## SREE NARAYANA COLLEGE SIVAGIRI, VARKALA

## **DLMC REPORT 2023-2024**

#### DEPARTMENT OF BOTANY

### Department level Monitoring Committee (DLMC REPORT) 2023-24

## 1. Minutes of Department level Monitoring Committee meeting held on 07/06//2023

The first meeting of the DLMC for the academic year 2023-24 was held on 07/06/2023 at 2.00 pm in the staff room at Department of Botany. The meeting was chaired by Dr. Hima.R, Associate Professor & Head of the Department of Botany.

#### Members present

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- 1. Dr. Hima R (Associate Professor & Head)
- 2. Dr. Smitha P.D
- 3. Dr. Biju. C

#### Main agenda of the meeting were:

- Preparation of action plan for the academic year
  - Timetable preparation for the academic year
  - Portions to be allotted
  - Completion of fourth semester portions

The meeting discussed the above-mentioned items in the agenda and following decisions were taken. Fourth semester University examination is expected to commence from the second week of July. It was decided to complete the fourth semester portions by the end of June and model exam should be conducted by the end of the July first week. It was decided to prepare the time table for the academic year and was assigned to Dr.Hima R. It was also decided to complete the practical of previous semester of both core and complementary courses. Decisions were also made to complete the portions before the commencement of internal exam and provide remedial classes for the weak students and also to engage special classes whenever necessary.

#### Important dates

#### UG S1

Commencement of class:07/8/2023 Assignment allotment: 17/09/2023 Submission (last date): 30/09/2023



Internal exam: 08/01/2024 to 12/01/2024

Result: 30/01/2024

C.E. Mark Uploading:15/02/24

Date of Appeal: 18/02/2024

#### UGS3

Commencement of class: 26/10/2023

Assignment allotment: 22/11/2023

Submission (last date): 3/12/2023

Internal exam: 05/02/2024 to 08/02/2024

Result: 28/02/2024

C.E. Mark Uploading: 21/03/2024

Date of appeal: 25/03/2024

#### UG S5

Commencement of class: 04/09/2023

Assignment allotment: 20/11/2023

Submission (last date): 02/12/2023

Internal exam: 29 /11/2023 to 04/12/2023

Result:21/12/2023

C.E.Uploading: 04/01/24

Date of appeal: 08/01/2024

## 2. Minutes of Department level Monitoring Committee meeting held on 01-11-2023

The second meeting of the DLMC for the academic year 2023-24 was held on 01/11/2023 at 12.30 pm in the department. The meeting was chaired by Dr. Hima. R, Associate Professor & Head, Department of Botany.

#### Members present

- 1. Dr. Hima. R (Associate Professor & Head)
- 2. Dr. Smitha P.D (DLMC Member)
- 3. Dr. Biju. C





#### Main agenda of the meeting were:

- Review of matters discussed in previous DLMC meeting
- Portion completion of fifth semester and remedial classes
- Portion completion of first semester
- Second semester Botany Core practical

The meeting started with a review of matters discussed in the previous DLMC meeting. It was decided to complete the fifth semester portions by 20/11/2023. Remedial class for fifth semester students should be conducted after 20/11/2023. Model examination of fifth semester was scheduled to conduct from 28/11/23 to 30/11/23. Second semester core practical's will be on the first week of January 2024 and was decided to give instruction to students for complete the record work by 20/12/2023 and should submit the records for submission on 30/01/2024.

#### Important dates

UG S4

Model examination of S4: 10/07/2023 to 12/07/2023

Model examination: 18/09/2023

CE mark uploading: 18/09/2023

S4 complementary practical examination: 19/10/2023 to 20/10/2023.

### 3. Minutes of Department level Monitoring Committee meeting held on 01/03/24

The third meeting of the DLMC for the academic year 2023-24 was held on 01/03/2024 at 2.00 pm in the Botany Lab. All the faculty members attend the meeting. The meeting was convened by Dr.Hima. R, Associate Professor & Head, Department of Botany.

#### Members present

- 1. Dr. Hima . R (Associate Professor & Head)
- 2. Dr. Smitha P.D (DLMC Member)
- 3. Dr. Biju. C

#### Main agenda of the meeting were:

- Portion completion of sixth semester
- Conduct of model examination of sixth semester



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- Study tour of third year
- Record and project submission of third year

The Meeting started with a review of matters discussed in the DLMC meeting held on 01/11/23 and discussed the items in the agenda and following discussions were made. Sixth semester portions should be completed by 15/03/2024. Model examination for sixth semester should be conducted from 18/03/2024 to 21/03/2024. Study tour of third year students also scheduled to be conducted on 4/03/2024 and the proposed areas include Ooty, Mysore, Coorg and Waynad including five days. It was also decided to inform students to complete the record work of fifth and sixth semester by March 31/03/2024. Record should be submitted by the last week of April.

#### **Important Dates**

- Internal exam -20/03/2024 to 23/03/2024
- Result: 27/03/2024
- CE uploading: 08/04/2024
- Date of appeal: 12/04/2024
- PTA meeting of S2:12/03/2024
- Study tour of S6: 04/03/2024 to 09/03/2024.

#### 4. Minutes of Department level Monitoring Committee meeting held on 02/05/24

The fourth meeting of the DLMC for the academic year 2023-24 was held on 02/05/2024 at 12.30 am in the department. The meeting was chaired by Dr.Hima. R, Associate Professor & Head, Department of Botany convened the meeting.

#### Members present

- 1. Dr. Hima. R (HOD)
- 1. Dr. Smitha P.D (DLMC Member)
- 2. Dr. Biju. C

#### Main agenda of the meeting were:

- FYUGP
- Conduct of S6 Practical examination



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The meeting started with a review of matters discussed in the DLMC meeting held on 01/03/24. The meeting discussed in the items in the agenda and the following decisions were taken.

As part of the implementation of FYUGP, College basket has to be filled by 09/05/2024. The meeting discussed the courses to be selected. The department decided to selected 16 DSC including major and minor courses, 7 DSE courses, 2 MDC and I SEC as per the instruction of University and college based on the workload. University has decided to conduct S6 Practical examination from 15/05/2024 to 17/05/2024. So it was decided to conduct model practical on 10 th and 13 th of May 2024. The meeting ended at 3.30 pm.

#### **Important Dates**

PTA meeting of S6: 27.02.2024

S6 University examination: 05/03/2024

S6 University Practical examination: 15/05/2024 to 17/05/2024



### **Department of Chemistry**

## Department level Monitoring Committee (DLMC REPORT) 2023-2024

## Minutes of the Department Level Monitoring Committee Meeting held on 09.06.2023

The first meeting of the DLMC for the academic year 2023-2024 was held on **09.06.2022** at 12.30 pm. The meeting was headed by Dr.Archana S.R who is the HOD and Chairperson of the DLMC and Ms. Induja P was nominated as the DLMC Convener

#### Members present

1.	Dr.Archana S.R	DLMC Chairperson
2.	Induja P	DLMC Convener
3.	Lija P Lekshmanan	Member DLMC
4.	Dr. Ashalatha A	Member DLMC
5.	Shibitha Thampi R. S	Member DLMC
6.	Saritha S.J	Member DLMC
7.	Dr.Reshma R	Member DLMC
8.	Lekshmi.S.Dharan	Member DLMC

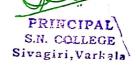
#### Agenda of the meeting:

- 1. Reconstitution of DLMC
- 2. Model Examination of S4 BSC Chemistry
- 3. Assigning Class tutors
- 4. Feedback Analysis

The following faculty members were assigned as class tutors. The Portions for S5, S3, S1 UG and first semester PG were allotted to respective teachers.

II MSc Analytical Chemistry- Dr. Archana S.R.

I MSc Analytical Chemistry - Dr.Reshma R



III BSc Chemistry- Saritha S.J

II BSc Chemistry - Lija . P. Lekshmanan

I BSc Chemistry- Dr. Ashalatha A

Model Examination of S4 BSc Chemistry was decided to conduct on 05/07/23. The feedback analysis of pass out BSc students were also done.

