



# NIRMALA COLLEGE MUVATTUPUZHA

Muvattupuzha P. O., Ernakulam Dist., Kerala - 686 661

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**FOURTH CYCLE NAAC ACCREDITATION 2019**

## CRITERION 1

### CURRICULAR ASPECTS

1.1.2. Number of certificate/diploma program introduced during last five years

**CFCC16 CERTIFICATE COURSE-CMA FOUNDATION**

*Submitted to*



**THE NATIONAL ASSESSMENT AND ACCREDITATION COUNCIL**

# CRITERION 1

## CURRICULAR ASPECTS

CFCC16

CERTIFICATE COURSE - CMA FOUNDATION

1. SYLLABUS
2. STUDENTS LIST
3. ATTENDANCE REGISTER
4. ASSESSMENT PROCEDURE
5. SUMMARY REPORTS
6. CERTIFICATE
7. BROCHURE
8. MINUTES



# COST AND MANAGEMENT ACCOUNTANCY SYLLABUS 2016

## 4. SYLLABUS 2016

### 4.1 AIM OF THE SYLLABUS 2016

#### – A JOURNEY TOWARDS SUCCESS

Syllabus 2016 is designed to nurture young business leaders of tomorrow who can convert the dream of 'MAKE IN INDIA' into reality by taking strategic management decisions effectively in both the National and International arena. The syllabus 2016 is based on International Standards set by IFAC (International Federation of Accountants) and IAESB (International Accounting Education Standards Board) and Initial Professional Development - Professional Skills (Revised) through IEG (International Educational Guidelines):

- To create awareness and promote cost & management accounting education.
- To achieve six skill sets - knowledge, comprehension, application, analysis, synthesis and evaluation.
- Based on four knowledge pillars - management, strategy, regulatory framework and financial reporting.
- To inculcate skills for employability.
- Increased emphasis on Accounting, Analysis, Reporting & Control, Strategy, Performance Measurement, Analysis, Reporting, Corporate & Allied Laws, Taxation, Ethics and Governance.
- To extend all possible professional expertise to ensure transparency and governance as desired by the government.
- To enhance competency level of cost and management accounting professionals at par with international level.

### 4.2 STRUCTURE OF SYLLABUS 2016

Foundation Course is an Entry Level Programme for non-graduate students which is held twice in year.

The next steps is Intermediate Course. Intermediate Course & Final Course comprises of sixteen subjects. These subjects provide balanced and comprehensive knowledge which is evenly distributed among four knowledge pillars.

A percentage weightage is shown amongst topics for all subjects. This is intended to provide better guidance to the students as to the spread of coverage of different topics in a subject. Moreover, this will be useful for examination system to rationally evaluate the knowledge of students in different topics in a subject.

## FOUNDATION COURSE

- Paper 1 : Fundamentals of Economics and Management (FEM)
- Paper 2 : Fundamentals of Accounting (FOA)
- Paper 3 : Fundamentals of Laws and Ethics (FLE)
- Paper 4 : Fundamentals of Business Mathematics and Statistics (FBMS)

## INTERMEDIATE COURSE

### Group I

- Paper 5 : Financial Accounting (FAC)
- Paper 6 : Laws & Ethics (LNE)
- Paper 7 : Direct Taxation (DTX)
- Paper 8 : Cost Accounting (CAC)

### Group II

- Paper 9 : Operations Management & Strategic Management (OMSM)
- Paper 10 : Cost & Management Accounting and Financial Management (CMFM)
- Paper 11 : Indirect Taxation (ITX)
- Paper 12 : Company Accounts & Audit (CAA)

## FINAL COURSE

### Group III

- Paper 13 : Corporate Laws & Compliance (CLC)
- Paper 14 : Strategic Financial Management (SFM)
- Paper 15 : Strategic Cost Management – Decision Making (SCMD)
- Paper 16 : Direct Tax Laws and International Taxation (DTI)

