) students.
4. It is resolved to update the registers of department like seminar, Assignment etc.
5. Student profiles updation was also resolved in the meeting.

Staff

1. K. Ananth 15/11/19
2. T. H. 15/11/19
3. 15/11/19

[Signature]
Incharge

Meeting - 7

A meeting ^{was} held on 13.12.2019 convened by Dr. C. Kalapriya in Room No. 21 to discuss the following:

Agenda:

1. Internal exam question papers.
2. Distribution of seminars
3. Posting of marks and analysis of results.

Resolutions:

1. It is resolved to prepare internal exam question papers.
2. It is resolved to distribute seminar topics to the students for different courses.
3. It is resolved to post & analyse the results obtained by the students in the central marks register.

Staff:

1. K. ~~Panah~~ ^{panah}
13/12/19
2. T. M. ~~...~~
13/12/19

K. Kalapriya
Incharge

Meeting - 8

06.01.2020

The staff met in the department (Room No-21) to discuss the following:

Agenda:

1. To assign project works to the students.
2. Updation of registers.
3. completion of certificate courses.
4. conduction of practical examinations.

Resolutions:

1. It is resolved to assign project works to the students.
2. It is resolved to update registers.
3. It is resolved to complete Certificate course in painting & tailoring & distribution of certificates.
4. It is resolved to conduct practical examinations as per the academic schedule.

[Signature]
Incharge

Staff

1. K. *[Signature]* 6/1/2019
2. T. H. *[Signature]*
3. *[Signature]* 6/1/19

Meeting - 9

18-03-2020

Discussion on the following points was happened in Room NO. 21 between the staff of Home Science department.

Agenda:

1. To post internal marks and practical marks.
2. Coverage of the syllabus.
3. To conduct online classes if possible.

Resolutions:

1. It is resolved to post internal and Practical marks.
2. It is resolved to ^{review} ~~cover~~ the syllabus for the students.
3. ~~To~~ It is resolved to take precautions for COVID and make students aware of COVID.

④

[Signature]
Dept. Incharge

Staff

1. K. *[Signature]*
18/3/2020
2. T. *[Signature]*

Meeting - 1

03.06.2020

The staff of the department met online to discuss the following:-

Agenda:

1. Papers to be taught by staff for the Semester ~~III~~ III, V, on online.
2. Action plan for the academic year 2020-2021.
3. coverage of the syllabus.
4. Career guidance to be passed out students.

Resolutions:

1. It is resolved to teach III Sem
 1. Family Nutrition - Dr. T. Mawatha
 2. Textiles - I - Dr. C. Kalpaniya
 3. Housing & Interior Decoration - K. Aparna Devi
1. Preschool education - T. Baby Prasuna
2. Sociology - Dr. T. Neeratha
3. Home Science Extension - T. Baby Prasuna
4. Therapeutic Nutrition - Dr. C. Kalpaniya
5. Management of Family resources - K. Aparna Devi
6. Textiles, Consumer Economics - Dr. C. Kalpaniya

2. It is resolved to celebrate and

Create awareness on the importance of different prominent days through online mode.

3. It is also resolved to cover the syllabus on time.

4. It is resolved to provide career guidance for the passed out students by giving material, classes etc,

Kalyani
Dept. Incharge

Staff

1. K. ~~Prasanna~~ *Prasanna*
2. T. ~~N~~ *N*

Meeting - 2

29.07.2020

The staff members of the department met online for the 15 discuss several points for the smooth functioning of the dept.

Agenda:

1. Preparation of pamphlet for admission campaign.
2. To celebrate Breast feeding week in the 1st week of August
3. To interact with covid patients through online mode by students
4. To make students prepare an awareness video on Covid.

Resolutions:

1. It is resolved to prepare a pamphlet on Home Science work to strengthen the department and also for admission campaign. (Preparation by students).
2. It is resolved to conduct Breast feeding week celebrations in the first week of August 2020 through online mode. (Guest lecture, awareness videos).

3. It is resolved to make students also interact with covid patients to enlighten them on the food to be taken during covid.
4. It is resolved to inform students to prepare awareness video on covid.
5. It is resolved to conduct guest lecture on the occasion of world Breast feeding week celebrations.

