



# AMC Group of Educational Institutions, Manisseri

(Affiliated to University of Calicut)  
Ottapalam, Palakkad District, Kerala State - Pin 679521  
EMAIL : amcottapalam@gmail.com Website : www.amc-college.com

**Go Green**



<b>CRITERION</b>	<b>5- STUDENT SUPPORT AND PROGRESSION</b>
<b>KEY INDICATOR</b>	<b>5.3 STUDENTS' PARTICIPATION</b>
<b>METRIC NO.</b>	<b>5.3.2- STUDENTS REPRESENTATION</b>
<b>FILE DISCRIPTION</b>	<b>MINUTES OF WDC</b>

2<sup>nd</sup> JAN 2021

Circular to executive members of WDC

As the first wave has over Govt has partially allowed students to come for offline classes. Hence tomorrow that is 3<sup>rd</sup> January 2021 we will do an executive meeting in college presentation room by maintaining social distancing. We will discuss further activities.

Wear mask while attending the meeting.

  
WDC STAFF CO-ORDINATOR



3<sup>RD</sup> JANUARY 2021

Matters discussed

1. To sign MOU with V Tec driving school palappuram .rates fixed and approved by the college council  
REGISTRATION FEE TO WDC SCHEME "WINGS" = 100 RS PER HEAD  
TWO WHEELER LICENSE FEE = 5500 RS  
MOTOR CAR LICENSE FEE = 7500 RS  
BOTH TWO WHEELER AND MOTOR CAR = 11500  
TWO WHEELER EIGHT PRACTICE AND 3 FREE CLASSES= 2200RS
2. To conduct a seminar on the day of INTERNATIONAL WOMEN'S DAY, to make m.com students as co-ordinators.
3. To carry on outreach programms in the locality, especially, to empower the local women.

PRESIDENT: AKHILA M 3<sup>RD</sup> B.COM CA Akhila  
SECRETARY: KRISHNAJA P 3<sup>RD</sup> B.COM COP Krishna  
TREASURER: ALISHA JAMES THIRD CO-OP Alisha  
AKSHAYA 2<sup>ND</sup> BBA Akhaya  
RINSHANA 2<sup>ND</sup> BA Rinshana  
NIMISHA 2<sup>ND</sup> BBA Nimisha

Nisha  
NISHA SASIKUMAR  
VICE PRINCIPAL  
STAFF CO-ORDINATORS



25<sup>th</sup> june 2020

Circular to class what's app groups

As the spread of Covid -19, GOVT Has strictly closed the offline classes in college campus due to fear of mass spread. Hence we will start our official activities of this year in virtual mode. Kindly adjust to the situation.

We will call a general meeting in team's platform day after tomorrow 27<sup>TH</sup> JUNE 2020 at 3.00pm to discuss the pattern of working and will select the office bearers.

Stay safe.

  
WDC STAFF CO-ORDINATOR

NISHA SASIKUMARI



## MINUTES OF THE FIRST GENERAL MEETING OF WDC

TYPE: GENERAL MEETING IN DIGITAL PLATFORM

DATE : 27<sup>TH</sup> JUNE 2020

TIME : 3.10 PM

### DISCUSSION DETAILS

AGENDA NO	POINTS FOR DISCUSSION	DECISIONS TAKEN:
1	NEW COMMITTEE EXECUTIVE FORMED	<u>EXECUTIVE COMMITTEE</u>
2.	ACTIVITIES	PRESIDENT :AKHILA M 3 <sup>RD</sup> B.COM CA SECRETARY: KRISHNAJA P 3 <sup>RD</sup> B.COM COP TREASURER : ALISHA JAMES THIRD CO-OP  AKSHAYA 2 <sup>ND</sup> BBA RINSHANA 2 <sup>ND</sup> BA NIMISHA 2 <sup>ND</sup> BBA  2. EVERY MONTH ATLEAST ONE ACTIVITY IN VIRTUAL PLATFORM. 2.SUPPORT FROM ALUMNI STUDENTS TO BE ASKED TO MOTIVATE CURRENT STUDENTS BY VIRTUAL MODE INTERACTION 3. MOU WITH DRIVING SCHOOL TO BE SEEKED

  
DOCUMENTED BY  
(SECRETARY)

  
PRESIDENT



  
WDC STAFF CORDINATOR

26<sup>th</sup> march 2020

Circular to class whats app groups

Due to the pandemic affected by corona virus, we all are in lock down state, hence I request all members to be at home and be safe and get engaged in positive activities.

You can get engaged in mask awareness campaigning and social distance awareness programs around your locality.

Stay safe.



