

**Minutes of the Board of Studies Meeting of the Department of Commerce held on  
05 April 2022 (Tuesday) at 07.00 pm in Google Meet**

**Members Present:**

1	Dr. Rose V J	: Chairperson	Sd/-
2	Dr. M A Joseph	: University Nominee	Sd/-
3	Dr. Asha E Thomas	: Subject Expert	Sd/-
4	Dr. Dhanya Alex	: Subject Expert	Sd/-
5	Dr. Jose A V	: Industry Representative	Sd/-
6	Sr. Teseena P Emmatty	: Faculty Representative	Sd/-
7	Dr. Preema Rose Nichlavose	: Faculty Representative	Sd/-
8	Ms. Nisha Leela Jose	: Faculty Representative	Sd/-
9	Dr. Salini K	: Faculty Representative	Sd/-
10	Mr. Sojan Joseph	: Faculty Representative	Sd/-

**Apologies:**

1. Ms. Minu Moonjely Alumnae Representative
2. Mr. Jins C G Faculty representative
3. Ms. Jilu Varghese Faculty representative

**AGENDA:**

- ▶ Review of the teaching-learning process.
- ▶ Updates on results.
- ▶ Future plans for the Department.
- ▶ Discuss any other matter as suggested by the Chairperson.

The meeting began with a welcome by Dr. Rose V.J, who also proposed the agenda for the meeting.

Academic activities were reviewed by the Board of Studies members.

- Report on the review of the teaching-learning process was presented. The innovative teaching practices by the teachers practiced during 2021-22 were reviewed. Several techniques were adopted by teachers such as Adaptive Learning, Quescussion, Think- Pair- Share, Blended Learning, and Hands-on – Activities. Apart from the above, the best practices by the department such as, Swayam/Mooc Courses recommended for PG Students, career orientation classes, the conduct of tutorial hours, and maintenance of a proper mentoring system.
- Updates on Results of 2021 of PG and UG were presented.
- Students’ achievements in the department were highlighted with special reference to the placement result.
- As part of future plans of the department the introduction of a Self Defense course for the students as an Add on course was proposed. And to continue the existing Value-Added Courses such as ACCA, CMA, Diploma in Practical Accounting and Tax Practice, and Tally with GST.

Board members appreciated the department for initiating all the activities despite the pandemic situation.

Board members made the following suggestions:

- To conduct a workshop for students to improve their communication skills, prepare them for interviews and make them more dynamic.
- To focus on an industry-based program. Conducting workshops with industry participants.
- Alumnae from different industries could be part of annual programs focussing on placements. This opportunity could be used to assure 100% placements.

- Involvement of PTA in the department activities to be enhanced.
- YouTube channel for the department was suggested by the members, which was already created for earlier online programmes.
- Extension activities with SEBI and BSE were suggested. Three day or one-week training could be conducted including an invitation to the public.
- Extension activities by offering UGC NET coaching, PSC coaching, and Bank coaching at the department level.
- To inculcate research habits among students.

The meeting wound up with a vote of thanks by Mr. Sojan Joseph.

Sd/-

Dr. Rose V J

**Head of the Department/Board Chairperson**

Sd/-

Dr Sr Beena Jose

**Principal**