Dr. K. K. Parvathy
Dept. Incharge

Staff

1. K. Parvathy
2. T. H. W.

Meeting-3

28-08-2020

The Slgt of the department conducted an online meeting to discuss the following agenda points.

Agenda:

1. To conduct 'National Nutrition Week' Celebrations in the month of September [first week]. Panel discussion
2. Coverage of the syllabus.
3. To create awareness on Covid through quiz (online).
4. To conduct a guest lecture and an Resolution awareness program on international day on october 1st
1. It is resolved to conduct National Nutrition week Celebrations through online mode. Activities include
 1. Awareness video on nutrients
 2. Seminar by students on micro and macronutrients - invitation to college Slgt - a flyer (trace already)
 3. Awareness on nutrients to the school students by college home science students

4. To prepare PPT on the content concerned.

2. It is resolved to complete 90% of syllabus by the 1st end of September.
3. It is resolved to conduct an online panel discussion with students.
4. It is resolved to conduct an online quiz on nutrients.
5. It is resolved to conduct "Team Teaching" on the occasion of International Elderly day on 01-10-2020.
6. It is resolved to conduct a guest lecture on the occasion of "National Nutrition week" celebrations in the first week of September.
7. It is resolved to conduct a video on recent research evidences on Nutrients and to be placed posted in the website of the college.
8. To prepare all the Records, Register and classrooms etc for ISO visit in college. (The department Dept. Incharge)

Slgt

1. K. Prasad
2. T. M. D.

Meeting - 4

02.11.2020

The staff of the department conducted an office meeting in the department to discuss the following

AGENDA :-

1. To conduct classes offline and take necessary precautions to COVID-19.
2. To conduct Internal Exam for ^{1st sem} students
3. Complete syllabus in time.

Resolutions:-

1. It is resolved to conduct classes regularly following COVID appropriate behaviour in the classroom.
2. To Sanitize the classrooms and department and conduct classes.
3. To conduct Internal examinations in the second week of December 2020.
4. To complete the syllabus for ^{1st} Semester students and get prepared for the semester examinations.

5. To complete practical classes in all the papers and conduct Internal practical exams.

*Pradyumn
Incharge*

Staff Members

1. K. ~~Aravind~~
2. T. M. ~~Aravind~~

Meeting-5

04.01.2021

The staff of the department conducted a meeting in the department on the following issues for discussion.

Agenda:

1. To conduct classes online and offline for III and IV semester students.
2. To complete practical and theory syllabus for V semester students and prepare for Examinations.
3. To inform all the students to attend the classes regularly.

Resolutions:

1. It is resolved to conduct online & offline for III semester students & IV Sem students.
2. To take the students for practical classes (Exterior works) in series over.
3. It is resolved to give assignment topics for the students.

4. It is resolved to contact the parents of students who are not attending the classes regularly.

5. It is resolved to take precautions for COVID and ^{make} aware the students about this.

Kalyani
Incharge

Staff

1. *Kalyani*

2. T. H. *et al*

Meeting-6

10.03.2021

A staff meeting was conducted in the department to discuss the following issues.

Agenda:

1. To prepare I sem students for sem End examination - Revision Party.
2. To purchase gift for principal sir's Retirement function.
3. To conduct Internal practical exams for III sem students.
4. To give advertise for Guest post in the department of Home Science.

Resolutions + It was resolved to conduct Revision classes if required in some topics for I sem students.

2. Allotment of Exam centres near to their houses due to covid. For this students were asked to select the exam centres near to their villages in the given list of Government colleges.
3. To purchase a gift pack of when I set for principal dr. Mahanand sir for his Retirement function.

3. To conduct practical exams for III sem students and also complete the theory syllabus if any. The date for practical exam was 06.04.2021 to 08.04.2021.

