



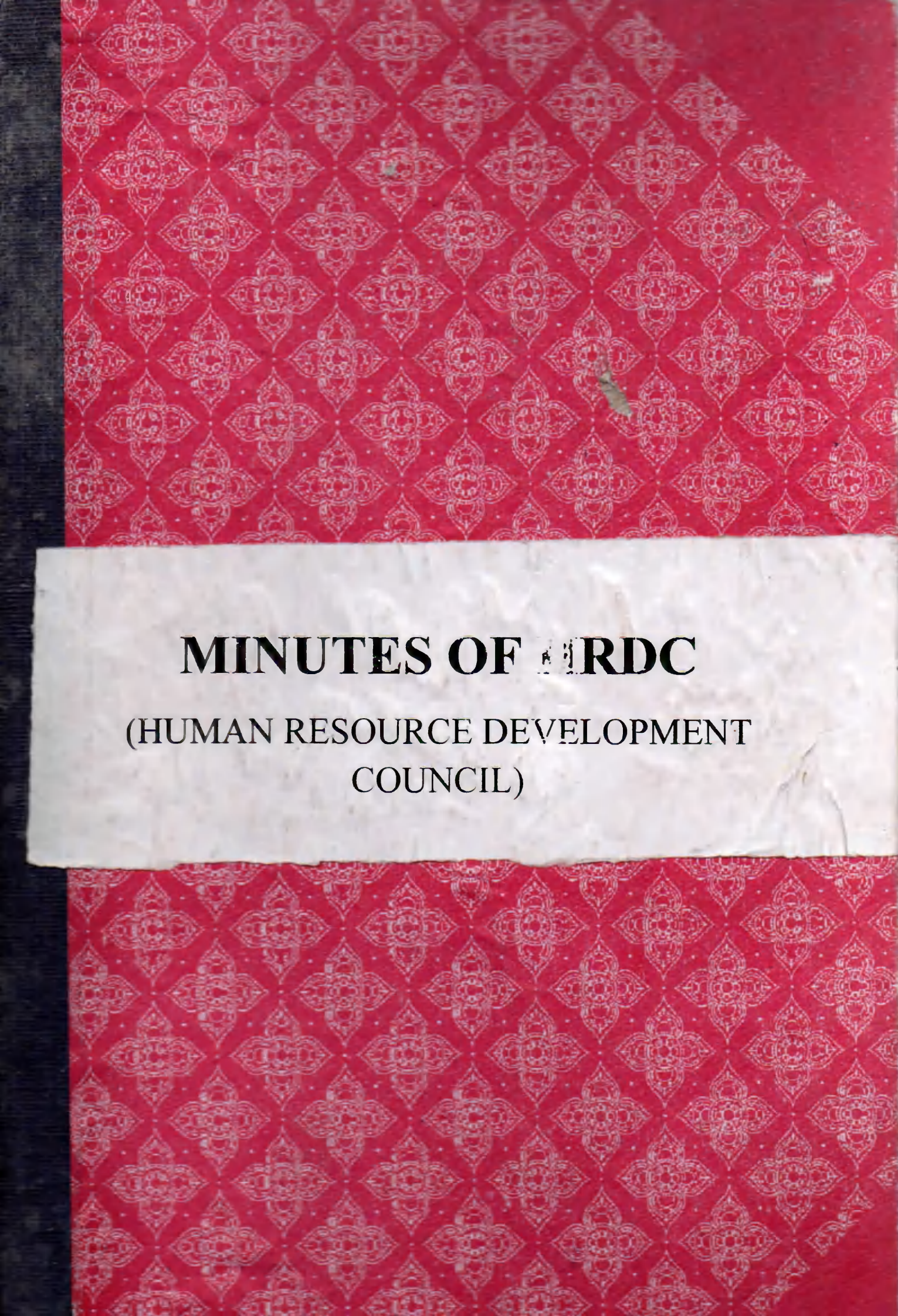
MES COLLEGE ERUMELY

MINUTES OF HRDC

(APPROVAL OF CERTIFICATE COURSE)



2021-2022

The background of the cover is a red damask pattern with a repeating floral and geometric motif. A white, torn-edged paper strip is pasted across the middle of the cover, containing the title text.

MINUTES OF HRDC
(HUMAN RESOURCE DEVELOPMENT
COUNCIL)

12.1 MINUTES

The Twelfth Meeting of Directorate of Human Resource Development Council of MES College Erumely held on 7/10/2021 at 2:15 pm in the Principal's Room presided by Principal Mr. Maheen M.N.

