



# ST. FRANCIS COLLEGE KORAMANGALA

Affiliated to Bengaluru City University (BCU)

## MINUTES OF MEETING - DEPARTMENT OF BCA

OVERVIEW	
PURPOSE	GUIDELINES FOR BCA PROJECT AND INTERNSHIP
VENUE	ROOM NO: IQAC
DATE	06/04/2024
START TIME AND END TIME	9.00 AM TO 10.00 AM
ORGANIZER	MS. SABITHA, HOD
ATTENDEES	13
ABSENTEES	01
MINUTES TAKER	BHAVYA C

MEETING AGENDA	
1	GUIDELINES FOR BCA PROJECT
2	GUIDELINES FOR BCA INTERNSHIP

### MINUTES DISCUSSED:

1. HOD welcomed all the faculty members to the meeting.

#### 2. BCA Internship:

- HOD provided the guidelines for internship discussing the university norms.
- Internship Supervisor's list was shared and discussed. All the faculty members are allotted as supervisor for internship.
- Internship form is circulated to all the students, supervisors to monitor the internship prerequisites.
- HOD provided the Daily worklog book format to all faculties.
- Supervisors to ensure that students are maintaining the daily worklog book and the same must be checked and signed by the supervisor on weekly basis.
- 90hours of activity worklog should be maintained by every student.
- Report submission deadline was given as May 15th 2024.
- HOD informed that the internship exam will be conducted before the final semester exams.



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### **3. BCA Project:**

- HOD informed that project guide allotment will be done at the earliest.
- HOD brainstormed the Project Report format with all faculties.
- HOD informed that the report format & content details will be announced at the earliest.
- Marking Criteria was discussed.

**HOD, DEPT OF BCA**