### Group IV

- Paper 17 : Corporate Financial Reporting (CFR)
- Paper 18 : Indirect Tax Laws & Practice (ITP)
- Paper 19 : Cost & Management Audit (CMAD)
- Paper 20 : Strategic Performance Management and Business Valuation (SPBV)

**CMA Foundation 2016-17 Admission- Nirmala College, Muvattupuzha**

Sl. No.	Name	Mob.	Reg. No.
1	Afrin James	9207007674	SF2016000664
2	Ajith S Anand	9497230063	SF2016000665
3	Aleena Sunil	9207593356	SF2016000666
4	Alex Benny	7560985330	SF2016000667
5	Amel Joy	9496930249	SF2016000671
6	Ananthakrishnan PS	9961495731	SF2016000672
7	Anita Anil	9447915551	SF2016000674
8	Anjaly Peter	9744289106	SF2016000688
9	Anumol Jose	9526731138	Online
10	Athira Karunan	8547282007	SF2016000689
11	Basil C Mathaikunju	9947255947	SF2016000690
12	Binila Thankachan	9446070958	SF2016000691
13	Edwin Benson	7012772307	SF2016000888
14	Elna Jose	9747556283	SF2016000703
15	Gibin Joby	8590959909	SF2016000704
16	Gokul Prasad	9447231818	SF2016000705
17	Jeemon Jose	9747883749	SF2016000706
18	Justin Jose	9946641075	SF2016000707
19	Krishna Santhosh	9061840719	SF2016000708
20	Mariya Benny	9847556636	SF2016000709
21	Neema Jaimon	9946695713	SF2016000710
22	Neenu PR	9447812316	SF2016000711
23	Nimmi Marie James	9605841162	SF2016000712
24	Vishnupriya NB	9495989002	Online
25	Parvathy Jeevan	9447574898	SF2016000713
26	Riyas Ali		SF2016000714
27	Roshny Benny	9947303080	SF2016000715
28	Sanma Basheer MM	9947878702	SF2016000716
29	Shimil Joshy	9544769197	SF2016000717
30	Sudev AR	9961714479	SF2016000718
31	Toncy John	8301061965	Online



32	Ikas Eldho		SF2016000887
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## CMA Foundation 2017-18 Admission- Nirmala College, Muvattupuzha

Sl. No.	NAME OF THE STUDENT
1	ADHARSH VS
2	AJAY AJITH
3	AKHILA MATHEW
4	AKSHAY AJITH
5	AMBILY SHAJU
6	ANANDHU VM
7	ANGEL ELDHO
8	ANGEL PHILOMINA JAMES
9	ANILA GOPI
10	ANITTA JOSE
11	ANJANA TR
12	ANN MARIA ROY
13	APARNA JOSEPH
14	ASHANI CIBI
15	ATHIRA PR
16	BEATRICE MARY JOY
17	BELLA K SAJI
18	BENSON GEORGE VARGHESE
19	BETSY BENNY
20	BINU SAJI
21	ENOCH VINCE
22	FELICIA JOY
23	GEORGE KURIAKOSE
24	JITHIN MATHAI
25	KEVIN JOHNS RAJU
26	KRISHNAPRIYA K
27	LIJO ISSAC
28	MAHIN KS
29	MANACY SOJAN
30	MEENU ELDHO
31	NEETHU JOSE
32	NOURINE SHANAVAS
33	RAHUL BABU
34	RAHUL KURIAKOSE
35	RAMSI KM
36	RENJITHA RAJU
37	RINTU NELSON
38	RITTU MARIA JOHNSON
39	ROSNA JOSE
40	SHERIN BABU
41	SOYA SABU
42	SRUTHI NANDAKUMAR
43	VISHNU N NAIR

  
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Nirmala College Muvattupuzha

