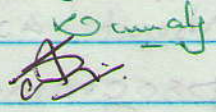
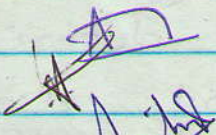
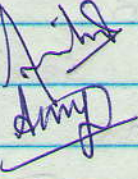


MEETING - 1.

called by : Dr Nirmala Joseph

Date: 11th July 2016

Time: 1 pm

Attendees	Signature.
Dr Nirmala Joseph	
Mrs Soumya Sara Koshy	
Mr Ajith John Thomas	
Mr Lyosh Matthews	
Mr Abin KN	
Mrs. Anju Anna John	

Agenda.

Discussion on conducting programmes as part of Continuing Education Cell.

Discussion.

In the meeting, the benefits of conducting an FDP (Faculty Development Programme) is discussed.

Decision.

- It is decided to conduct an FDP in MBCCET.
- Placement officer Mr Lovel Hench is elected as the convener for conducting the programme.
- It is decided to invite 'les mentors' Chennai to conduct FDP.

MEETING - 2

called by Sr Nirmala Joseph

Date: 28.09.201

Time 1 pm.

Attendees:

Sr Nirmala Joseph
 Mrs Soumya Sara Koshy
 Mr Ajith John Thomas
 Mr Lyosh Mathews
 Mr Abin K.N
 Mrs Anju Anna John.

Signature.

Nirmala
~~Dr.~~
~~John~~
~~Thomas~~
~~Mathews~~
~~Abin~~
~~Anju~~

Agenda.

conducting programmes for the benefit of faculty members as part of continuing education cell.

Discussion

In the meeting, it is suggested that some faculty members are unaware of using MS Office Excel. It is useful for the teachers as well as non-teaching members.

Decision

It is decided to offer a course MS Office Excel for faculty members. It is decided to distribute a notice to give names who need the class.

Nirmala Joseph