4. To call for an interview for all the eligible candidates for Guest post in the department.

Dr. Mahanand

Signatures of staff

1. K. *Prasanna*
2. T. *M. A.*

Meeting - 7

15-04-2023

The staff of the Department conducted a meeting to discuss the following agenda

Agenda

1. Appointment of Guest lecturers in the department
2. To start Sem VI syllabus and discuss to allot classes for all the staff.
3. To start classes for I sem students who were joined in the first phase of counselling.
4. In case of elections if the college is occupied for shree room. Next alternatives for conduct of classes.
5. To allot project work for VI semester students in word and CUB for each and every student.

Resolutions

1. To allot Kim. S. Rokmini as Guest lecturer in the department of Home Science as per principal's instruction.

2. Allotment of timetable for all the staff and all semesters.

3. It is resolved to start classes for I semester students and form a whatsapp group for all the students.

4. To conduct online classes through Q-suit and upload all the recorded classes in the Q-suit.

5. To allot project work for II sem students in word and CUB for each and every student.

[Signature]

Signatures of Staff

1. K. *[Signature]*
2. T. H. *[Signature]*
3. A. *[Signature]*

Meeting - 8

01.06.2021

The staff of the Department conducted a meeting to discuss the following agenda.

Agenda:

1. To attend online workshop conducted to teach online classes for students by COE.
2. To conduct online classes for students and post the recorded classes in Q-suit with all the particulars.
3. To upload the online classes data in the V.S. University prescribed google sheet and in our college google excel sheet.
4. To complete the syllabus as per the given schedule for all the staff.

Resolutions:

1. To attend online workshop and follow those instructions in online teaching.

2. To post the details of online classes with the link and recorded classes in 1. Bhavati pad online

2. V.S. University Excel sheet
3. DKW college Excel sheet
4. Q-suit.

3. To complete the syllabus as per the syllabus.

4. To conduct online examination for students and submit the marks to COE.

Prakash

Signatures

1. *K. Anand*
2. T. M. *etc*
3. *A. Pr*

Meeting - 9

02.08.2021

The staff of the department met to discuss the following.

Agenda:

1. To conduct practicals in nutrition and textiles courses through offlin.
2. To complete two projects for all the students.
3. To prepare for Practical and Theory Exams for students.
4. To allot External practical examinations from various colleges.

Resolutions:

1. To conduct few practicals for students in Nutrition lab and textiles drafting in textiles lab for students.
2. To complete the project works for students.

3. To conduct exams and take remedial classes for slow learners and explain one question and conduct slip test for them.

4. To inform external practical examinations for the conduct of practical exams for VI, IV & III sem students.

5. To conduct exams for students and prepare them for theory exams.

Signatures,

1. K. Aruna

2. T. H. At

3. A. Divi

Atul

Meeting-10
2021-2022

26.09.2022

The staff of the Department conducted a meeting to discuss the following Agenda.

Agenda:

1. To conduct III and IV sem for students and explain course outcomes for them.
2. To allot timetable for all the staff members.
3. To Canvas in the Intermediatic college to join the Intermediatic students into our college.
4. To explain program outcomes of our course to newcomers while joining the course.
5. To inform all the students to attend office classes regularly and complete the syllabus in time.
6. To post all the classes which are taken in the OTLP App.

Resolutions:

1. To explain course outcomes for the III and IV sem students.
2. To allot timetable for all classes and staff.
3. To look into the admission work and inform about the course for intermediatic students.
4. Course outcomes were explained to students.
5. Ensure all the students must attend office class.
6. To post classes in the OTLP app and complete teaching diary.
7. Prepare study material for students and circulate among them and conduct slip test.

Signatures

1. V. S. Anand

2. T. M. M. M.

3. A. P. S.

L. K. S.

Meeting-11

05.11.2021

The staff of the Department conducted a meeting to discuss the following Agenda.

Agenda

1. To conduct BOS meeting online for II year syllabus.
2. Admissions for I year students.
3. Election duties for staff members.
4. To conduct Bridge course for I year students.
5. Enrollment of NCC Cadets.

Resolutions

1. It is resolved to inform all the BOS members to attend the meeting online and add few topics which are needed.
2. To look into the admissions for students.