WDC STAFF CORDINATOR



CIRCULAR OF THE EXECUTIVE MEETING

Dated 10<sup>TH</sup> JANUARY 2020

circular no : 02/wdc/amc/2020

This is to inform that the EXECUTIVE meeting of the WDC will be held 2<sup>ND</sup> CA CLASS, at 2 P.M. on 13<sup>TH</sup> JANUARY 2020.

ALL EXECUTIVE MEMBERS TO BE PRESENT

Your presence is highly solicited.

Nisha Sasikumar

Vice-principal/WDC staff co-ordinator

Agenda:

1. TO EVALUATE THE ACTIVITIES ALREADY CONDUCTED

Signatures:

EXECUTIVE COMMITTEE

PRESIDENT: RISNIYA THASNI

BBA 

SECRETARY: DARSHANA V.P

BA ECONOMICS 

TREASURER: AKHILA S

SECOND B.COM CA 

ANJU

1<sup>ST</sup> B.COM CA 

SNEHA JAYAKUMAR NAIR

FIRST B.COM CA 

NEETHU K

1<sup>ST</sup> B.COM CA 

ANASWARA T

2<sup>ND</sup> CO-OPERATION 



## MINUTES OF THE EXECUTIVE MEETING OF WDC

TYPE: FIRST EXECUTIVE MEETING

DATE: 13TH January 2020

TIME: 3.30 PM

PLACE: 2ND CO-OPERATION CLASS

### DISCUSSION DETAILS

AGENDA NO	POINTS FOR DISCUSSION	MEDICAL CAMP
1	EVALUATION OF ACTIVITIES	SURPRISE GIFT TO MOTHER'S DAY
		APPRECIATING SUCCESSFUL LADIES ON INTERNATIONAL WOMENS DAY
		POSITIVE ATTITUDE BY THE ENTIRE TEAM
		EMPOWERMENT PROGRAMS DONE.
		GENDER EQUITY DEBATES WERE VERY LIVE.

DOCUMENTED BY  
(SECRETARY)

PRESIDENT

WDC STAFF CORDINATOR



### Signatures:

#### EXECUTIVE COMMITTEE

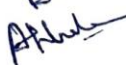
PRESIDENT: RISNIYA THASNI



SECRETARY: DARSHANA V.P BA ECONOMICS



TREASURER: AKHILA S SECOND B.COM CA



ANJU 1<sup>ST</sup> B.COM CA



SNEHA JAYAKUMAR NAIR FIRST B.COM CA



NEETHU K 1<sup>ST</sup> B.COM CA



ANASWARA T 2<sup>ND</sup> CO-OPERATION





2019-20

## Circular of the Meeting of WDC

Dated 10th SEPTEMBER 2019

circular no : 01/wdc/amc/2019

### Notice:

This is to inform that the first meeting of the WDC will be held at audio visual hall, on Tuesday, at 2 P.M. on SEPTEMBER 11<sup>th</sup> 2019

Interested girl students can participate

Your presence is highly solicited.

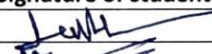





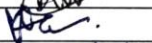








Nisha Sasikumar

Vice-principal/WDC staff co-ordinator

### Agenda:

1. Election of the members of new working committee.
2. Activities of till September.

### Signatures:

class	Signature of student
b.com finance first year	
b.com finance second year	
b.com finance third year	
b.com co-operation first year	
b.com co-operation second year	
b.com co-operation third year	
b.com CA first year	
b.com CA second year	
b.com CA third year	
bba first year	
Bba second year	
bba third year	
BA Economics first year	
BA Economics second year	
BA Economics third year	



## MINUTES OF THE FIRST GENERAL MEETING OF WDC

TYPE: GENERAL MEETING

DATE: 11<sup>TH</sup> SEPTEMBER 2019

TIME: 2.20 PM

PLACE: PRESENTATION ROOM

### DISCUSSION DETAILS

AGENDA NO	POINTS FOR DISCUSSION	DECISIONS TAKEN:
1	NEW COMMITTEE EXECUTIVE FORMED	<u>EXECUTIVE COMMITTEE</u>
2.	Activities till September	<p>PRESIDENT :RISNIYA THASNI</p> <p>SECRETARY: DARSHANA V.P BA ECONOMICS</p> <p>TREASURER : AKHILA S SECOND B.COM CA</p> <p>ANJU 1<sup>ST</sup> B.COM CA</p> <p>SNEHA JAYAKUMAR NAIR FIRST B.COM CA</p> <p>NEETHU K 1ST B.COM CA</p> <p>ANASWARA T 2<sup>ND</sup> CO-OPERATION</p> <p>FELICITATION TO GIRL STUDENTS IN WARD NO 7 FOR HIGH MARKS IN TENTH AMD PLUS TWO.</p> <p>MAT MAKING UNIT TO BE STARTED</p> <p>STUDENTS TOOK CLASS ON MAT MAKING AT MPMSN SHORANUR</p> <p>CONDUCTED A FOOD FEST TO HELP A STUDENT FOR KIDNEY TRANSPLANTATION</p>

DOCUMENTED BY  
(SECRETARY)

PRESIDENT

WDC STAFF CORDINATOR



Circular of the Last General Meeting of WDC

Dated 26<sup>th</sup> march 2019

circular no : 03/wdc/amc/2019

This is to inform that the last general meeting of the WDC will be held at audio visual hall, at 3 P.M. on march 29th 2019

Interested girl students can participate

Your presence is highly solicited.