**CMA FOUNDATION 2018-19**

Sl. No.	Name	Mobile Number	Remarks
1	Abhila Prathapan	9074805314	<i>Abhila</i>
2	Abrose B Karimpanackel	7025351818	<i>Abrose</i>
3	Akshara Manoj	6282470655	<i>Akshara</i>
4	Akshaya Aji	9744912919	<i>Akshaya</i>
5	Albina Bince	9037736234	<i>Albina</i>
6	Aleena Thomas	9562324862	<i>Aleena</i>
7	Alfy Jolly	9446867221	<i>Alfy</i>
8	Alina Jose	9497658303	<i>Alina</i>
9	Arron G Plathottam	8606939479	<i>Arron</i>
10	Ashira PS	9744625546	<i>Ashira</i>
11	Besy Mariya Maniyirickal	6235612244	<i>Besy</i>
12	Devika Rajan	9526295432	<i>Devika</i>
13	Devika Rajesh	9526122027	<i>Devika</i>
14	Gopika Sukumaran	9605276059	<i>Gopika</i>
15	Gopika VS	7510374577	<i>Gopika</i>
16	Hari Murali	9207451348	<i>Hari</i>
17	Henry Peter Thomas	9605815423	<i>Henry</i>
18	Jinu Mariya Joshi	9495024252	<i>Jinu</i>
19	Joseph Saji	9072747755	<i>Joseph</i>
20	Mathews Alvi	8078365991	
21	Meenu Eldhose	8156908939	<i>Meenu</i>
22	Nandana AR	9446612939	<i>Nandana</i>
23	ReenuJais	9562132447	<i>Reenu</i>
24	Sonnet Skaria	6282786274	<i>Sonnet</i>
25	Sruthimol Santhosh <i>Newman</i>	8138056921	<i>Sruthi</i>
26	Steny John	9946792714	<i>Steny</i>
27	Thasneem SB	8281489478	<i>Thasneem</i>

Emmanual AJ

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## EXAMINATION

### 10. EXAMINATION

The *First Term* of Examination under *Syllabus 2012* will be conducted in *December 2013*.

#### 10.1 FOUNDATION

For admission to Foundation examination the following conditions are to be fulfilled by a candidate :

- He/she is not debarred from appearing in Foundation Course examination of this Institute.
- He/she has submitted the Examination form duly filled in within the specified time along with the requisite fees to the Director (Examination).

#### 10.2 INTERMEDIATE

For admission to the Intermediate Examination the following conditions are to be fulfilled by a candidate :

- He/she should have valid Registration Number.
- He/she has completed the prescribed Training of the Intermediate Course.
- He/she is not debarred from appearing in Intermediate Course examination of this Institute.
- He/she has submitted the Examination form duly filled in within the specified time along with the requisite fees to the Directorate of Examination.

#### 10.3 FINAL

For admission to the Final Examination the following conditions are to be fulfilled by a candidate:

- He/she should have passed the Intermediate examination of the Institute in penultimate term i.e. a student passing in December examination shall not be allowed to sit for the next June examination.
- He/she should have valid Registration Number.
- He/she has a completed the prescribed Training of the Final Course.
- He/she is not debarred from appearing in Final Course examination of this Institute.
- He/she has submitted the Examination form duly filled in within the specified time along with the requisite fees as fixed by the Council from time to time to the Directorate of Examination.

*Syllabus and its contents, scheme and/or pattern of examinations, are subject to modifications from time to time. Reference should be made to relevant notifications in this regard, as may be issued by the Institute from time to time.*

#### 10.4 OPTION FOR WRITING ANSWERS TO QUESTIONS IN HINDI

Candidates of Foundation, Intermediate and Final examinations are allowed to exercise option for answering questions in Hindi. **Answer scripts written by mixing both English and Hindi language will be liable for cancellation.**

#### 10.5 EXAMINATION FEES

Examination forms are available at Headquarters, Regional Councils, Chapters on payment of ₹ 50/- by cash or by Demand Draft for students desiring for appearing in Examination Centres in India and US\$ 10 for students appearing in Overseas centres. Examination Application Forms may also be downloaded from the Institute's website: [www.icmai.in](http://www.icmai.in).