3. Inform Intermediate students to join into the Home Science course.

4. To attend the Election duties & give leaves for the allotted staff and compensate the classworks in other day.

5. To create a whatsapp group for first year students and inform them about the classes and if any.

6. Resolved to conduct Bridge course for 1st year students as they have come from Maths & Science backgrounds.

7. To conduct a Exam after completion of the Bridge course and find out the above average, average and below average students.

8. To conduct enrollment for NCC Cadets.

Staff Signatures

1. K. ~~Asin~~

2. T. M. U.

3. ~~R. S.~~

R. Kalayam

Meeting-12

06-01-2022

The staff of the Department met offline to discuss the following.

Agenda

1. To complete syllabus for students and prepare them for sem end Examinations.
2. To participate in Republic Day Celebration in our college.
3. Explain the program outcomes for all the first year students and involve them in SIP program.
4. To conduct orientation program at department level for the new comers and arrange for a welcome party to the students.
5. To update the syllabus material accordingly to the changes made in the BOS meeting.

Resolutions:

1. It is resolved to complete the syllabus for I semester and III sem students.

2. Conduct slip tests and prepare them for the sem end examinations.

3. To involve our students in participating song and patriotic dance during Republic Day celebrations.

4. To complete all the practicals in time and correct the records of the students.

5. Resolved to explain the program outcome of the course to first year students and involve them in SIP program conducted in the college.

6. An orientation program for I year students was planned and all the departments, library, playground hostel blocks were to be shown to students.

7. To update the study material and circulate the same among students.

Synopsis

1. K. A. Aravind

2. T. H. the

3. A. P. S.

A. S. Aravind

Meeting - 13

02.03.2022

The Department staff conducted a meeting to discuss the following Agenda.

Agenda.

1. To start VI sem for III year student and explain course outcomes for the Core papers.
2. To conduct Internal practical examination for Sem I and sem-III students
3. Take permission in Court and Private preschools for "A days participation as preschool teacher & plan the activities"
4. Plan for a study tour to final year students for 2 days.
5. To give coaching for PACEET for final year students.
6. To allot project works for CR10

Resolutions: and word.

1. To explain course outcomes for final year students and explain them about the practical syllabus in each course.

2. To allot project works in 100man & Rural Development course individually to students and allot one more project in child welfare organisation course.

3. To conduct Internal practical Exams for Semester III and semester-IV students and correct the records of the students

4. It is resolved to visit Avenue International preschool, Court preschool in Ramnairh Badi Campus for three days.

5. It finalized to plan study tour to Impati for all the final year students so that they can be taken to S.V. University and S.P.M.V.V. and interact with the professor

6. To give coaching for final year students from 4 to 5 daily to appear for PACEET examination.

7. To allot project works for students in

Signatures

1. K. ~~Asitha~~
2. T. M. Lt
3. A. P. i

Handwritten signature

Meeting - 14

04/07/2022

The staff of the Department conducted a meeting to discuss the following Agenda.

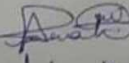
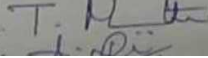
Agenda:

1. To start BBA - Health Care Management as part of Skill Sector New Delhi as per CCE instructions.
2. To conduct VI sem practical Exams and record corrections for students.
3. To prepare VI sem students for semester end examinations from 11.07.2022.
4. To arrange fare well party to VI semester students.
5. To consolidate attendance for VI semester students and inform the shortage of attendance to students.
6. To prepare report for all the activities and submit the same to SQAC.

7. To keep all the Teacher, diary, annual curriculum and teaching Synopsis and other registers in the department ready for CCE Review meeting visit in our college on 28.07.2022.

Resolutions:

1. To start BBA - Health Care Management and get MOU from skill sector Council.
2. To conduct external practical Exams for VI sem students and correct all the records for students.
3. To prepare students for VI sem end Examinations.
4. To arrange fare well party after completing the theory exams.
5. To consolidate attendance and inform the percentage to all the students and inform the below average attendance to the students parents.
6. To prepare report for all the activities done in the academic year.
7. To keep all registers update for Commissioner's visit in our college on 28.07.2022.

1. K. 
2. T. 
3.