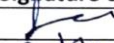



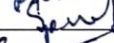




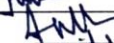
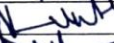




Nisha Sasikumar

Vice-principal/WDC staff co-ordinator

Agenda:

1. To evaluate the current year programs
2. Feedback from members
3. Dissolution of present executive members.

Signatures:

class	Signature of student
b.com finance first year	
b.com finance second year	
b.com finance third year	
b.com co-operation first year	
b.com co-operation second year	
b.com co-operation third year	
b.com CA first year	
b.com CA second year	
b.com CA third year	
bba first year	
Bba second year	
bba third year	
BA Economics first year	
BA Economics second year	
BA Economics third year	



## MINUTES OF THE LAST ANNUAL GENERAL MEETING OF WDC

TYPE: LAST ANNUAL GENERAL MEETING

DATE: 29<sup>TH</sup> MARCH 2019


TIME: 3.30 PM

PLACE: AUDIO VISUAL HALL

### DISCUSSION DETAILS

AGENDA NO	POINTS FOR DISCUSSION	
1	CURRENT YEAR PROGRAMS	GOOD WORK BY CO-ORDINATORS
2.	FEEDBACK	PRESENT EXECUTIVE COMMITTEE DISSOLVED AND SECOND AND FIRST YEAR MEMBERS TO CARRY ON ACTIVITIES TILL NEXT FIRST YEAR ADMISSION.
3.	DISSOLUTION	EMPOWERMENT PROGRAMS DONE. GENDER EQUITY DEBATES WERE VERY LIVE.

ANNUAL LIST OF PROGRAMS FILED.

  
DOCUMENTED BY  
(SECRETARY)

  
PRESIDENT



  
WDC STAFF CORDINATOR

**CIRCULAR OF THE EXECUTIVE MEETING**

Dated 7<sup>TH</sup> JANUARY 2019

circular no : 02/wdc/amc/2019

This is to inform that the EXECUTIVE meeting of the WDC will be held 2<sup>ND</sup> CO-OPERATION CLASS, at 3 P.M. on 11TH JANUARY 2019

**ALL EXECUTIVE MEMBERS TO BE PRESENT**

Your presence is highly solicited.

Nisha Sasikumar

Vice-principal/WDC staff co-ordinator



Agenda:

**1. TO EVALUATE THE ACTIVITIES ALREADY CONDUCTED**

Signatures:

**EXECUTIVE COMMITTEE**

PRESIDENT: VIBISHA UNNI.B.COM FINANCE



SECRETARY: DARSHANA V.P BA ECONOMICS



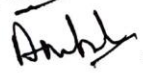
TREASURER: SNEHA JAYAKUMAR NAIR FIRST B.COM CA



NEETHU K 1ST B.COM CA



AMBILI A.S 2ND B.COM CA



MONISHA M 3RD .COM FN



**MINUTES OF THE EXECUTIVE MEETING OF WDC**

**TYPE: FIRST EXECUTIVE MEETING**

**DATE: 11<sup>th</sup> JANUARY 2019**

**TIME: 3.30 PM**

**PLACE: 2ND CO-OPERATION CLASS**

**DISCUSSION DETAILS**

AGENDA NO	POINTS FOR DISCUSSION	
1	EVALUATION OF ACTIVITIES	THE YEAR SHOWED A GOOD NUMBER OF ACTIVITIES AND PARTICIPATION FROM STUDENTS.
		THE WEEKLY FRIDAY PROGRAM WAS VERY INTERACTIVE AND GAVE GOOD SPACE TO TALK
		A NEED FOR COUNSELLING CELL NEEDED.

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(SECRETARY)

PRESIDENT

WDC STAFF CORDINATOR

Signatures:

**EXECUTIVE COMMITTEE**

PRESIDENT: VIBISHA UNNI.B.COM FINANCE

SECRETARY: DARSHANA V.P BA ECONOMICS

TREASURER: SNEHA JAYAKUMAR NAIR FIRST B.COM CA

NEETHU K 1ST B.COM CA

AMBILI A.S 2ND B.COM CA

MONISHA M 3RD .COM FN



2018-19

**Circular of the Meeting of WDC**

Dated 5th SEPTEMBER 2018

circular no : 01/wdc/amc/2018

**Notice:**

This is to inform that the first meeting of the WDC will be held at audio visual hall, on Tuesday, at 2 P.M. on SEPTEMBER 8<sup>th</sup> 2018.