Examination fees to be paid through **Demand Draft** in favour of **"THE INSTITUTE OF COST ACCOUNTANTS OF INDIA" payable at Kolkata.**

Examination	Centres in India (₹)		Overseas Centres (US \$)
	Single Group	Both Groups	Single/both groups
Foundation	1,000	—	60
Intermediate	1,000	1,600	90
Final	1,250	2,250	100

#### 10.6 REFUND OF EXAMINATION FEE

The fees paid by a candidate who has been admitted to an examination shall not be refunded except as otherwise; where a candidate applies with documentary evidence for transfer of examination fee to the next examination on the ground that he was prevented from attending an examination by circumstances beyond his control, the Institute may permit the fee paid by such a candidate to be adjusted towards the fee payable for the next examination only, provided that no such application is received after the expiry of 15 days from the last date of the examination shall be considered.

#### 10.7 DATE OF APPLICATION FOR EXAMINATION

Term of Examination	Last date (without late fee)
June term	31st March
December term	30th September

However, a candidate can apply for examination with a late fee of ₹ 300/- as follows:-

Term of Examination	Last date (with late fee)
June term	10th April
December term	10th October

However, in case of online application with online payment, the late fee of ₹300/- will be waived if applied within 10th April and 10th October for June and December Terms respectively.

#### 10.8 DATE OF EXAMINATION :

The Examination of the Institute shall be held twice a year on the dates decided by the Council.

Date, Time and Examination programme details is announced in the Journal of the Institute "The Management Accountant" and the same will also be hosted in the Institute's website [www.icmai.in](http://www.icmai.in)

#### 10.9 STANDARD OF PASS :

- A Candidate of foundation examination shall be declared to have passed in the examination, if he secures minimum 40% marks in each paper and an aggregate of 50% of total marks.
- Pass in a Group in Intermediate / Final Examination: A Candidate shall be declared to have passed in a group of an examination, if he secures minimum 40% marks in each paper of the group and an aggregate of 50% of total marks of non-exempted papers of that group.
- A Candidate will be declared passed in an examination if he passes all groups in that examination.
- A Candidate who has passed the examination obtaining 70% marks of total marks of all papers of Intermediate or Final examination at one sitting shall be deemed to have passed the examination with distinction.
- Exemption: If a Candidate is unsuccessful in passing a group but secures 60% or more in any paper or papers, he shall be exempted in the paper from appearing in subsequent examination. For calculation of aggregate in the subsequent examination of the group, the marks in each of the exempted papers will be reckoned as 50.
- Carry Forward of marks: If a Candidate is unsuccessful in passing a group but secures 60% or more in any paper and minimum 40% marks in each of the remaining papers of the group, he shall be exempted in that paper from appearing in subsequent examination and allowed the benefit of carry forward of actual marks of that paper in his subsequent examination of the group.
- The benefit of exemption or carry forward of marks mentioned above, shall automatically cease if a candidate, on his own, appears in any examination for such exempted paper(s).
- The benefit of exemption or carry forward of marks mentioned above is not available in Foundation Examination.
- The benefit of carry forward/exemption is allowed for the immediately successive three terms of Examination.**
- An examinee :**
  - Who appears for both Groups of Intermediate or Final Examination, with or without any exemption :**
    - obtains at least 40 percent marks in each paper appeared; and also
    - obtains at least 50 percent marks in aggregate, taking both the Groups together shall be declared to have qualified Intermediate Course or Final Course, as the case may be.