#### Important dates

#### UG S1

Commencement of class: 07/8/2023
Assignment allotment: 28-09-2023
Submission (last date): 14-10-2023
Internal exam: 08/1/2024 to 12/1/2024

Result: 30/1/2024

C.E.Uploading:15/2/24

Date of Appeal: 18/2/2024

#### UG S3

Commencement of class: 26/10/2023
Assignment allotment: 20/11/2023
Submission (last date): 07/12/2023
Internal exam: 05/02/2024 to 08/2/2024

Result: 28/2/2024

C.E.Uploading: 21/3/2024 Date of appeal: 25/3/2024

#### UG S5

Commencement of class: 04/9/2023 Assignment allotment: 20/10/2023 Submission (last date): 13/11/2023

Internal exam: 29/11/2023 to 04/12/2023

Result: 21/12/2023

C.E.Uploading: 04/01/2024

Date of appeal: 08/01/2024



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#### PG S1

Commencement of class: 19/9/2023

Assignment allotment: 6/11/2023

Submission (last date): 30/11/23

Internal exam: 06-03-24 to 08-03-24

Result: 26/03/24

C.E.Uploading:05/6/24

Date of appeal: 09/6/24

## Minutes of the Department Level Monitoring Committee Meeting held on 21.08.2023

The second meeting of the DLMC for the academic year 2023-2024 was held on **21.08.2023** at 12.30 pm. The meeting was headed by Dr.Archana S.R who is the HOD and Chairperson of the DLMC.

#### Members present

1.	Dr.Archana S.R	DLMC Chairperson			
2.	Induja P	DLMC Convener			
3.	Lija P Lekshmanan	Member DLMC	- 11 ba		
4.	Dr. Ashalatha A	Member DLMC	Trans.	)	٠,
5.	Shibitha Thampi R. S	Member DLMC	1911	)	
6.	Dr.Reshma R	Member DLMC	1.		

#### Agenda of the meeting:

- 1. Model Examination of S2 BSc Chemistry
- 2. Practical Examination of S4 BSc Chemistry
- 3. Remedial Classes for S2 BSc Chemistry.
- 4. Continuous Evaluation of S4 BSc Chemistry.





It has been decided to conduct model examination of S2 BSc Chemistry on 05/09/23.and arrange remedial classes for students who have been identified as weak students from S2 BSc Chemistry and complementary courses. The meeting directed the second year tutor to upload CE marks of S4 BSc Chemistry students of students with in the specified time limit. The meeting also discussed the practical examination of S4 BSc Chemistry.

The following faculty members were assigned as skilled assistants in the University Practical Examination of S<sub>4</sub> BSc Chemistry.

BSc Chemistry - Saritha S.J

BSc Physcis - Lija P Lekshmanan

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BSc Geology - Induja P

BSc Zoology - Lekshmy S Dharan

BSc Botany- Dr. Ashalatha A

#### **Important Dates**

1. S4 UG Practical Model exam: 08/09/23 to 13/09/23

2. Uploading CE marks of S4 BSc Chemistry: 18/09/23

3. Model Examination of S2 BSc Chemistry: 05/09/2023

### Minutes of the Department Level Monitoring Committee Meeting held on 24.11.2023

The third meeting of the DLMC for the academic year 2023-2024 was held on 24.11.2024 at 12.30 pm. The meeting was headed by Dr.Archana S.R who is the HOD and Chairperson of the DLMC.

#### Members present

1. Dr.Archana S.R

**DLMC** Convener

2. Induja P

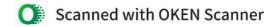
3. Shibitha Thampi R. S Member DLMC

Member DLMC 4. Dr.Reshma R

Member DLMC Dr.Sreeleksmy S.R

> PRINCIPAL S.N. COLLEGE Sivagiri, Varkala

**DLMC** Chairperson



## Agenda of the meeting:

- 1. Model Examination of S5 BSc Chemistry
- 2. Practical Examination of S2 MSc Analytical Chemistry
- 3. Attendance discussion of UG and PG students

It has been decided to conduct model examination of S5 BSc Chemistry on 29/11/23.

The following faculty members were assigned as question paper setters for the model Examination of S<sub>5</sub> BSc Chemistry.

Physical Chemical I - Lija P Lekshmanan

Inorganic Chemistry III - Shibitha Thampi R.S

Organic Chemistry ll - Induja P

It was directed to display the monthly attendance of both UG and PG students on the notice board and also redressed a complaint regarding the attendance.

#### **Important Dates**

- 1. S2 PG Practical Model exam: 05/12/2023
- 2. Uploading CE marks of S4 BSc Chemistry: 18/09/23
- 3. Model Examination of S5 BSc Chemistry: 29/11/2023 to 04/12/2023
- 4. First internal Examination of S1 MSc analytical Chemistry: 05/12/23

# Minutes of the Department Level Monitoring Committee Meeting held on 09.01.2024

The fourth meeting of the DLMC for the academic year 2022-2023 was held on 25.01.2023 at 12.30 pm. The meeting was headed by Dr.Archana S.R who is the HOD and Chairperson of the DLMC.

#### Members present

1. Dr.Archana S.R

DLMC Chairperson

2. Induja P

**DLMC** Convener

3. Muthu S

Member DLMC

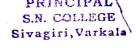
4. Lija P Lekshmanan

Member DLMC

5. Dr. Ashalatha A

Member DLMC





6. Shibitha Thampi R. S

7. Dr.Reshma R

8. Dr.Sreelekshmy S.R

Member DLMC

Member DLMC

Member DLMC

#### Agenda of the meeting:

1. Model Practical Examination of S5 BSc Chemistry.

2. Continuous Evaluation of S5 BSc Chemistry.

3. Project distribution of S6 BSc Chemistry

4. Project distribution of S4 MSc Analytical Chemistry

The Meeting started with a review of matters discussed in the previous DLMC meeting. The meeting directed the third year tutor to upload CE marks of S5 BSc Chemistry students of students with in the specified time limit. The Model Practical Examination of S5 BSc Chemistry will scheduled to be held on 11/01/24 and 12/01/24. It was decided to divide the S4 PG students to all teachers for their project work and reallocate the project for S6 BSc Chemistry.

#### Commencement of S6 UG: 3/01/24

➤ Assignment allotment: 07/02/24

Submission (last date): 21/02/24

> Internal exam: 20/3/24to 23/3/24

Result: 27/3/24

> C.E.Uploading: 08/04/24

> Date of appeal: 12/04/24

#### **Important Dates**

1. S2 PG Practical Examination: 17//01/2024

2. Uploading CE marks of S5 BSc Chemistry: 14/01/24

3. Model Practical Examination of S5 BSc Chemistry: 11/01/24 and 12/01/24



#### PG DEPARTMENT OF COMMERCE, HOTEL MANAGEMENT AND CATERING

#### **DEPARTMENT LEVEL MONITORING COMMITTEE**

#### REPORT

#### 2023-24

#### Minutes of DLMC Meeting held on 03/07/2023:-

The first meeting of the DLMC for the academic year 2023-24 was held on **03/07/2023** at 1.00 pm. The meeting was headed by Dr.Soju.S (Head, PG Dept of Commerce) who was also the chairperson of DLMC. Dr.Lekshmy Prasannan was nominated as the DLMC convener.

#### **Members Present**

- 1. Dr Soju.S (DLMC Chairperson)
- 2. Dr Jubilie.S.V (DLMC member)
- 3. Ms Lekshmi.J (DLMC member)
- 4. Dr Lekshmy Prasannan (DLMC Convener)
- 5. Dr Sidhukumar.N (DLMC Member)
- 6. Dr Rinku Babu (DLMC Member)

#### Main agenda of the meeting were

- > Timetable preparation for the academic year
- > Portions to be allotted
- > Discussion on the Department activities for the academic year.
- > Scheduling of Practical's for Hotel Management students
- > Assignments to be allotted
- Internal exams to be conducted

Time table for the academic year was prepared by Dr.Soju.S. The dates for commencement of classes for S5, S3, S1 UG and first semester PG was decided upon. Portions for these classes were allotted to respective teachers. Special & remedial classes need to be taken whenever necessary. It was decided to complete pending RAYApraeticals of HM students before July31st.