Interested girl students can participate

Your presence is highly solicited.

Nisha Sasikumar






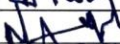











Vice-principal/WDC staff co-ordinator



**Agenda:**

1. Election of the members of new working committee.
2. Activities of current year

**Signatures:**

class	Signature of student
b.com finance first year	
b.com finance second year	
b.com finance third year	
b.com co-operation first year	
b.com co-operation second year	
b.com co-operation third year	
b.com CA first year	
b.com CA second year	
b.com CA third year	
bba first year	
Bba second year	
bba third year	
BA Economics first year	
BA Economics second year	
BA Economics third year	

## MINUTES OF THE FIRST GENERAL MEETING OF WDC

TYPE: GENERAL MEETING

DATE: 8<sup>TH</sup> SEPTEMBER 2018

TIME: 2.20 PM

PLACE : PRESENTATION ROOM

DISCUSSION DETAILS

AGENDA NO	POINTS FOR DISCUSSION	DECISIONS TAKEN:
1	NEW COMMITTEE EXECUTIVE FORMED	<u>EXECUTIVE COMMITTEE</u>
2.	CURRENT YEAR ACTIVITIES PLAN	PRESIDENT :VIBISHA UNNI.B.COM FINANCE SECRETARY: DARSHANA V.P BA ECONOMICS TREASURER : SNEHA JAYAKUMAR NAIR FIRST B.COM CA NEETHU K 1 <sup>ST</sup> B.COM CA AMBILI A.S 2 <sup>ND</sup> B.COM CA MONISHA M 3 <sup>RD</sup> .COM FN  TO CONDUCT COMPETITION AMONG GIRL STUDENTS LIKE DEBATES,RECITATION/ELOQUITION /POSTER MAKING ETC TO INVOLVE MORE FACULTIES OF THE COLLEGE TO MOTIVATE STUDENTS.



DOCUMENTED BY  
(SECRETARY)



PRESIDENT



WDC STAFF CORDINATOR





Circular of the Last General Meeting of WDC

Dated 25<sup>th</sup> march 2018

circular no : 01/wdc/amc/2018

This is to inform that the last general meeting of the WDC will be held at audio visual hall, at 3 P.M. on march 30th 2018

Interested girl students can participate

Your presence is highly solicited.

Nisha Sasikumar

Vice-principal/WDC staff co-ordinator




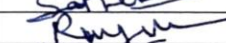

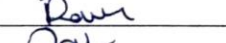

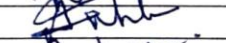




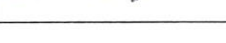




Agenda:

1. To evaluate the current year programs
2. feedback from members
3. Dissolution of present executive members.



Signatures:

class	Signature of student
b.com finance first year	
b.com finance second year	
b.com finance third year	
b.com co-operation first year	
b.com co-operation second year	
b.com co-operation third year	
b.com CA first year	
b.com CA second year	
b.com CA third year	
bba first year	
Bba second year	
bba third year	
BA Economics first year	
BA Economics second year	
BA Economics third year	

## MINUTES OF THE LAST ANNUAL GENERAL MEETING OF WDC

TYPE: LAST ANNUAL GENERAL MEETING

DATE: 30<sup>TH</sup> MARCH 2018

TIME: 3.30 PM

PLACE: AUDIO VISUAL HALL

### DISCUSSION DETAILS

AGENDA NO	POINTS FOR DISCUSSION	
1	CURRENT YEAR PROGRAMS	EXCELLENT FEEDBACK FROM MEMBERS.
2.	FEEDBACK	PRESENT EXECUTIVE COMMITTEE DISSOLVED AND SECOND AND FIRST YEAR MEMBERS TO CARRY ON ACTIVITIES TILL NEXT FIRST YEAR ADMISSION.
3.	DISSOLUTION	
		PROGRAMS UP TO THE STANDARD MORE INITIATIVES NEEDED.

ANNUAL LIST OF PROGRAMS FILED.

  
DOCUMENTED BY  
(SECRETARY)

  
PRESIDENT

  
WDC STAFF CORDINATOR



**CIRCULAR OF THE EXECUTIVE MEETING**

Dated 8<sup>TH</sup> JANUARY 2018

circular no : 02/wdc/amc/2018

This is to inform that the EXECUTIVE meeting of the WDC will be held 2<sup>ND</sup> CO-OPERATION CLASS, at 3 P.M. on 10TH JANUARY 2018

ALL EXECUTIVE MEMBERS TO BE PRESENT

Your presence is highly solicited.