Agenda:


1. To discuss the approval for the syllabus of the Certificate Course offered by the Department of Computer Science named 'Cyber Security'
2. To discuss any other matters of the Syllabus with the permission of the chairperson.

Members Present:

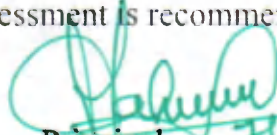
- Principal - Mr. Maheen M. N.
- Director Academic - Mr. Jithesh K.S.
- Director HRDC - Mrs. Rejoola O. M.
- HOD Computer Science - Mrs. Betty Joseph

Decisions:

1. Approval of the minutes of the previous meeting.
2. The Board of Studies recommends 30 hours approval for the course, 75% attendance is required, classes are conducted offline, and an external assessment is recommended through the HRDC offline exam.


 7/10/2021
 Director HRDC


 7/10/2021
 Director Academic


 7/10/2021
 Principal
 MAHEEN M. N.
 PRINCIPAL
 M.E.S. COLLEGE ERUMELY



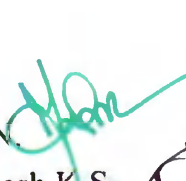



12.2 MINUTES

The Twelfth Meeting of Directorate of Human Resource Development Council of MES College Erumely held on 7/10/2021 at 3:15 pm in the Principal's Room presided by Principal Mr. Maheen M.N.

Agenda:

- 1.To discuss the approval for the syllabus of the Certificate Course offered by the Department of Electronics named 'Introduction to Arduino'
- 2.To discuss any other matters of the Syllabus with the permission of the chairperson.

Members Present:

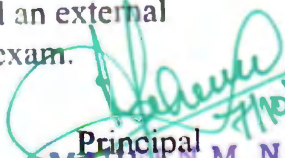
- Principal - Mr. Maheen M. N. 
- Director Academic - Mr.Jithesh K.S. 
- Director HRDC - Mrs.Rejoola O. M. 
- HOD Electronics - Mrs..Jishamol C.K. 

Decisions:

1. Approval of the minutes of the previous meeting.
- 2.The Board of Studies recommends 30 hours approval for the course, 75% attendance is required, classes are conducted offline, and an external assessment is recommended through the HRDC offline exam.


Director HRDC


Director Academic


Principal
MAHEEN M. N.
PRINCIPAL
M.E.S. COLLEGE ERUMELY



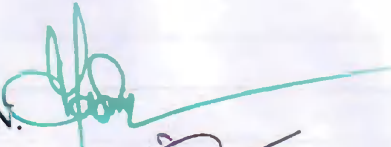



12.3 MINUTES

The Twelfth Meeting of Directorate of Human Resource Development Council of MES College Erumely held on 7/10/2021 at 3:15 pm in the Principal's Room presided by Principal Mr. Maheen M.N.

Agenda:




- 1.To discuss the approval for the syllabus of the Certificate Course offered by the Department of Commerce Br. Computer Application named 'Introduction to Income Tax'
- 2.To discuss any other matters of the Syllabus with the permission of the chairperson.

Members Present:

- Principal - Mr. Maheen M. N. 
- Director Academic - Mr.Jithesh K.S. 
- Director HRDC - Mrs.Rejoola O. M. 
- HOD Computer Application- Dr.Lekshmy S.N 

Decisions:

1. Approval of the minutes of the previous meetng.
- 2.The Board of Studies recommends 30 hours approval for the course, 75% attendance is required, classes are conducted offline, and an external assessment is recommended through the HRDC offline exam.

 7/10/2021
  7/10/2021
 
 Director HRDC Director Academic Principal **MAHEEN M. N.** 7/10/2021
PRINCIPAL
M.E.S. COLLEGE ERUMELY



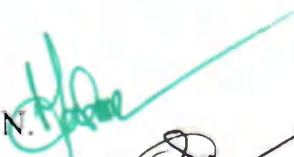



12.4 MINUTES

The Twelfth Meeting of Directorate of Human Resource Development Council of MES College Erumely held on 7/10/2021 at 4:15 pm in the Principal's Room presided by Principal Mr. Maheen M.N.

Agenda:

- 1.To discuss the approval for the syllabus of the Certificate Course offered by the Department of Commerce Br. Finance and Taxation named 'Computer Technology for Business'
- 2.To discuss any other matters of the Syllabus with the permission of the chairperson.