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#### Important dates

#### UG S1

Commencement of class: 07/8/2023
Assignment allotment: 28-09-2023
Submission (last date): 14-10-2023
Internal exam: 08/1/2024 to 12/1/2024

Result: 30/1/2024

C.E.Uploading: 15/2/24

Date of Appeal: 18/2/2024

#### UGS3

Commencement of class: 26/10/2023

Assignment allotment: 20/11/2023 Submission (last date): 07/12/2023

Internal exam: 05/02/2024 to 08/2/2024

Result: 28/2/2024

C.E.Uploading: 21/3/2024 Date of appeal: 25/3/2024

#### UG S5

Commencement of class: 04/9/2023

Assignment allotment: 20/10/2023

Submission (last date): 13/11/2023

Internal exam: 29/11/2023 to 04/12/2023

Result: 21/12/2023

C.E. Uploading: 04/01/2024

Date of appeal: 08/01/2024



#### PG S1

Commencement of class:

19/9/2023

Assignment allotment:

6/11/2023

Submission (last date):

30/11/23

## Minutes of Department level Monitoring Committee meeting held on 2-11-2023

The Second meeting of the DLMC for the academic year 2023-24 was held on **2-11-2023** at 3.00 pm. The meeting was headed by Dr.Soju.S the chairperson of DLMC and presided by Dr.Lekshmy Prasannan, DLMC convener.

#### **Members Present**

- 1. Dr Soju.S (DLMC Chairperson)
- 2. Dr Jubilie.S.V (DLMC member)
- 3. Ms Lekshmi.J (DLMC member)
- 4. Dr Lekshmy Prasannan (DLMC Convener)
- 5. Dr Sidhukumar.N (DLMC Member)
- 6. Dr Rinku Babu (DLMC Member)

#### Main agenda of the meeting were

- > Review of matters discussed in previous DLMC meeting
- > Completion of tutorial and mentoring report
- > Discussion regarding workshop on financial education
- > Orientation programme for 1st year HM students
- > Conduct of PTA meetings
- > Attendance statement of S5 Students

> Portion completion of S5 UG Students

The Meeting began with a review of matters discussed in the DLMC meeting held on 03/07/2023. The portions completion report for S5 UG need to be submitted on or before 22-11-2023.. The workshop on financial education was scheduled on 21<sup>st</sup> and 22<sup>nd</sup> November. It was also discussed to conduct PTA meetings & model exam on time.. The date for submission of Tutorial and mentoring report of S5 BCom & HM students will be 08/12/23. Remedial classes and special classes need to be arranged for S5 UG students before November 26th.

#### **Important Dates**

- 1. Model Examination of S5 BCom & HM : 29/11/2023 to 04/12/2023
- 2. First internal Examination of S1 Mom: 05/12/23
- 3. Uploading CE marks of S5 BCom & HM: 14/01/24

#### Minutes of Department level Monitoring Committee meeting held on 04/01/24

The Third meeting of the DLMC for the academic year 2023-24 was held on 04/01/24 at 3.00 pm. The meeting was headed by Dr.Soju.S the chairperson of DLMC and presided by Dr.Lekshmy Prasannan, DLMC convener.

#### **Members Present**

- 1. Dr Soju.S (DLMC Chairperson)
- 2. Dr Jubilie.S.V (DLMC member)
- 3. Ms Lekshmi.J (DLMC member)
- 4. Dr Lekshmy Prasannan (DLMC Convener)
- 5. Dr Sidhukumar.N (DLMC Member)
- 6. Dr Rinku Babu (DLMC Member)

### Main agenda of the meeting were

- > Allotment of portions for S2 UG
- > Allotment of portions for S4 UG



- > Assigning duties for criteria wise Documentation AQAR
- > Preparation of Department Annual report
- > Extension Activities of the Department

The Meeting started with a review of matters discussed in the DLMC meeting held on 2-11-2023. Portions were allotted for S2 UG & S4 UG and respective teachers were assigned to complete their portions on time. It was also decided to make proper documentation of criteria wise details of the AQAR and prepare annual report before 31st march. Tutors of S3, S6 UG & S1 PG were reminded of uploading C.E.marks. It was decided to conduct extension activities of the department at Kudumbasree unit on 28th February 2024.

#### **Important Dates**

> Assignment allotment of S6 BCom & HM: 07/02/24

> Submission (last date): 21/02/24

> Internal exam: 20/3/24to 23/3/24

> Result: 27/3/24

> C.E.Uploading (S6): 08/04/24

> Date of appeal: 12/04/24



#### PG & RESEARCH DEPARTMENT OF ECONOMICS

### Department-level Monitoring Committee (DLMC REPORT) 2023-24

## Minutes of Department level Monitoring Committee meeting held on 13-06-2023

The first meeting of the DLMC for the academic year 2023-24 was held on 13-06-2023 at 1 pm. The meeting was headed by Dr.Aswathy.R, Head of the Department of Economics who was also the Chairperson of DLMC. Dr. Megha Radhakrishnan was nominated as the member Convener.

#### Members present

- 1. Dr. Aswathy. R (DLMC Chairperson)
- 2. Dr. Vinod. C. Sugathan (DLMC member)
- 3. Dr.Sreerenjini.S.C (DLMC member)
- 4. Sri.Syamraj.R (DLMC member)
- 5. Dr.Jerry Alwin (DLMC member)
- 6. Dr.Megha Radhakrishnan (DLMC Convenor)
- 7. Smt.Anilakumary.R (DLMC member)
- 8. Smt.Namitha.K.Bhat (DLMC member)

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#### Main agenda of the meeting were

- > Preparation of Timetable for the academic year
- > Assigning Class tutors
- > Portions to be allotted
- > Giving model exam to S4 classes.
- > Preparation of CE marks of S4
- > Discussion on the conduct of Nobel Week for the academic year.
- > Organise monthly presentation of research scholars
- > Assignments to be allotted
- > Internal exams to be conducted

Time table for the academic year was prepared by Dr.Aswathy.R. The dates for commencement of classes for S5, S3, S1 UG and first semester PG was decided upon. Portions for these classes



were allotted to respective teachers. Decision taken to complete the portions before the commencement of internal exam and to engage special & remedial classes whenever necessary.

#### Important dates

#### UG S1

Commencement of class: 24-7-2023 Assignment allotment: 26-09-2023 Submission (last date): 17-10-2023

Internal exam: 8/1/2024 to 10/1/2024

Result: 30/1/2024

C.E.Uploading:15/2/24

Date of Appeal: 18-2-2024

#### UG S3

Commencement of class: 7/9/2023
Assignment allotment: 31/10/2023
Submission (last date): 10/11/2023
Internal exam: 6/02/2024 to 8/02/2024

Result: 13/2/2024

C.E.Uploading: 21/3/2024 Date

of appeal: 25/3/2024

#### UG S5

Commencement of class: 17/8/2023
Assignment allotment: 26/10/2023
Submission (last date): 07/11/2023

Internal exam: 1/12/2023 to 5/12/2023

Result:11/12/2023

C.E.Uploading: 4/01/24

Date of appeal: 8/1/2024

#### PG S1

Commencement of class: 19/9/2023

Assignment allotment: 6/11/2023

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Submission (last date): 30/11/23

Internal exam: 06-03-24 to 08-03-24

Result: 26/03/24

C.E.Uploading:05/6/24
Date of appeal: 09/6/24

#### Decisions in the meeting

It was decided to complete the allotted portions of S4 classes before the commencement of internal examination and to engage extra classes to cover the portions wherever necessary. The committee decided to give remedial classes to the weak students and slow learners for S4 and S2 students for both core and complementary courses

## Minutes of the Department Level Monitoring Committee Meeting held on 22.08.2023

The second meeting of the DLMC for the academic year 2023-2024 was held on 22.08.2023 at 12.30 pm. The meeting was headed by Dr.Aswathy R, the HOD and Chairperson of the DLMC and the Convener was also present.