Nisha Sasikumar

Vice-principal/WDC staff co-ordinator



Agenda:

1. TO EVALUATE THE ACTIVITIES ALREADY CONDUCTED

Signatures:

**EXECUTIVE COMMITTEE**

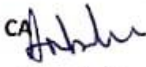
PRESIDENT: FASEELA M 3RD BA



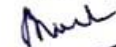
SECRETARY: SALIHA P S 2<sup>ND</sup> B.COM CO-OPERATION



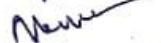
TREASURER: AMBILI A S 1<sup>ST</sup> CA



MONISHA M 2 B.BOM CA



NEENA P K (3RD CA)



FARSHIDHA P M (3<sup>RD</sup> BA ECONOMICS)



MINUTES OF THE EXECUTIVE MEETING OF WDC

TYPE: FIRST EXECUTIVE MEETING

DATE: 10TH January 2018

TIME: 3.30 PM

PLACE: 2ND CO-OPERATION CLASS

DISCUSSION DETAILS

AGENDA NO	POINTS FOR DISCUSSION	
1	LADIES ROOM PREFERRED	LADIES <sup>ROOMS</sup> SERIOUSLY TO BE TAKEN. TO ENSURE A GIRL REPRESENTATIVE IN ALL GENERAL COMMITTEE FORMED IN THE COLLEGE.
2.	TO ENSURE GIRL PARTICIPANTS IN ALL GENERAL MEETINGS.	STAFF NOT TO SCOLD GIRL STUDENTS PUBLICLY, MATTER TO BE PUT FORTH IN TEACHERS MEETING. SEPARATE PARKING PLACE FOR GIRLS, AS SOME DAMAGES ARE SEEN IN TWO WHEELERS, WHICH SEEMS TO BE DONE PURPOSEFULLY. CCTV CAMERAS TO BE INSTALLED. PROGRAMS GOING LIVELY.

DOCUMENTED BY

PRESIDENT

WDC STAFF COORDINATOR

(SECRETARY)

Signatures:

EXECUTIVE COMMITTEE

PRESIDENT: FASEELA M 3RD BA

SECRETARY: SALIHA P S 2<sup>ND</sup> B.COM CO-OPERATION

TREASURER: AMBILI A S 1<sup>ST</sup> CA

MONISHA M 2 B.BOM CA

NEENA P K (3RD CA)

FARSHIDHA P M (3<sup>RD</sup> BA ECONOMICS)



2017-18

### Circular of the Meeting of WDC

Dated 5th SEPTEMBER 2017

circular no: 01/wdc/amc/2017

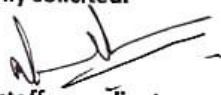
**Notice:**

This is to inform that the first meeting of the WDC will be held at audio visual hall, on Tuesday, at 2 P.M. on SEPTEMBER 8<sup>th</sup> 2017

Interested girl students can participate

Your presence is highly solicited.

Nisha Sasikumar

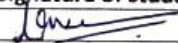



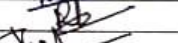


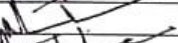
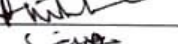








Vice-principal/WDC staff co-ordinator

**Agenda:**

1. Election of the members of new working committee.
2. Activities of current year

**Signatures:**

class	Signature of student
b.com finance first year	
b.com finance second year	
b.com finance third year	
b.com co-operation first year	
b.com co-operation second year	
b.com co-operation third year	
b.com CA first year	
b.com CA second year	
b.com CA third year	
bba first year	
Bba second year	
bba third year	
BA Economics first year	
BA Economics second year	
BA Economics third year	



## MINUTES OF THE FIRST GENERAL MEETING OF WDC

TYPE: GENERAL MEETING

DATE: 8<sup>TH</sup> SEPTEMBER 2017

TIME: 2.20 PM

PLACE: PRESENTATION ROOM

### DISCUSSION DETAILS

AGENDA NO	POINTS FOR DISCUSSION	DECISIONS TAKEN:
1	NEW COMMITTEE EXECUTIVE FORMED	<u>EXECUTIVE COMMITTEE</u>
2.	CURRENT YEAR ACTIVITIES PLAN	PRESIDENT : FASEELA M 3 <sup>RD</sup> BA SECRETARY: SALIHA P S 2 <sup>ND</sup> B.COM CO-OPERATION TREASURER : AMBILI A S 1 <sup>ST</sup> CA MONISHA M 2 B.BOM CA NEENA P K (3RD CA) FARSHIDHA P M (3 <sup>RD</sup> BA ECONOMICS) VISITS TO ORPHANAGE AND REACH TO NEEDY PEOPLE HAS TO BE DONE SUCCESSFUL LADY ENTREPRENEURS VISITS TO COLLEGE PREFERRED,

  
DOCUMENTED BY  
(SECRETARY)

  
PRESIDENT



  
WDC STAFF COORDINATOR

Circular of the Last General Meeting of WDC

Dated 25<sup>th</sup> march 2017

circular no : 03/wdc/amc/2017

This is to inform that the last general meeting of the WDC will be held at audio visual hall, at 3 P.M. on March 30 th 2017

Interested girl students can participate

Your presence is highly solicited.

