

SWC - MEETING (SWC/10/2015/01)

Called By: Dr. Nirmala Joseph (H.O.D Sci & Hum)		Date: 03.10.2015
Time: 2:00pm	Venue: Conference Hall	
Attendees:	Signature	
1. Dr. Nirmala Joseph		
2. Mrs. Socha Priya Sebastian		
3. Ms. Sheela Jones		
4. Mr. Anish M. George		
5. Mrs. Deepa Menon		
6. Mr. Rajin Mathews		

Agenda

1. Discuss and finalise the Vision, Mission and objectives of SWC
2. Seek the suggestions in improving student welfare

Discussion

1. The meeting discussed on the Vision, Mission and objectives of SWC
2. Dr. Nirmala Joseph suggested to categorise the students based on their First Series Test marks and collect the list of students in each branch who scored below 10 out of 20.
3. Also discussed on giving special coaching for such

4. Mrs. Sneha Priya Sebastian pointed that the student grievances reported to the Grievance Cell should be reported to SWC and make sure appropriate corrective measures are taken.
5. Ms. Sheela Jones suggested to conduct Retreat sessions for the students.
6. Mrs. Sneha Priya Sebastian suggested the need for a smart room in the hostels so that the students can view online lectures, etc (based on logging in using credentials for stipulated time)
7. Mr. Anish M. George suggested to congratulate the toppers in each branch for the first series test like displaying their photographs on notice board)
8. Dr. Nirmala Joseph pointed the necessity for a separate notice board for KTU updates and news.

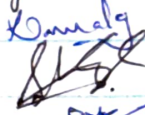
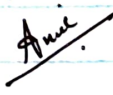
Decisions

1. Collect the students' list of each branch
2. Make the list of students who get Scholarship
3. Collect the list of students in each branch who scored below 10 out of 20 for each subject.
4. Get the student topper in each branch
5. Finalised the Vision, Mission and Objectives of SWC.

Measures

Prepared By: Anish M. George *Anish*
 Verified By: Dr. Nirmala Joseph *Nirmala*

SWC - MEETING (SWC/11/2015/02)

Called By: Dr. Nirmala Joseph H.O.D, Science & Humanities		Date: 04.11.2015
Time: 2:00pm	Venue: Conference Hall.	
Attendees:		Signature
1. Dr. Nirmala Joseph		
2. Mrs. Sneha Priya Sebastian		
3. Ms. Sheela Jones		
4. Mrs. Deepa Merin		
5. Mr. Rojin Mathews		
6. Mr. Anish M. George		

Agenda

1. Reading report and minutes of the meeting held on 03.10.2015
2. Special attention to weak students.
3. Selection of student representatives in SWC.

Discussion

1. The report and minutes of the meeting held on 03.10.2015 were read and ^{it was} passed by Mr. Rojin Mathews and seconded by Mrs. Deepa Merin
2. Dr. Nirmala Joseph pointed out to categorise the students based on the Second Series Test marks
3. Discussed on the need of special remedial classes for weak students.

1. Mr. Rojin Mathews suggested the necessity of student representatives in SWC.

Decisions

1. Collect the list of students in each branch who scored below 10 out of 20 for each subject in the second series test.
2. Initiate remedial sessions for such students and make sure they improve in their academics.
3. Select student representatives from each class (one boy and one girl) to the SWC.
4. Conduct Retreat session for the students at the earliest and present the proposal to the Management.

Measures

1. Collected the students' list of each branch and list of students who scored below 10 out of 20 for each subject.
2. Remedial classes for those students have been initiated.
3. Arrangements have been made in the hostels for allotting rooms for computers with internet.
4. The toppers for the first series test in each branch were congratulated.

Prepared by: Anish M. George *Anish*

Verified by: Dr. Nirmala Joseph

K. Anand
Dr. Nirmala Joseph
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