#### Members present

- 1. Dr.Aswathy.R (DLMC Chairperson))
- 2. Dr.Sreerenjini.S.C (DLMC Member)
- 3. Sri.Syamraj.R (DLMC member)
- 4. Dr.Jerry Alwin (DLMC member)
- 5. Dr.Megha Radhakrishnan (DLMC Convenor)
- 6. Smt.Anilakumary.R (DLMC member)
- 7. Smt.Namitha.K.Bhat (DLMC member)

#### Main agenda of the meeting were

- > Review of matters discussed in previous DLMC meeting
- > Monthly review of research work progress
- > Orientation programme for first year UG students
- Discussion to organise Trendz seminar series of the department





- ➤ Conduct of Nobel week celebration
- > Organising Multidisciplinary National seminar
- ➤ Conduct of PTA meetings

It has been decided to conduct model examination of S2 BA Economics on 05/09/23.and arrange remedial classes for students who have been identified as weak students. The meeting directed the second year tutor to upload CE marks of S4 BA Economics students with in the specified time limit.

#### **Important Dates**

- 1. Uploading CE marks of S4 BA Economics: 18/09/23
- 2. Model Examination of S2 BA Economics: 05/09/2023

## Minutes of the Department Level Monitoring Committee Meeting held on 07.11.2023

The third meeting of the DLMC for the academic year 2023-2024 was held on 07.11.2023 .The meeting was chaired by Dr.Aswathy.R (DLMC Chairperson) and presided by Dr.Megha Radhakrishnan (DLMC Convener).

- 1. Dr.Aswathy.R (DLMC Chairperson)
- 2. Dr.Sreerenjini.S.C (DLMC Member)
- 3. Sri.Syamraj.R (DLMC member)
- 4. Dr.Jerry Alwin (DLMC member)
- 5. Dr.Megha Radhakrishnan (DLMC Convener)
- 6. Smt.Anilakumary.R (DLMC member)
- 7. Smt.Namitha.K.Bhat (DLMC member)

#### Main agenda of the meeting were

- > Allotment of portions for S2 UG
- > Allotment of portions for S4 UG
- > Assigning duties for criteria wise Documentation for AQAR
- > Preparation of Department Annual report
- > Monthly review of research work progress

## ➤ First internal Examination of S1 PG Economics: 05/12/23

The Meeting started with a review of matters discussed in the DLMC meeting held on 22.08.2023. Portions were allotted for S2 UG & S4 UG and respective teachers were assigned to complete their portions on time. Each of the faculty members in the department were allotted the charge to collect the documents related to AQAR.. Tutors of S3, S6 -UG & S1 PG were reminded of uploading C.E.marks. Discussion was also held to review the progress of research work of scholars. Meeting concluded at 4pm.

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## Minutes of the Department Level Monitoring Committee Meeting held on 10.01.2024

The fourth meeting of the DLMC for the academic year 2023-2024 was held on 10.01.2024 at 12.30 pm. The meeting was chaired by Dr.Aswathy.R (DLMC Chairperson) and presided by Dr.Megha Radhakrishnan (DLMC Convener).

- 1. Dr.Aswathy.R (DLMC Chairperson)
- 2. Dr.Sreerenjini.S.C (DLMC Member)
- 3. Sri.Syamraj.R (DLMC member)
- 4. Dr.Jerry Alwin (DLMC member)
- 5. Dr.Megha Radhakrishnan (DLMC Convenor)
- 6. Smt.Anilakumary.R (DLMC member)
- 7. Smt.Namitha.K.Bhat (DLMC member)

#### Agenda of the meeting:

- 1. Model Examination of S5 BA Economics.
- 2. Continuous Evaluation of S5 BA Economics.
- 3. Project distribution of S6 BA Economics
- 4. Remedial for S1 PG students
- 5. Project assignment to S4 PG economics students.



FRINC S.N. COLLEGE Sivagiri, Varkale The Meeting started with a review of matters discussed in the previous DLMC meeting. The meeting directed the third year tutor to upload CE marks of S5 BA Economics students of students with in the specified time limit. The Model Examination of S5 BA Economics will scheduled to be held on 11/01/24 and 12/01/24.

#### Commencement of S6 UG: 3/01/24

➤ Assignment allotment: 11/02/24

> Submission (last date): 22/02/24

> Internal exam: 20/3/24to 23/3/24

> Result: 27/3/24

> C.E.Uploading: 08/04/24

➤ Date of appeal: 12/04/24

#### **Important Dates**

1. Uploading CE marks of S5 BA Economics: 14/01/24

2. Model Examination of S5 BA Economics: 11/01/24 and 12/01/24



#### DEPARTMENT OF ENGLISH DEPARTMENT LEVEL MONITORING COMMITTEE REPORT 2023-24

A meeting of the DLMC members of the English Department was held on 9/6/2023 at 1 pm.

#### Agenda:

- S4 internal exam and assigning of question paper setting charge
- Assigning of portions to new Guest Lecturer.
- Remedial class.

#### Members Present:

- 1. Dr. Preetha Krishna L (HOD & Assistant Professor)
- 2. Dr. Anisha N

HOLDOC NET A.

(Assistant Professor)

3. Ms. Avani Saseendran (Assistant Professor)

4. Ms. Aruna S. Ajayan (Assistant Professor)

5. Ms. Kavya D.S.

(Guest Lecturer)

### The following matters were discussed and decision taken:

- 1. S4 internal exam setting charge was given to Ms. Avani Saseendran.
- 2. Ms. Kavya D.S. Guest faculty joined in the FN of 8/6/2023, HOD, Dr. Preetha Krishna L. assigned her with the portions to be taken.
- 3. S4 classes to be completed without delay.
- 4. S4 remedial classes to be taken.

### Action taken report:

- 1. S4 internal question paper prepared by Ms. Avani Saseendran
- 2. S4 remedial classes taken from 19/7/2023 to 21/7/2023.



A meeting of the DLMC members of the English Department was held on 5/9/2023 at 1 pm.

#### Agenda:

- Remedial Classes for S2 and S4 students.
- Alloting portions to new Guest Lecturer Ms.Indulekha.
- S2 model exam question paper preparation.

#### Members Present:

- 1. Dr. Preetha Krishna L (HOD & Assistant Professor)
- Dr. Anisha N (Assistant Professor)
- 3. Ms. Avani Saseendran (Assistant Professor)
- 4. Ms. Aruna S. Ajayan (Assistant Professor)
- 5. Ms. Archana D.G. (Guest Lecturer)
- 6. Ms. Indulekha P.M. (Guest Lecturer)

#### The following matters were discussed and decision taken:

- Remedial Classes for S2 and S4 batches to be taken on 14/9/2023 and 15/9/2023.
- Internal exam paper checking charge of Zoology batch given to Ms.
   Indulekha. S1 portions was also allotted to her.
- S2 internal exam question paper setting charge was allotted. Ms. Aruna and Ms. Preetha Krishna shared the charge of EVS question setting. Ms. Anisha and Archana shared the charge of Grammar question paper setting.

#### Action taken report:

- Remedial classes for S2 and S4 batches were taken on 14/9/2023 and on 15/9/2023.
- Ms. Aruna and Ms. Preetha prepared the question paper on Environmental Studies. Ms. Anisha and Ms. Archana prepared the question paper on Grammar.

#### **DLMC REPORT 2023-2024**

#### POST GRADUATE DEPARTMENT OF GEOLOGY

#### SREE NARAYANA COLLEGE, SIVAGIRI, VARKALA.

#### Minutes of the Department Level Monitoring Committee Meeting held on13.6.2023

The first meeting of the DLMC for the academic year 2023-24 was held on 13.06.2023 at 12.45pm. The meeting was headed by Dr. Sreela S. R who is the HOD and Chairperson of the DLMC and Dr. Shynu. R was nominated as the DLMC Convener.