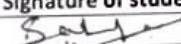





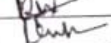
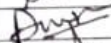


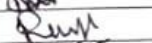
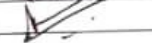



Nisha Sasikumar

Vice-principal/WDC staff co-ordinator

Agenda:

1. To evaluate the current year programs
2. Feedback from members
3. Dissolution of present executive members.

Signatures:

class	Signature of student
b.com finance first year	
b.com finance second year	
b.com finance third year	
b.com co-operation first year	
b.com co-operation second year	
b.com co-operation third year	
b.com CA first year	
b.com CA second year	
b.com CA third year	
bba first year	
Bba second year	
bba third year	
BA Economics first year	
BA Economics second year	
BA Economics third year	



## MINUTES OF THE LAST ANNUAL GENERAL MEETING OF WDC

TYPE: LAST ANNUAL GENERAL MEETING

DATE: 30<sup>TH</sup> MARCH 2017


TIME: 3.00 PM

PLACE: AUDIO VISUAL HALL

### DISCUSSION DETAILS

AGENDA NO	POINTS FOR DISCUSSION	
1	CURRENT YEAR PROGRAMS	SATISFACTORY FEEDBACK FROM MEMBERS.
2.	FEEDBACK	PRESENT EXECUTIVE COMMITTEE DISSOLVED AND SECOND AND FIRST YEAR MEMBERS TO CARRY ON ACTIVITIES TILL NEXT FIRST YEAR ADMISSION.
3.	DISSOLUTION	
		This year's PROGRAM WAS CREATIVE

ANNUAL LIST OF PROGRAMS FILED.

  
DOCUMENTED BY  
(SECRETARY)

  
PRESIDENT

  
WDC STAFF COORDINATOR



**CIRCULAR OF THE EXECUTIVE MEETING**

Dated 4<sup>TH</sup> JANUARY 2017

circular no : 02/wdc/amc/2017

This is to inform that the EXECUTIVE meeting of the WDC will be held 2<sup>ND</sup> CO-OPERATION CLASS, at 2.45 P.M. on 5<sup>TH</sup> JANUARY 2017

**ALL EXECUTIVE MEMBERS TO BE PRESENT**

Your presence is highly solicited.

Nisha Sasikumar

Vice-principal/WDC staff co-ordinator


Agenda:


1. TO EVALUATE THE ACTIVITIES ALREADY CONDUCTED
2. TO PLAN NEXT ACTIVITIES.


Signatures:

PRESIDENT: SUKANYA T 3<sup>RD</sup> B.COM 

SECRETARY: SANGEETHA K 2<sup>ND</sup> BA ECONOMICS 

TREASURER: MONISHA M 1 B.BOM CA 

OTHER MEMBERS: HIMA DEVAN THIRD BBA 

NEENA P K (SECOND CA) 

FARSHIDHA P M (2<sup>ND</sup> BA ECONOMICS) 

AMRUTHA T 3<sup>RD</sup> BBA 

PRAJITHA P 2<sup>ND</sup> B.COM 



MINUTES OF THE EXECUTIVE MEETING OF WDC

TYPE: FIRST EXECUTIVE MEETING

DATE: 5<sup>th</sup> January 2017

TIME: 3.30 PM

PLACE: AUDIO VISUAL HALL

DISCUSSION DETAILS

AGENDA NO	POINTS FOR DISCUSSION	
1	NEED FOR VENDING MACHINE AND LADIES ROOM	Girl students to be made more reactive to issues related to their freedom inside the campus. Affairs with boys to be alerted to parents, if it crosses its limit. Decided to celebrate international women's day
2.	BOY'S TEASING COMPLAINTS TAKEN SERIOUSLY.	
3.	INTER STUDENT GRIEVANCES AND PERSONAL PROBLEMS SOLVED BY TAKING HELP FROM SENIOR TEACHER'S.	