Members Present:

Principal - Mr. Maheen M. N. 
 Director Academic - Mr.Jithesh K.S. 
 Director HRDC - Mrs.Rejoola O. M. 
 HOD Finance and Tax - Mrs.Mayamol P. 

Decisions:

1. Approval of the minutes of the previous meeting.
- 2.The Board of Studies recommends 30 hours approval for the course, 75% attendance is required, classes are conducted offline, and an external assessment is recommended through the HRDC offline exam.


 Director HRDC


 Director Academic


 Principal

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12.5





MINUTES

The Twelfth Meeting of Directorate of Human Resource Development Council of MES College Erumely held on 8/10/2021 at 2:15 pm in the Principal's Room presided by Principal Mr. Maheen M.N.

Agenda:

- 1.To discuss the approval for the syllabus of the Certificate Course offered by the Department of Commerce Br. Marketing named 'Management of Co-Operative Societies'.
- 2.To discuss any other matters of the Syllabus with the permission of the chairperson.

Members Present:

Principal - Mr. Maheen M. N. 
 Director Academic - Mr.Jithesh K.S. 
 Director HRDC - Mrs.Rejoola O. M. 
 HOD Marketing - Mrs.Asha K.M. 

Decisions:

1. Approval of the minutes of the previous meeting.
- 2.The Board of Studies recommends 30 hours approval for the course, 75% attendance is required, classes are conducted offline, and an external assessment is recommended through the HRDC offline exam.


 Director HRDC


 Director Academic


 Principal

MAHEEN M. N.
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 M.E.S. COLLEGE ERUMEY



12.6 MINUTES

The Twelfth Meeting of Directorate of Human Resource Development Council of MES College Erumely held on 8/10/2021 at 3:15 pm in the Principal's Room presided by Principal Mr. Maheen M.N.

Agenda:

1. To discuss the approval for the syllabus of the Certificate Course offered by the Department of Commerce Br. OM & SP named 'Digital Marketing'.
2. To discuss any other matters of the Syllabus with the permission of the chairperson.

Members Present:

Principal - Mr. Maheen M. N.

Director Academic - Mr. Jithesh K.S.

Director HRDC - Mrs. Rejoola O. M.

HOD OM & SP - Mrs. Kavitha P.D.

Decisions:

1. Approval of the minutes of the previous meeting.
2. The Board of Studies recommends 30 hours approval for the course, 75% attendance is required, classes are conducted offline, and an external assessment is recommended through the HRDC offline exam.


Director HRDC


Director Academic


Principal

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12.7

MINUTES

The Twelfth Meeting of Directorate of Human Resource Development Council of MES College Erumely held on 8/10/2021 at 4:15 pm in the Principal's Room presided by Principal Mr. Maheen M.N.

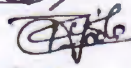
Agenda:

- 1.To discuss the approval for the syllabus of the Certificate Course offered by the Department of Social Work named 'Introduction to Public Health'.
- 2.To discuss any other matters of the Syllabus with the permission of the chairperson.

Members Present:

Principal - Mr. Maheen M. N. 

Director Academic - Mr.Jithesh K.S. 

Director HRDC - Mrs.Rejoola O. M. 

HOD MSW- Mrs. Sulthana Sulaiman 

Decisions:

1. Approval of the minutes of the previous meeting.
- 2.The Board of Studies recommends 30 hours approval for the course, 75% attendance is required, classes are conducted offline, and an external assessment is recommended through the HRDC offline exam.


Director HRDC


Director Academic


Principal 8/10/2021
MAHEEN M. N.

PRINCIPAL

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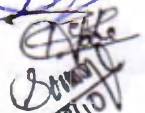

12.8 MINUTES

The Twelfth Meeting of Directorate of Human Resource Development Council of MES College Erumely held on 8/10/2021 at 10:15 am in the Principal's Room presided by Principal Mr. Maheen M.N.

Agenda:

1. To discuss the approval for the syllabus of the Certificate Course offered by the Department of PG Commerce named 'Introduction to Research and SPSS'.
2. To discuss any other matters of the Syllabus with the permission of the chairperson.

Members Present:

Principal - Mr. Maheen M. N. 
 Director Academic - Mr. Jithesh K.S. 
 Director HRDC - Mrs. Rejoola O. M. 
 HOD PG Commerce - Mrs. Soumya S. 