#### Members present

1. Dr. Sreela S. R	DLMC Chairperson
2. Dr. Shynu. R	DLMC Convener
3. Ms. Puja Vijay	DLMC Member
4. Ms. Daya Babu	DLMC Member
5. Ms. Seethalekshmi	DLMC Member

### Agenda of the meeting:

- Preparation of Timetable for the academic year
- Portions to be allotted
- Assignments to be given
- Internal Examinations to be conducted
- Uploading of CE marks

Preparation of the timetable was assigned to Dr. Shynu. R. Portions for S5, S1 and S3 were allotted to the concerned teachers. Topics to be allotted as assignments for these semesters were discussed and finalised. It was decided to complete the allotted portions before the commencement of internal exams and

Sivagiri, Varkala

to engage extra classes to cover the portions whenever necessary. Important dates based on the academic calendar were noted down.

The following teachers are given the charges as tutors as shown below

Sem: 5 &6

Dr. Shynu. R

Sem: 3&4

Ms. Puja Vijay

Sem: 1&2

Ms. Seethalekshmi

M.Sc I Sem

Ms. Daya Babu

M. Sc IV SEM

Dr. Sreela S R

#### Important dates

#### UG S1

Commencement of class:24/7/2023

Assignment allotment: 26-09-2023

Submission (last date): 17-10-2023

Internal exam: 8/1/2024 to 10/1/2024

Result: 30/1/2024

C.E.Uploading:15/2/24

#### UG S3

Commencement of class: 7/9/2023

Assignment allotment: 31/10/2023

Submission (last date): 10/11/2023

Internal exam: 6/02/2024 to 8/2/2024

Result: 13/2/2024

C.E.Uploading: 25/3/2024





#### UG S5

Commencement of class: 17/8/2023

Assignment allotment:26/10/2023

Submission (last date): 7/11/2023

Internal exam:1/12/2023 to 5/12/2023

Result:11/12/2023

C.E.Uploading: 4/01/24

#### PG S1

Commencement of class: 19/9/2023

Assignment allotment:30/11/2023

Submission (last date): 5/12/23

Internal exam: 6-03-24 to 08-03-24

Result: 26/03/24

C.E.Uploading:5/6/24



## Minutes of the Department Level Monitoring Committee Meeting held on 22.08.2023 at 3.30 pm

Thesecond meeting of the DLMC for the academic year 2023-24 was held on 22.08.2023 at 3.30pm. The meeting was Chaired by Dr Sreela S. R who is the HOD and Chairperson of the DLMC and presided by Dr. Shynu R (DLMC convener)

#### Members present

<ol> <li>Dr. Sreela S. R</li> </ol>	DLMC Chairperson
2. Dr. Shynu. R	DLMC Convener
3. Ms. Puja Vijay	DLMC Member
4. Ms. Daya Babu	DLMC Member
5. Ms. Seethalekshmi	DLMC Member

#### Agenda of the meeting:

- 1 Assignments to be given
- 2.Internal Examinations to be conducted
- Uploading CE marks
- 4. Review of matters discussed in the previous DLMC meeting
- 5. Conduct PTA meetings

The meeting commenced with a review of matters discussed in the DLMC meeting held on 22.08.2023.. Assignments were given and submitted on time. Those teachers who engaged the each paper were assigned the duty of setting question paper for the internal exams. Internal exams and publication of CE



S.N. COLLEGE Sivagiri, Varkala Marks were done as scheduled. Remedial and special classes were also engaged by the teachers.

Today's meeting discussed matters relating to Assignments to be allotted for each semester was discussed and finalised. Portions were allotted to the teachers engaging these semesters and dates of internal exams were noted so as to complete the allotted portions on time. The meeting also noted the important dates relating to allotment of assignment, date for assignment submission, date for commencement of internal exams, date of publication of results, student appeal and uploading of CE marks for these semesters.

## Minutes of the Department Level Monitoring Committee Meeting held on 10.01.2024 at 3.30 pm

The third meeting of the DLMC for the academic year 2023-24 was held on 10.01.2024 at 3.30pm. The meeting was Chaired by Dr Sreela S. R who is the HOD and Chairperson of the DLMC and presided by Dr. Shynu R (DLMC convener)

#### Members present

Dr. Sreela S. R DLMC Chairperson

Dr. Shynu. R DLMC Convener

Ms. Puja Vijay DLMC Member

Dr. Nisha V DLMC Member

Dr. Vishnu Mohan S DLMC Member

Ms. Seethalekshmi DLMC Member

PRINCIPAL S.N. COLLEGE Sivagiri, Varkala

Main agenda of the meeting were



- Assigning duties for criteria wise Documentation for AQAR
- Monthly review of research work progress
- Portion distribution

The DLMC meeting was held to review the matters discussed at the DLMC meeting held on 10.01.2024. With the even semester classes nearing completion matters relating to these semesters were reviewed. Assignments were given and submitted on time. Internal exams were conducted as per schedule. Portions were completed on time and remedial and special classes were engaged by the teachers. The meeting concluded at 4.30pm.

#### UG S6

Commencement of class: 03/1/2024

Assignment allotment:11/02/2024

Submission (last date): 22/02/2024

Internal exam: 20/3/2024 to 23/03/2024

Result:27/03/2024

C.E.Uploading: 8/04/24





### SREE NARAYANA COLLEGE, SIVAGIRI, VARKALA

#### DLMC - Report 2023- 2024

### Department Level Monitoring Committee (DLMC)

#### Minutes of Department level monitoring Committee meeting held on 09.06.2023

The first meeting of the DLMC for the academic year 2023-24, at 1 pm. The meeting was chaired by Dr. Nithya P Viswam, the Chairperson of the DLMC. Dr. Henalal S was nominated as the DLMC convener.

#### **Members Present**

- 1. Dr. Nithya P Viswam (DLMC Chairperson)
- 2. Dr. Henalal. S (DLMC Convener)
- 3. Dr. Sini V (DLMC Member)
- 4. Sri. P.K. Sumesh (DLMC Member)
- 5. Dr. Arunima D (Guest DLMC Member)
- 6. Smt.Jani G S (Guest DLMC Member)

#### Agenda

- 1. Timetable preparation for the academic year.
- 2. Positions to be allotted.
- 3. Discussion on the conduct of Remedial classes.
- 4. Assignments to be allotted.
- 5. Internal exams to be conducted.

Time table for the academic year wal prepared by Dr.Nithya P.Viswam. The dates for Commencement of classes for S5, S3, S1 UG was decided upon. Portions for these classes were allotted to respective teachers. It was decided to complete the portions before the commencement of internal exam and to engage special and remedial Classes whenever necessary.



#### Important dates.

#### S1 UG

Commencement of class : 07/8/2023

Assignment allotment : 28-09-2023

Submission (last date) : 14-10-2023

Internal exam : 08/1/2024 to 12/1/2024

Result : 30/1/2024

C.E.Uploading :15/2/24

Date of Appeal : 18/2/2024

S3 UG

Commencement of class : 26/10/2023

Assignment allotment : 20/11/2023

Submission (last date) : 07/12/2023

Internal exam : 05/02/2024 to 08/2/2024

Result : 28/2/2024

C.E.Uploading : 21/3/2024

Date of appeal : 25/3/2024

S5 UG

Commencement of class : 04/9/2023

Assignment allotment : 20/10/2023

Submission (last date) : 13/11/2023

Internal exam : 29/11/2023 to 04/12/2023

Result : 21/12/2023

C.E.Uploading : 04/01/2024

Date of appeal : 08/01/2024



#### Minutes of Department level Monitoring Committee Meeting held on 21/08/2023

The second matting of the bine for the academic year 2023-24 was held on 21/08/2023 at 12.30 pm in the department The meeting was chaired by Dr. Nithya P.Viswam (DLMC chairperson) and presided by Dr. Hanalal S (DLMC Convener)

#### **Members Present**

- 1. Dr. Nithya P Viswam (DLMC Chairperson)
- 2. Dr. Henalal. S (DLMC Convener)
- 3. Dr. Sini V (DLMC Member)
- 4. Sri. P.K. Sumesh (DLMC Member)
- 5. Dr. Arunima D (Guest DLMC Member)
- Smt.Jani G S (Guest DLMC Member)

#### Agenda.

- 1. Review of matters discussed in previous DLMC meeting.
- 2. Orientation Programme for first year UG students.
- 3. Discussion to Organize Trends Seminar Series of the dept.
- 4. Allotment of portions for S6 UG.
- 5. Conduct of PTA Meeting
- 6. Organizing Multidisciplinary National Seminar.