*Sangeetha*  
DOCUMENTED BY  
(SECRETARY)

*Sukanya*  
PRESIDENT

*[Signature]*  
WDC STAFF CORDINATOR

Signatures:

PRESIDENT: SUKANYA T 3<sup>RD</sup> B.COM *Sukanya*

SECRETARY: SANGEETHA K 2<sup>ND</sup> BA ECONOMICS *Sangeetha*

TREASURER: MONISHA M 1 B.BOM CA *Monisha*

OTHER MEMBERS: HIMA DEVAN THIRD BBA *Hima*

NEENA P K (SECOND CA) *Neena*

FARSHIDHA P M (2<sup>ND</sup> BA ECONOMICS) *Farshidha*

AMRUTHA T 3<sup>RD</sup> BBA *Amrutha*

PRAJITHA P 2<sup>ND</sup> B.COM *Prajitha*



2016-17

### Circular of the Meeting of WDC

Dated 5th September 2016

circular no : 01/wdc/amc/2016

Notice:

This is to inform that the first meeting of the WDC will be held at audio visual hall, on Tuesday, at 2 P.M. on September 8<sup>th</sup> 2016

Interested girl students can participate

Your presence is highly solicited.

Nisha Sasikumar

Vice-principal/WDC staff co-ordinator

Agenda:

1. Election of the members of new working committee.
2. Activities of current year

Signatures:

class	Signature of student
b.com finance first year	[Signature]
b.com finance second year	[Signature]
b.com finance third year	[Signature]
b.com co-operation first year	[Signature]
b.com co-operation second year	[Signature]
b.com co-operation third year	[Signature]
b.com CA first year	[Signature]
b.com CA second year	[Signature]
b.com CA third year	[Signature]
bba first year	[Signature]
Bba second year	[Signature]
bba third year	[Signature]
BA Economics first year	[Signature]
BA Economics second year	[Signature]
BA Economics third year	[Signature]



# MINUTES OF THE FIRST GENERAL MEETING OF WDC

TYPE: GENERAL MEETING

DATE: 8<sup>TH</sup> SEPTEMBER 2016

TIME: 2.10 PM

PLACE: PRESENTATION ROOM

## DISCUSSION DETAILS

AGENDA NO	POINTS FOR DISCUSSION	DECISIONS TAKEN:
1	NEW COMMITTEE EXECUTIVE FORMED	<u>EXECUTIVE COMMITTEE</u>
2.	CURRENT YEAR ACTIVITIES PLAN	<p>PRESIDENT : SUKANYA T 3<sup>RD</sup> B.COM</p> <p>SECRETARY: SANGEETHA K 2<sup>ND</sup> BA ECONOMICS</p> <p>TREASURER MONISHA M 1 B.BOM CA</p> <p>OTHER MEMBERS: HIMA DEVAN THIRD BBA</p> <p>NEENA P K (SECOND CA)</p> <p>FARSHIDHA P M (2<sup>ND</sup> T BA ECONOMICS)</p> <p>AMRUTHA T 3<sup>RD</sup> BBA</p> <p>PRAJITHA P 2<sup>ND</sup> B.COM</p> <ul style="list-style-type: none"><li>• TO BOOST UP SELF CONFIDENCE BY GIVING MORE PROGRAMS.</li><li>• TO MAKE STUDENTS ENGAGE IN OUTREACH PROGRAMS</li><li>• TO DO A CERTIFICATE COURSE ON BEAUTY AND MAKE UP.</li></ul>

  
DOCUMENTED BY  
(SECRETARY)

  
PRESIDENT



  
WDC STAFF CORDINATOR

## Circular of the Last General Meeting of WDC

Dated 25<sup>th</sup> march 2016

circular no: 03/wdc/amc/2016

This is to inform that the last general meeting of the WDC will be held at audio visual hall, at 3 P.M. on September 30<sup>th</sup> 2016

Interested girl students can participate

Your presence is highly solicited.

Nisha Sasikumar

Vice-principal/WDC staff co-ordinator

Agenda:

1. To evaluate the current year programs
2. Feedback from members
3. Dissolution of present executive members.

Signatures:

B.COM CO-OPERATION first year

B.COM CA first year

BA ECONOMICS first year

BBA 2<sup>ND</sup> YEAR

B.COM FINANCE first year

BBA first year

b.COM FINANCE 2<sup>ND</sup> YEAR



## MINUTES OF THE LAST ANNUAL GENERAL MEETING OF WDC

TYPE: LAST ANNUAL GENERAL MEETING

DATE: 30<sup>TH</sup> MARCH 2016

TIME: 3.00 PM

PLACE: AUDIO VISUAL HALL

### DISCUSSION DETAILS

AGENDA NO	POINTS FOR DISCUSSION	
1	CURRENT YEAR PROGRAMS	ANNUAL REPORT READ OUT.MORE PROGRAMS TO BE DONE SATISFACTORY FEEDBACK FROM MEMBERS.
2.	FEEDBACK	PRESENT EXECUTIVE COMMITTEE DISSOLVED AND SECOND AND FIRST YEAR MEMBERS TO CARRY ON ACTIVITIES TILL NEXT FIRST YEAR ADMISSION.  PROPER FILING OF EACH ACTIVITY TO BE DONE. STUDENTS PARTICIPATING IN WDC PROGRAMS SHOULD BE CONSIDERED IN PERFORMANCE GRADING.
3.	DISSOLUTION	

ANNUAL LIST OF PROGRAMS FILED.