#### 10.10 EXAMINATION CENTRES

(Details in Annexure VII)

#### 10.11 PUBLICATION OF EXAMINATION RESULTS

- A list of successful candidates in an examination will be published in such manner as the Council may direct.
- Marksheet will be sent to each Candidate giving marks obtained by him in all the papers he appeared in the examination.
- A duplicate marksheet of an examination held within a period of 5 (five) years will be available on payment of fees of ₹ 100/-.
- Candidate passing Foundation examination will not be issued with a Pass Certificate / Rank Certificate.
- Candidates passing Intermediate will be issued with Pass Certificate. However Candidates passing Final Examination will be issued with Pass Certificate in such manner as the Council may direct.
- Certificate of Merit will be issued to candidates passing the Intermediate/Final Examination taking all subjects together (i.e. without any exemption) at one sitting.
- In case the result of a candidate in an examination has been affected by error or fraud or using unfair means during the examination the Examination Committee shall have the power to amend the result suitably.

#### 10.12 RIGHT TO REFUSE ADMISSION TO EXAMINATION

The Examination Committee or a person authorized by it in this behalf may, for any sufficient reason to be recorded, refuse to admit a candidate to an examination or admit him/her to an examination subject to such conditions as it or he may consider to be reasonable in the circumstances of the case or may for any sufficient reason to be recorded, refuse a candidate admission to an examination hall or expel him from an examination hall, after he has been admitted to it in the usual course.

#### 10.13 VERIFICATION OF ANSWER PAPERS

A Candidate can apply to the Institute within 30 days from the date of declaration of results of examination for verification of answer papers with a fees of ₹ 250/- per paper.

In case of verification of answer papers only mistake in totalling and omission to examine any answer are checked.

No details of question wise marks will be supplied. However, if as a result of such verification it is found that there has been either an omission to examine or value an answer or answers or there has been a mistake in the totalling of the marks, the fee for verification for the paper in which mistakes are detected shall be refunded to the candidate on application.



# **CMA Satellite Centre, Nirmala College Muvattupuzha**


## **REPORT OF THE FOUNDATION PROGRAM FOR THE YEAR 2016-17**

Based on the MOU between Nirmala College Muvattupuzha and CMA Cochin Chapter the Research and Postgraduate Department of Commerce is running CMA programme in Nirmala College. The college is offering both foundation and intermediate programmes. Coaching is offered for the June exams each year. Admission is open for the B.Com. students of this college and the nearby colleges. Classes are normally arranged on Saturdays and other holidays. Classes are handles by experts from the college and outside the college. Registration for the foundation programme can be done through online or offline mode. Online registration can be made through the website of Institute of Cost Accountants of India (icmai.inc.in). Offline registration can be done through the college or the Cochin Chapter of ICMAI. The classes will be held at Nirmala College Muvattupuzha.

30 Students were admitted for the foundation programme during the year 2016/17. Classes were started on 27/08/2016. The classes were finished on 3/6/2017. In total 100 teaching hours were provided to the students. Out of the 30 students 27 cleared the exam which was held in June 2017.

Emmanual AJ

Co-ordinator

  
PRINCIPAL  
NIRMALA COLLEGE  
MUVATTUPUZHA





# **CMA Satellite Centre, Nirmala College Muvattupuzha**


## **REPORT OF THE FOUNDATION PROGRAM FOR THE YEAR 2017-18**

Based on the MOU between Nirmala College Muvattupuzha and CMA Cochin Chapter the Research and Postgraduate Department of Commerce is running CMA programme in Nirmala College. The college is offering both foundation and intermediate programmes. Coaching is offered for the June exams each year. Admission is open for the B.Com. students of this college and the nearby colleges. Classes are normally arranged on Saturdays and other holidays. Classes are handles by experts from the college and outside the college. Registration for the foundation programme can be done through online or offline mode. Online registration can be made through the website of Institute of Cost Accountants of India (icmai.inc.in). Offline registration can be done through the college or the Cochin Chapter of ICAI. The classes will be held at Nirmala College Muvattupuzha.

43 Students were admitted for the foundation programme during the year 2017/18. Classes were started on 16/08/2017. The classes finished on 12/5/2018. In total 120 teaching hours were provided to the students. All the 43 students have cleared the exam which was held in June 2018.