The Meeting started with a review of matters discussed in the DLMC meeting held on 05/09/23. The portion allotted for S5 UG was completed on time. The Topic and Resource Person for the Trendz seminar Series was also decided. The Paper Presenters from students were also decided upon.

It was also discussed to conduct PTA Meeting and model exam on time.

#### Important Dates.

Trends Seminar Series of Malayalam

: 06/02/2024

PTA Meeting S3 UG & S1 UG

: 28/02/2024

#### S6 UG

Commencement of S6 UG 03/01/24.

07/02/24.

Assignment Allotment

21/02/24.

Submission (Last Date)

20/03/24 to 23/03/24

Internal Exam

27/03/2024

> Result

CE Uploading

08/04/2024.

S.N. COLLEGE

Sivagiri, Varkala

> Date of Appeal

12/04/24.

### Minutes of Department level Monitoring Committee meeting held on 01/02/24.

Minutes of Department level Monitoring Committee meeting held on 01/02/24. at 1 PM in the department. The meeting was Chaired by Dr. Nithya P.Viswam (DLMC Chairperson) and Presided by Dr. Henalal S (DLMC Convener)

#### Members Present.

- 1. Dr. Nithya P Viswam (DLMC Chairperson)
- 2. Dr. Henalal. S (DLMC Convener)
- 3. Dr. Sini V (DLMC Member)
- 4. Sri. P.K. Sumesh (DLMC Member)
- 5. Dr. Arunima D (Guest DLMC Member)
- 6. Smt.Jani G S (Guest DLMC Member)

#### Agenda.

- > Allotment of portion for S2 UG
- > Allotment of Portion for S4 UG.
- > Assigning duties for criteria wise Documentation AQAR.
- > Preparation of Department Annual Report.

The meeting started with a review of matters, discussed in the Dime meeting held on 01/11/2023. Portion were allotted for S2 UG & S4 UG and respective teachers were assigned to complete their portions on time. Each of the faculty members in the department were allotted to the charge to collect the documents related to AQAR. It was also decided to make proper documentation of all the details, regarding various criteria of the AQAR before 31st March. Dr. Sini V was assigned the charge of Preparing annual report of the department. Tutors of S3 & S6 105 were reminds of uploading CE marks. Meeting concluded at 1.30 pm.



# Department of Mathematics Department level Monitoring Committee (DLMC REPORT) 2023-24

## Minutes of the Department Level Monitoring Committee Meeting held on 14.06.2023

The first meeting of the DLMC for the academic year 2023-2024 was held on 14.06.2023 at 12.30 PM. The meeting was headed by Neelima N L who is the HOD and Chairperson of the DLMC and Mr Sree Murukan A was nominated as the DLMC Convener

#### Members present

1.	Neelima N L	DLMC Chairperson
2.	Sree Murukan A	DLMC Convener
3.	Dr Sanma G R	Member DLMC
4.	Archana A	Member DLMC

#### Agenda of the meeting:

- 1. Preparation of Timetable for the academic year
- 2. Assigning Class tutors
- 3. Portions to be allotted
- 4. Giving model exam to S4 classes.
- 5. Preparation of CE marks of S4

Preparation of the timetable for the academic year 2023-2024 was assigned to Neelima N L . The following faculty members were assigned as class tutors. The Portions for S5, S3, S1 classes were allotted to respective teachers.

III BSc- Neelima N L

II BSc -Dr Sanma G R

I BSc - Sree Murukan A

Model Examination of S4 BSc Chemistry was decided to conduct on 05/07/23. The feedback analysis of pass out BSc students were also done.



PRINCIPAL

#### Important dates

#### UG S1

Commencement of class: 24/7/2023 Assignment allotment: 26-09-2023 Submission (last date): 17-10-2023 Internal exam: 8/1/2024 to 10/1/2024

Result: 30/1/2024 C.E.Uploading:15/2/24 Date of Appeal: 18-2-2024

#### UGS3

Commencement of class: 7/9/2023 Assignment allotment: 31/10/2023 Submission (last date): 10/11/2023 Internal exam: 6/02/2024 to 8/02/2024

Result: 13/2/2024

C.E.Uploading: 21/3/2024 Date of appeal: 25/3/2024

#### UG S5

Commencement of class: 17/8/2023
Assignment allotment: 26/10/2023
Submission (last date): 07/11/2023
Internal exam: 1/12/2023 to 5/12/2023

Result:11/12/2023

C.E.Uploading: 4/01/24 Date of appeal: 8/1/2024

#### Decisions in the meeting

It was decided to complete the allotted portions of S4 classes before the commencement of internal examination and to engage extra classes to cover the portions wherever necessary. The committee decided to give remedial classes to the weak students and slow learners for S4 and S2 students for both core and complementary courses



## Minutes of the Department Level Monitoring Committee Meeting held on 22.08.2023

The second meeting of the DLMC for the academic year 2023-2024 was held on **22.08.2023** at 12.30 pm. The meeting was headed by Nelima N L who is the HOD and Chairperson of the DLMC.

#### Members present

1.Neelima N L

**DLMC** Chairperson

2.Sree Murukan A

**DLMC** Convener

3.Dr Sanma G R

Member DLMC

4. Archana A

Member DLMC

5. Saranya Sarath T S

Member DLMC

#### Agenda of the meeting:

- 1. Model Examination of S2 BSc Mathematics
- 2. Remedial Classes for S2 BSc Mathematics.
- 3. Continuous Evaluation of S4 BSc Mathematics.

It has been decided to conduct model examination of S2 BSc Mathematics on 05/09/23.and arrange remedial classes for students who have been identified as weak students from S2 BSc Mathematics and complementary courses. The meeting directed the second year tutor to upload CE marks of S4 BSc Mathematics students of students with in the specified time limit.

#### **Important Dates**

- 1. Uploading CE marks of S4 BSc Mathematics: 18/09/23
- 2. Model Examination of S2 BSc Mathematics: 05/09/2023

# Minutes of the Department Level Monitoring Committee Meeting held on 8.11.2023

Thethird meeting of the DLMC for the academic year 2023-2024 was held on **8.11.2024** at 12.30 pm. The meeting was headed by Neelima N L who is the HOD and Chairperson of the DLMC.

#### Members present



1.Neelima N L

**DLMC** Chairperson

2.Sree Murukan A

**DLMC Convener** 

3.Dr Sanma G R

Member DLMC

4. Archana A

Member DLMC

5. Saranya Sarath TS

Member DLMC

#### Agenda of the meeting:

1. Model Examination of S5 BSc Mathematics

2. Attendance discussion of UG students

It has been decided to conduct model examination of S5 BSc Mathematics on 29/11/23.

The following faculty members were assigned as question paper setters for the model Examination of S<sub>5</sub> BSc Mathematics.

Real Analysis

Neelima N L

Abstract Algebra

Sree Murukan A

Complex Analysis

Dr Sanma G R

Differential Equations:

Sree Murukan A

Operation Research:

Saranya Sarath T S

It was directed to display the monthly attendance of UG students on the notice board and also redressed a complaint regarding the attendance.

#### **Important Dates**

1. Uploading CE marks of S4 BSc Mathematics: 18/09/23

2. Model Examination of S5 BSc Mathematics: 29/11/2023 to 04/12/2023

## Minutes of the Department Level Monitoring Committee Meeting held on 10.01.2024

The fourth meeting of the DLMC for the academic year 2023-2024 was held on 10.01.2024 at 12.30 pm. The meeting was headed by Neelima N L who is the HOD and Chairperson of the

DLMC.