Decisions:

1. Approval of the minutes of the previous meeting.
2. The Board of Studies recommends 30 hours approval for the course, 75% attendance is required, classes are conducted offline, and an external assessment is recommended through the HRDC offline exam.


 Director HRDC


 Director Academic


 Principal

MAHEEN M. N.
 PRINCIPAL
 M.E.S. COLLEGE ERUMELY



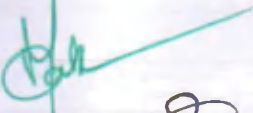



12.9 MINUTES

The Twelfth Meeting of Directorate of Human Resource Development Council of MES College Erumely held on 8/10/2021 at 11:15 am in the Principal's Room presided by Principal Mr. Maheen M.N.

Agenda:


- 1.To discuss the approval for the syllabus of the Certificate Course offered by the Department of M A Economics named 'Banking and Insurance'.
- 2.To discuss any other matters of the Syllabus with the permission of the chairperson.

Members Present:

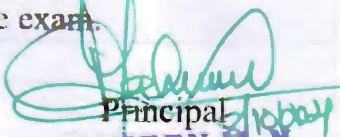
Principal - Mr. Maheen M. N. 
 Director Academic - Mr.Jithesh K.S. 
 Director HRDC - Mrs.Rejoola O. M. 
 HOD MA Economics- Dr.Anuraj K.R. 

Decisions:

1. Approval of the minutes of the previous meeting.
- 2.The Board of Studies recommends 30 hours approval for the course, 75% attendance is required, classes are conducted offline, and an external assessment is recommended through the HRDC offline exam.


 Director HRDC


 Director Academic


 Principal
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12.10

MINUTES

The Twelfth Meeting of Directorate of Human Resource Development Council of MES College Erumely held on 8/10/2021 at 12:15 pm in the Principal's Room presided by Principal Mr. Maheen M.N.

Agenda:

1. To discuss the approval for the syllabus of the Certificate Course offered by the Department of English named 'The Art of Writing a Research Paper'.
2. To discuss any other matters of the Syllabus with the permission of the chairperson.

Members Present:

Principal - Mr. Maheen M. N.

Director Academic - Mr. Jithesh K.S.

Director HRDC - Mrs. Rejoola O.M.

HOD English - Mr. George John

Decisions:

1. Approval of the minutes of the previous meeting.
2. The Board of Studies recommends 30 hours approval for the course, 75% attendance is required, classes are conducted offline, and an external assessment is recommended through the HRDC offline exam.

Director HRDC

Director Academic

Principal



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12.11

MINUTES

The Twelfth Meeting of Directorate of Human Resource Development Council of MES College Erumely held on 8/10/2021 at 12:00 pm in the Principal's Room presided by Principal Mr. Maheen M.N.

Agenda:

1. Approval of the minutes of the previous meetng.
1. To discuss about certificate course 'Cogitive Behavioural Therapy (CBT)' .
2. To discuss the approval for the syllabus of the Certificate Course offered by the Department of Psychology named 'Cogitive Behavioural Therapy -CBT.
3. To discuss the appointment of Subject Expert.
4. Approval for the appointment of faculty in charge .
5. To discuss any other matters of the Syllabus with the permission of the chairperson.

Members Present:

Principal - Mr. Maheen M. N.

Director Academic - Mr.Jithesh K.S.

Director HRDC - Mrs.Rejoola O. M.


HOD Social Work - Dr.Samseer R H

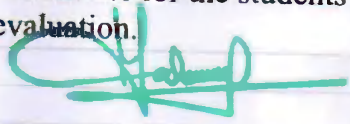
Subject Expert - Fr. Johnson Joseph , Asst. Professor , KE College, Mannanam.

Decisions:

1. Approved the minutes of the previous meetng.
2. Appointed Ms. Ayrin Peter as faculty in charge.
3. Approved the Syllabus of the Certificate Course 'Cognitive Behavioural Therapy(CBT)' submitted by HOD Social Work.
4. The board of studies recomends and approved the course duration to 30 ~~minutes~~ hours
5. The board of studies recomends and approved the attendance with minimum 75%
6. The board of studies recomends and approved to conduct classes through the offline mode
7. The board of studies recomends and approved to conduct offline examination with an external evaluation conducted by HRDC
8. The board of studies recomends and approved to issue the certificate for the students who secured 75% of attendance and 50 % of mark for the extenal evaluation.


Director HRDC


Director Academic


Principal
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