Emmanual AJ

Co-ordinator

  
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MUVATTUPUZHA





# **CMA Satellite Centre, Nirmala College Muvattupuzha**

## **REPORT OF THE FOUNDATION PROGRAM FOR THE YEAR 2018-19**

Based on the MOU between Nirmala College Muvattupuzha and CMA Cochin Chapter the Research and Postgraduate Department of Commerce is running CMA programme in Nirmala College. The college is offering both foundation and intermediate programmes. Coaching is offered for the June exams each year. Admission is open for the B.Com. students of this college and the nearby colleges. Classes are normally arranged on Saturdays and other holidays. Classes are handles by experts from the college and outside the college. Registration for the foundation programme can be done through online or offline mode. Online registration can be made through the website of Institute of Cost Accountants of India (icmai.inc.in). Offline registration can be done through the college or the Cochin Chapter of ICAI. The classes will be held at Nirmala College Muvattupuzha.

30 Students were admitted for the foundation programme during the year 2018/19. Classes were started on 22/12/2018. The classes finished on 03/6/2019. In total 100 teaching hours were provided to the students. Out of the 30 students 29 have cleared the exam which was held in June 2019.

Emmanual AJ

Co-ordinator



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MUVATTUPUZHA







**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**  
(Statutory body under an Act of Parliament)

**Result for June 2019 Foundation Examination**

Name of Student :	SONNET SKARIA
Roll No :	302447
Identification No:	SF2019033093
Syllabus :	2016

Course	Paper 1	Paper 2	Paper 3	Paper 4	Total
Foundation	86	69	77	65	297

*Congratulations!*

Exam Status:

Foundation Course Completed.

(CMA S.C. Gupta)  
Secretary (Acting)

This downloaded print out will be treated as marksheet for the purpose of registration for Intermediate Course of the Institute. Hard copy of marksheet will not be sent to the students.

**Note : In marks "A" means - Absent**

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**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**  
(Statutory body under an Act of Parliament)

**Result for June 2019 Foundation Examination**

Name of Student :	BESY MARIYA MANIYIRICKAL
Roll No :	302390
Identification No:	SF2019033153
Syllabus :	2016

Course	Paper 1	Paper 2	Paper 3	Paper 4	Total
Foundation	79	65	55	74	273

*Congratulations!*

**Exam Status:**

**Foundation Course Completed.**

*(Signature)*  
**(CMA S.C. Gupta)**  
Secretary (Acting)

This downloaded print out will be treated as marksheet for the purpose of registration for Intermediate Course of the Institute. Hard copy of marksheet will not be sent to the students.

**Note : In marks "A" means - Absent**

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**THE INSTITUTE OF COST ACCOUNTANTS OF INDIA**  
(Statutory body under an Act of Parliament)

**Result for June 2019 Foundation Examination**

Name of Student : AKSHARA MANOJ

Roll No : 302366

Identification No: SF2019033124

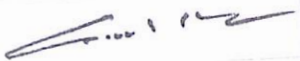
Syllabus : 2016

Course	Paper 1	Paper 2	Paper 3	Paper 4	Total
Foundation	78	65	81	65	289

*Congratulations!*

Exam Status:

**Foundation Course Completed.**

  
(CMA S.C. Gupta)  
Secretary (Acting)

This downloaded print out will be treated as marksheet for the purpose of registration for Intermediate Course of the Institute. Hard copy of marksheet will not be sent to the students.

**Note : In marks "A" means - Absent**

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NIRMALA COLLEGE MUVATTUPUZHA  
DEPARTMENT OF COMMERCE



CERTIFICATE COURSE

# CMA foundation

Staff Coordinator:  
Mr. A. J. EMMANUEL  
ASSISTANT PROFESSOR  
MOB: 9446666383

Course Duration: 120 hours, Starts 27 August 2016 onwards



## Staff meeting held on 20.3.16

The meeting started with a silent prayer at 3.00 pm. HOD welcomed the gathering and present the agenda to the group. The main discussions are;

- To arrange a sent off meeting to the retiring teachers from other departments. Invite the teachers to the department and spent time with them. It is very appreciated.
- Arrange special classes for POI students and make special time table for them.
- To participate the valuation camp. HOD distribute the Appointment orders supplied by the University.
- Evaluation about the portions completed and not completed in uoi classes.
- Some topics about the time table arrangement is also discussed.