#### Members present

1.Neelima N L

**DLMC** Chairperson

2.Sree Murukan A

DLMC Convener

3.Dr Sanma G R

Member DLMC

4. Archana A

Member DLMC

5. Saranya Sarath T S

Member DLMC

#### Agenda of the meeting:

1. Model Practical Examination of S5 BSc Mathematics.

2. Continuous Evaluation of S5 BSc Mathematics.

3. Project distribution of S6 BSc Mathematics

The Meeting Started with a review of matters discussed in the previous DLMC meeting. The meeting directed the third year tutor to upload CE marks of S5 BSc Mathematics students of students with the specified time limit. The Model Practical Examination of S5 BSc Mathematics will scheduled to be held on 11/01/24 and 12/01/24.

#### Commencement of S6 UG: 3/01/24

➤ Assignment allotment: 11/02/24

> Submission (last date): 22/02/24

➤ Internal exam: 20/3/24to 23/3/24

Result: 27/3/24

> C.E.Uploading: 08/04/24

➤ Date of appeal: 12/04/24

#### **Important Dates**

1. Uploading CE marks of S5 BSc Mathematics: 14/01/24

2. Model Practical Examination of S5 BSc Mathematics: 11/01/24 and 12/01/24



#### DEPARTMENT OF PHYSICS

#### **Department level Monitoring Committee**

#### **DLMC REPORT 2023-2024**

## Minutes of the Department Level Monitoring Committee Meeting held on 09.06.2023

The first meeting of the DLMC for the academic year 2023-2024 was held on **09.06.2022** at 12.30 pm. The meeting was headed by Dr. Sajesh Sasidharan who is the HOD and Chairperson of the DLMC and Mr.Jyothish B was nominated as the DLMC Convener

#### Members present

1. Dr.Sajesh Sasidharan	DLMC Chairperson	
2. Mr.Jyothish B	DLMC Convener	
3. Dr. Baiju V	Member DLMC	
4. Ms. Veenas C L	Member DLMC	
5. Ms. Aiswarya Mol N S	Member DLMC	1.51169 31-13-10
6. Dr. Raji R	Member DLMC	n no. 4 'vi
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### Agenda of the meeting:

- 1.Reconstitution of DLMC
- 2. Preparation of Timetable for the academic year
- 3. Assigning Class tutors
- 4. Portions to be allotted
- 5.Remedial Classes
- 6.Lab Arrangement

The following faculty members were assigned as class tutors. Preparation of the timetable for the academic year 2022-2023 was assigned to Dr.Raji R. The following faculty members were



assigned as Class tutors. The Portions for S5, S3, S1 and PG classes were allotted to respective teachers.

II MSc Physics-Dr. Sajesh Sasidharan

I MSc Physics - Ms. Veenas C L

III BSc Physics - Ms. Aiswarya Mol N S

II BSc Physics- Dr. Baiju V

I BSc Physics- Mr. Jyothish B

II BSc Mathematics-Dr. Raji R

II BSc Chemistry- Dr. Baiju V

I BSc Mathematics - Ms. Veenas C L

I BSc Chemistry- Mr. Jyothish B

Model Examination of S4 BSc Physics was decided to conduct on 05/07/23. The feedback analysis

of pass out III BSc students were also done.

#### Important dates

#### UG S1

Commencement of class: 07/8/2023

Assignment allotment: 28-09-2023

Submission (last date): 14-10-2023

Internal exam: 08/1/2024 to 12/1/2024

Result: 30/1/2024

C.E.Uploading:15/2/24

Date of Appeal: 18/2/2024

#### UGS3

Commencement of class: 26/10/2023

Assignment allotment: 20/11/2023

Submission (last date): 07/12/2023

Internal exam: 05/02/2024 to 08/2/2024

Result: 28/2/2024

C.E.Uploading: 21/3/2024

Date of appeal: 25/3/2024

#### UG S5

Commencement of class: 04/9/2023





Assignment allotment: 20/10/2023 Submission (last date): 13/11/2023

Internal exam: 29/11/2023 to 04/12/2023

Result: 21/12/2023

C.E.Uploading: 04/01/2024 Date of appeal: 08/01/2024

#### PG S1

Commencement of class: 19/9/2023 Assignment allotment: 6/11/2023 Submission (last date): 30/11/23 Internal exam: 06-03-24 to 08-03-24

Result: 26/03/24

C.E.Uploading:05/6/24

Date of appeal: 09/6/24

### Minutes of the Department Level Monitoring Committee Meeting held on 21.08.2023

The second meeting of the DLMC for the academic year 2023-2024 was held on **21.08.2023** at 12.30 pm. The meeting was headed by Dr. SAJESH SASIDHARAN who is the HOD and Chairperson of the DLMC.

#### Members present

1. Dr.Sajesh Sasidharan	DLMC Chairperson
2. Mr.Jyothish B	DLMC Convener
3. Dr. Baiju V	Member DLMC
4. Ms. Veenas C L	Member DLMC
5. Ms. Aiswarya Mol N S	Member DLMC
6. Dr. Raji R	Member DLMC

#### Agenda of the meeting:

- 1. Model Examination of S2 BSc Physics
- 2. Practical Examination of S4 BSc Physics





- 3. Remedial Classes for S2 BSc Physics.
- 4. Continuous Evaluation of S4 BSc Physics.

It has been decided to conduct model examination of S2 BSc Physics on 05/09/23.and arrange remedial classes for students who have been identified as weak students from S2 BSc Physics and complementary courses. The meeting directed the second year tutor to upload CE marks of S4 BSc Physics students of students with in the specified time limit. The meeting also discussed the practical examination of S4 BSc Physics.

The following faculty members were assigned as skilled assistants in the University Practical Examination of S4 BSc Physics.

II BSc Physics - Dr.Baiju V

II BSc Mathematics - Dr.Raji R

II BSc Chemistry - Mr. Jyothish

#### **Important Dates**

- 1. S4 UG Practical Model exam: 08/09/23 to 13/09/23
- 2. Uploading CE marks of S4 BSc Physics: 18/09/23
- 3. Model Examination of S2 BSc Physics: 05/09/2023

# Minutes of the Department Level Monitoring Committee Meeting held on 24.11.2023

The third meeting of the DLMC for the academic year 2023-2024 was held on **24.11.2024** at 12.30 pm. The meeting was headed by Dr.Sajesh Sasidharan who is the HOD and Chairperson of the DLMC.

#### **Members Present**

1. Dr.Sajesh Sasidharan

**DLMC** Chairperson





2. Mr. Jyothish B

**DLMC** Convener

3. Dr. Baiju V

Member DLMC

4. Ms. Veenas C L

Member DLMC

5. Ms. Aiswarya Mol N S

Member DLMC

6. Dr. Raji R

Member DLMC

#### Agenda of the meeting:

1. Model Examination of S5 BSc Physics

- 2. Practical Examination of S2 MSc Physics
- 3. Attendance discussion of UG and PG students

It has been decided to conduct model examination of S5 BSc Physics on 29/11/23.

The following faculty members were assigned as question paper setters for the model Examination of S5 BSc Physics.

Dr.Sajesh Sasidharan

Dr.Baiju V

Ms. Veenas C L

Mr. Jyothish B

Ms. Aiswarya Mol N S

Dr. Raji R

It was directed to display the monthly attendance of both UG and PG students on the notice board and also redressed a complaint regarding the attendance.

#### **Important Dates**

1. S2 PG Practical Model exam: 05/12/2023

2. Uploading CE marks of S4 BSc Physics: 18/09/23

3. Model Examination of S5 BSc Physics: 29/11/2023 to 04/12/2023

4. First internal Examination of S1 MSc Physics: 05/12/23

## Minutes of the Department Level Monitoring Committee Meeting held on 09.01.2024

The fourth meeting of the DLMC for the academic year 2022-2023 was held on 25.01.2023 at 12.30 pm. The meeting was headed by Dr.Sajesh Sasidharan who is the HOD and Chairperson of the DLMC.

