



# DEPARTMENT MEETINGS SOCIAL WORK



## CHRIST COLLEGE PULIYANAMALA, KATTAPPANA

Approved by UGC and Affiliated to MG University, Kottayam (3521/1/14/Ac A VII)  
A Minority Institution Managed By CMI Fathers

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## Department Meeting - 1

Date: 30/11/2021

### Agenda

1. To take decisions regarding first semester field work and observation visits to be conducted.
2. To decide how to commemorate days related to social work.
3. To prepare plans to complete the syllabus on time.

The first meeting of the department of Social Work was held on 30<sup>th</sup> November 2021 at 3:15 pm in classroom NO: 109. in the direction of head of the department.

1. Field work and observation visits conduction.

Meeting decided to allow students to do their first semester field work during the months December, January, February and March on Friday and Saturday of each week. In addition, members chose 3<sup>rd</sup>, 4<sup>th</sup>, 9<sup>th</sup> and 16<sup>th</sup> of December to conduct observation visits in nearby NGOs.

2. Day observations

Faculty members listed out days that could be commemorated on the months of December and January. Members formulated plan for each day observations, which is included competitions and activities that could be conducted regarding the importance of particular

### 3. Academics

Considering the shortage of academic hours, Faculty members decided to take special classes in evenings on alternate days. Also planned dates of seminar presentations and assignments submission of each courses.

The department head consummated the meeting by 4.00 pm, reminding the next meeting to be held on 02nd February 2022.

Name and Signature of Faculty members attended.

Name

Signature

1. Ms. Anu Abraham

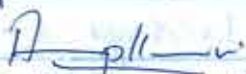


2. Mr. Jothish Jose



3. Fr. Anoop Thrunthimattom CMI



  
Head of the Department

  
Principal

Rev. Fr. Anoop Thrunthimattom CMI

Rev. Dr. Alex Louis CMI



## Department Meeting 2

Date: 02/02/2022

### Agenda

1. To plan how to commemorate days related to social work in the months February and March.
2. To decide on celebration of World social work day held on March.
3. To evaluate the functioning of department.

The second meeting of the department of social work was held on 2<sup>nd</sup> February 2022. at 3-20 pm under the chairmanship of Head of the department.

#### 1. Day observations.

Faculty members listed out days that could be commemorated during February and March. Members formulated plans for each day observation and selected appropriate activities and competitions that could be held on those days. Also decided student coordinators for conduction of each event.

#### 2. Social work day celebration.

Meeting decided to conduct various cultural programs of students and an exhibition which depicts the importance of social work. In addition, members also planned to conduct a formal gathering for the official inauguration of the celebrations.

3- Evaluation of overall Functioning of department.

Faculty members evaluated the overall functioning of the department. Various dimensions including academics, field work, extra-curricular activities conducted and student development were critically analysed during the meeting and identified strengths and areas which need improvement.

The department head consummated the meeting by 4.15 pm.

Name and Signature of Faculty members attended.

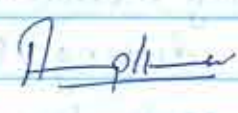
Name

Signature

1. Ms. Anu Abraham



2. Fr. Anoop Thuruthimattom CMI



Head of the department

Rev. Fr. Anoop Thuruthimattom CMI



Principal

Dr. Alex Louis CMI



## Department Meeting 3

Date: 01/04/2022

### Agenda

1. To take decisions regarding second semester field work and observations visits to be conducted.
2. To prepare plans to complete the syllabus on time.
3. To plan how to commemorate days related to social work.

The third meeting of the department of social work was held on 1<sup>st</sup> April 2022, at 3:15 pm under the chairmanship of Head of the department.

### 1. Field works and observation visits conduction.

The Meeting decided to relieve students to complete their second semester field work in various organizations during April and May 2022. Unlike first semester it will be continuous for 25 days. Members decided to conduct observations visit in the month of June after the completion of field work.

### 2. Day observations.

Faculty members listed out days that could be commemorated during the months April, May and June. As student will not be there in the college campus in April and May, planning was mainly focused on days that can be conducted

## 3. Syllabus completion.

Considering the shortage of academic hours, faculty members decided to take special offline classes and online classes in order to complete syllabus timely. Also planned dates of seminars and assignments of each course.

The department head consummated the meeting by 4.15 pm.

Name and signature of faculty members attended.

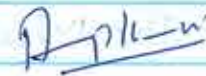
Name

Signature

1. Ms. Anu Abraham



2. Fr. Anoop Thureuthimattom CSI




Head of the department

Rev. Fr. Anoop Thureuthimattom CSI



Rev. Fr. Alex Louis CSI



## Department meeting 4

Date: 27/06/2022.

### Agenda

1. To plan how to commemorate days related to social work in the months July and August.
2. To plan strategies to prepare students for examination.
3. To evaluate the overall functioning of department.

The fourth meeting of the department of social work was held on 27<sup>th</sup> June 2022 at 3:15 pm under the chairmanship of head of the department.

#### 1. Day observations

Faculty members listed out the days which need to observe in the months of July and August.

Members formulated plans for each day observations and selected students coordinators for each event.

Also gathered some suggestions of activities and competition that can be held.

#### 2. Formulating strategies to prepare students for examination.

Members decided to give students revision plan to students for each subjects and to conduct revision tests for thorough learning. In additions, members decided to create a question bank for reference.


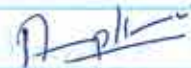



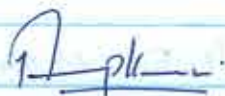
## 3. Evaluating overall functioning of department

Faculty members evaluated the overall functioning of department from various dimensions. Progress in academics, field work, extra-curricular activities and holistic development of students were critically analysed during the meeting. Meeting identified the areas which needed improvement and appreciated the progress achieved.

The department had consummated the meeting by 4:15 pm.

Name and signature of faculty members attended.

Name	Signature
1. Ms. Anu Abraham	
2. Fr. Anoop Thuruthimattom CMI	
3. Ms. Shem Maria Cherian	



Head of the department

Rev. Fr. Anoop Thuruthimattom CMI

  
Principal

Rev. Dr. Alex Louis CMI