  
DOCUMENTED BY  
(SECRETARY)

  
PRESIDENT



  
WDC STAFF COORDINATOR

## CIRCULAR OF THE EXECUTIVE MEETING

Dated 5<sup>TH</sup> DECEMBER

circular no : 02/wdc/amc/2015

This is to inform that the first meeting of the WDC will be held at audio visual hall, on Tuesday, at 3 P.M. on 8<sup>TH</sup> DECEMBER 2015

ALL EXECUTIVE MEMBERS TO BE PRESENT

Your presence is highly solicited.

Nisha Sasikumar

Vice-principal/WDC staff co-ordinator

Agenda:

1. TO EVALUATE THE ACTIVITIES ALREADY CONDUCTED
2. TO PLAN NEXT ACTIVITIES.

Signatures:

1. PRESIDENT: HIMA DEVAN SECOND BBA

2. SECRETARY: NEENA P K (FIRST CA)

3. TREASURER: FARSHIDHA P M (1ST BA ECONOMICS)

4. OTHER MEMBERS: AMRUTHA T 2ND BBA

5. PRAJITHA P 2ND B.COM

6. NISHA SASIKUMAR, WDC STAFF COORDINATOR



MINUTES OF THE EXECUTIVE MEETING OF WDC

TYPE: FIRST EXECUTIVE MEETING

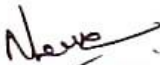
DATE: 8<sup>TH</sup> SEPTEMBER 2015

TIME: 3.30 PM

PLACE: AUDIO VISUAL HALL

DISCUSSION DETAILS



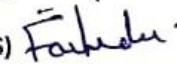


AGENDA NO	POINTS FOR DISCUSSION	
1	BEAUTICIAN COURSE	1. The beautician course time changed from evening hours to Saturdays. 2. Private bus issues will be attended by lodging a complaint to RTO. 3. Fashion show of the college to be coordinated by wdc
2.	ARTS DAY MEGA EVENT	

  
DOCUMENTED BY  
(SECRETARY)

  
PRESIDENT

  
WDC STAFF CORDINATOR

Signatures:

1. PRESIDENT: HIMA DEVAN SECOND BBA 
2. SECRETARY: NEENA P K (FIRST CA) 
3. TREASURER: FARSHIDHA P M (1ST BA ECONOMICS) 
- 4.. PRAJITHA P 2ND B.COM 
6. NISHA SASIKUMAR, WDC STAFF CORDINATOR 





## Circular of the Meeting of WDC

Dated 3<sup>rd</sup> September 2015

circular no : 01/wdc/amc/2015

### Notice:

This is to inform that the first meeting of the WDC will be held at audio visual hall, on Tuesday, at 3 P.M. on September 6<sup>th</sup> 2015

Interested girl students can participate

Your presence is highly solicited.

Nisha Sasikumar

Vice-principal/WDC staff co-ordinator

### Agenda:

1. Election of the members of new working committee.
2. Plan of the activities of current year

Signatures:

B.COM CO-OPERATION

B.COM CA

BA ECONOMICS

B.COM FINANCE

BBA



# MINUTES OF THE GENERAL MEETING OF WDC

TYPE: GENERAL MEETING

DATE: 6<sup>TH</sup> SEPTEMBER 2015

TIME: 3.30 PM

PLACE: AUDIO VISUAL HALL

## DISCUSSION DETAILS

AGENDA NO	POINTS FOR DISCUSSION	DECISIONS TAKEN:
1	NEW COMMITTEE TO FORMED	<b>EXECUTIVE COMMITTEE</b> <b>PRESIDENT : HIMA DEVAN SECOND BBA</b> <b>SECRETARY: NEENA P K (FIRST CA)</b> <b>TREASURER: FARSHIDHA P M (1<sup>ST</sup> BA ECONOMICS)</b> <b>OTHER MEMBERS:AMRUTHA T 2ND BBA</b> <b>PRAJITHA P 2<sup>ND</sup> B.COM</b> <ul style="list-style-type: none"><li>• TO ORGANISE GENDER SESITIZED ISSUES.</li><li>• TO BOOST UP THE CONFIDENCE OF GIRL STUDENTS.</li><li>• TO ORGANISE LIVE SEMINARS AND TALKS.</li></ul>
2.	CURRENT YEAR ACTIVITIES PLAN	



DOCUMENTED BY  
(SECRETARY)



PRESIDENT



WDC STAFF CORDINATOR