The meeting concluded at 4.30 pm.

Members:-

- Dr. Johnson Varghese
- Prof. Joy Mathew
- Dr. Gireesh Kumar G.S
- Prof. Emmanuel A.J
- Dr. Raja V.P
- Dr. Suby Baby
- Sr. Jinto John
- Mr. Aby Thomas
- Alphonsa Jose
- Ginto George
- Soumya T.K
- Rakhi Rajan
- Dassana Sajikumar.



## Staff meeting held on 1/6/16

The meeting started at 2 p.m. HOD, Dr. Johnson Varghese chaired the meeting. All staff members were present. The agenda of the meeting are;-

- To finalise the academic plan for the year 2016-17
- To discuss the curricular and extra curricular activities of the Department for the year.
- To allocate the class teachers in charge
- To give a sent off to the self financing teachers

The meeting started with silent prayer. HOD give wishes to the new academic year. Discussion about the academic plan prepared by the HOD and approved the same with necessary modifications. And also plan for the curricular and extra curricular activities of the current academic year. Teachers give different suggestions to the plans. It was also decided to start CMA classes at the earliest.  
Class tutors

- IK - Sr. Jinto John.  
 II K - Dr. Suby Baby  
 III K - Dr. Raja V.P  
 IV K - Dr. Gireesh Kumar G.S  
 V K - Prof. Joy Mathew

After the formal discussions, the next step is to give sent off to the teachers. Even though, they are part of the parent dept, self financing section full transferred to DJ Block.



Separate Co-ordinator, but acting under the leadership of HOD. Discussions about the transfer and documents to be taken are also discussed.

After the meeting small tea is arranged as a part of the send off. Some teachers expressed their opinions and thanks about the meeting.

The meeting come to an end by 3.30 p.m.

### Members Present:

1. Dr. Johnson Varghese
2. Prof. Joy Mathew
3. Dr. Giridhesh Kumar G.S
4. Mr. Emmanuel A.J
5. Dr. Raju V.P
6. Dr. Suby Baby
7. Sr. Tinto John
8. Mr. Aby Thomas
9. Alphonsa Jose
10. Lissa George
11. Ginto George
12. Soomya T.K
13. Rakhi Rajan
14. Darsana Sajikumar
15. Tintu Green

✓  
 Tinto  
 A  
 John  
 Aby  
 Darsana



### Staff meeting held on 22/7/16

Today a special staff meeting in the dept. The Principal Dr. T.M Joseph, Vice Principal A.Prof. Jose Karikunnel, and Bursar Fr. Francis Kannadan present in the meeting.

HOD welcomed the guests after silent prayer. HOD give a brief description about the department. Principal give a introduction and some instructions to the staff members. They are;

1. To increase the number of research guideship
2. To arrange fund for seminar, and industry collaboration
3. To prepare the records for remedial teaching
4. To maintain the register for counseling
5. Arrange mentoring and NET coaching
6. To prepare the placement documents
7. Promote the ED club activities
8. To prepare the scholarship list available to the students
9. To prepare the documents at department level, endowments, scholarships etc.
10. To take measures for maintaining disciplines.
11. Do not give attendance for late comers.
12. Supervise the students to they wear the identity card uniform etc.
13. To arrange the commerce fest
14. To give importance to the extra curricular activities

After the instructions & suggestions the faculty members suggested few things and give clarifications to the matters. Mr. Emmanuel A.J proposed the vote of thanks to the meeting. The meeting concluded at 4.15 p.m.