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#### Members present

Dr.Sajesh Sasidharan
 Mr.Jyothish B
 DLMC Convener
 Dr. Baiju V
 Member DLMC
 Ms. Veenas C L
 Member DLMC
 Ms. Aiswarya Mol N S
 Member DLMC

Agenda of the meeting:

6. Dr. Raji R

1. Model Practical Examination of S5 BSc Physics.

2. Continuous Evaluation of S5 BSc Physics.

3. Project distribution of S6 BSc Physics

4. Project distribution of S4 MSc Physics

The Meeting started with a review of matters discussed in the previous DLMC meeting. The meeting directed the third-year tutor to upload CE marks of S5 BSc Physics students of students with in the specified time limit. The Model Practical Examination of S5 BSc Physics will scheduled to be held on 11/01/24 and 12/01/24. It was decided to divide the S4 PG students to all teachers for their project work and reallocate the project for S6 BSc Physics.

Member DLMC

#### Commencement of S6 UG: 3/01/24

➤ Assignment allotment: 07/02/24

Submission (last date): 21/02/24

➤ Internal exam: 20/3/24to 23/3/24

> Result: 27/3/24

> C.E.Uploading: 08/04/24

➤ Date of appeal: 12/04/24

#### **Important Dates**

1. S2 PG Practical Examination: 17//01/2024

2. Uploading CE marks of S5 BSc Physics: 14/01/24

3. Model Practical Examination of S5 BSc Physics: 11/01/24 and 12/01/24



# SREE NARAYANA COLLEGE, SIVAGIRI, VARKALA DEPARTMENT OF ZOOLOGY

#### Department level Monitoring Committee (DLMC REPORT) 2023-24

#### Minutes of Department level Monitoring Committee meeting held on 06-06-2023

The first meeting of the DLMC for the academic year 2023-24 was held on 06-06-2023 at 9.30 am. The meeting was headed by Dr.Leji. J (Head of the Department of Zoology) who was also the chairperson of DLMC. Dr.Babitha, G. S was nominated as the DLMC convener.

#### Members present

- 1. Dr. Leji. J ( DLMC Chairperson)
- 2. Ms. Preethi. S (DLMC member)
- 3. Dr. Binushma Raju (DLMC member)
- 4. Dr. Babitha, G. S. (DLMC Convener)

#### Main agenda of the meeting were

- > Timetable preparation for the academic year
- > Portions to be allotted.
- > Environment Day and Ocean Day Celebration
- Assignments to be allotted.
- > Internal exams to be conducted.

Timetable for the academic year was prepared by Dr. Leji. J. The dates for commencement of classes for S5, S3, S1 UG was decided upon. Portions for these classes were allotted to respective teachers. Environment Daty celebration will be conducted on 7<sup>th</sup> June 2023 by organising poster presentation and planting of tree saplings within the campus. The meeting ended at 10.30am.



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#### Important dates

#### UG S1

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Commencement of class: 24/7/2023
Assignment allotment: 01/08/2023
Submission (last date): 15/08/2023

Internal exam: 16/08/2023 to 23/08/2023

Result: 5/09/2023

C.E. display 14/09/23

Date of Appeal: 20/09/2023

#### UGS3

Commencement of class: 22/09/2023

Assignment allotment: 28/09/2023 Submission (last date): 06/10/2023

Internal exam: 09/10/2023 to 17/10/2023

Result: 31/10/2023

C.E.marks display: 09/11/2023

Date of appeal: 15/11/2023

#### UGS5

Commencement of class: 17/8/2023

Assignment allotment: 11/09/2023

Submission (last date): 11/10/2023

Internal exam: 16/10/2023 to 27/10/2023

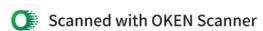
Result:06/11/2023

C.E. display: 22/11/2023

Date of appeal:27/11/2023

### Minutes of Department level Monitoring Committee meeting held on 05-09-2023

The second meeting of the DLMC for the academic year 2023-24 was held on 05/09/23 at 3.30 pm in the department. The meeting was chaired by Dr. Leji. J (DLMC Chairperson) and presided by Dr.Babitha. G. S (DLMC Convener)



#### Members present

- 1. Dr. Leji. J (DLMC Chairperson)
- 2. Ms. Preethi. S (DLMC member)
- 3. Dr. Binushma Raju (DLMC member)
- 4. Dr. Babitha. G. S. (DLMC Convener)

#### Main agenda of the meeting were

- > Resetting of time table
- > CE mark uploading of IV sem
- > II sem model examination

The Meeting started with a review of matters discussed in the DLMC meeting held on 06/06/2023. The portions allotted for S5 UG was completed on time. It was instructed to upload CE marks of IV at the correct time and conduct model examination for II semester. The meeting ended at 4 pm.

#### Minutes of Department level Monitoring Committee meeting held on 22/11/23

The third meeting of the DLMC for the academic year 2023-24 was held on 22/11/23 at 3.30 pm in the department. The meeting was chaired by Dr.Leji. J (DLMC Chairperson) and presided by Dr.Babitha. G. S (DLMC Convener).

- 1. Dr. Leji. J (DLMC Chairperson)
- 2. Ms. Preethi. S (DLMC member)
- 3. Dr. Binushma Raju (DLMC member)
- 4. Dr. Babitha. G. S. (DLMC Convener)

#### Main agenda of the meeting were

- > Portion completion of V semester
- > Model Examination for V semester
- > Project
- > Attendance



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The Meeting started with a review of matters discussed in the DLMC meeting held on 05/09/2023. Monthly and weekly attendance should be strictly maintained by tutors. The portions are to be completed within time and prior to exams. As S5 B. Sc exams are scheduled in December, portions to be completed in November 30<sup>th</sup> itself.. Model examination for V semester to be conducted on 27 to 29 November. It was decided to conduct open course model examination on 5<sup>th</sup> December 2023. Project are to be started for S5 students... The meeting

#### Minutes of Department level Monitoring Committee meeting held on 03/01/2024

The third meeting of the DLMC for the academic year 2023-24 was held on 03/01/24 at 12.45 pm in the department. The meeting was chaired by Dr.Leji. J (DLMC Chairperson) and presided by Ms. Preethi.S (DLMC Convener).

- 1. Dr. Leji. J (DLMC Chairperson)
- 2. Ms. Preethi. S (DLMC convenor)
- 3. Dr. Binushma Raju (DLMC member)

#### Main agenda of the meeting were

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ended at 4 pm.

- > Attendance of I sem Core
- > Model examination for I semester
- > Remedial Classes for I semester

The Meeting started with a review of matters discussed in the DLMC meeting held on 22/11/2023. Consoildated statement of attendance for first semester should be prepared and submitted to office on time. It was decided to conduct remedial classes for first semester prior to university exams. Model examination for first semester was from 8<sup>th</sup> to 10<sup>th</sup> January. Each of the faculty members in the department were allotted the charge to collect the documents related to AQAR. It was also decided to make proper documentation of all the details regarding various criteria of the AQAR before 31<sup>st</sup> march. Meeting concluded at 1.30pm.



### Minutes of Department level Monitoring Committee meeting held on 01/03/2024

The third meeting of the DLMC for the academic year 2023-24 was held on 01/03/24 at 3.30 pm in the department. The meeting was chaired by Dr.Leji. J (DLMC Chairperson) and presided by Ms. Preethi.S (DLMC Convener).

- 1. Dr. Leji. J (DLMC Chairperson)
- 4. Ms. Preethi. S (DLMC Convenor)
- 5. Dr. Binushma Raju (DLMC member)

#### Main agenda of the meeting were

- > Portion completion for III Yr
- > Portion completion for II yr
- > Model examination for III yr
- > Completion of practicals

The Meeting started with a review of matters discussed in the DLMC meeting held on 03/01/2024. First year & second year portions to be completed before 10<sup>th</sup> April 2024. Model exam for III yr from 12-20<sup>th</sup> march. Pending practical's if any should be completed before 30t March. Model exam paper should be valued and return to students . . Meeting concluded at 1.30pm.

