



# ST. FRANCIS COLLEGE KORAMANGALA

Affiliated to Bengaluru City University (BCU)

## MINUTES OF MEETING - DEPARTMENT OF BCA

OVERVIEW	
<b>PURPOSE</b>	PREPPING SESSION FOR EVEN SEMESTER
<b>VENUE</b>	ROOM NO: 412
<b>DATE</b>	20/03/2024
<b>START TIME AND END TIME</b>	9.30 AM TO 11.30 AM
<b>ORGANIZER</b>	MS. SABITHA, HOD
<b>ATTENDEES</b>	13
<b>ABSENTEES</b>	NIL
<b>MINUTES TAKER</b>	BHAVYA C

MEETING AGENDA	
1	TIME TABLE FOR EVEN SEMESTER
2	THEORY CLASSES AND LAB SESSIONS
3	PROJECT AND INTERNSHIP
4	VALUE ADDED COURSE
5	GUIDELINES FOR LESSON PLAN, ASSIGNMENTS, MCQs, NOTES, ATTENDANCE AND LEAVE
6	BRIEFING ON DEPT CO-ORDINATORS ROLES
7	GENERAL INSTRUCTIONS WITH RESPECT TO COLLEGE

### MINUTES DISCUSSED:

1. Meeting started on a positive note. HOD shared students feedback about the semester exam, stated that most of the papers were easy.
2. **Time table for even semester:**
  - Hod verified that there is no clash in the class timetables and good to start the semester.
  - Class teachers were asked to display the TT on the class notice board by EOD (20/03/24)
  - Class teachers were told to keep class TT as class WhatsApp group DP.



# ST. FRANCIS COLLEGE KORAMANGALA

Affiliated to Bengaluru City University (BCU)

### 3. Classes:

- 1<sup>st</sup> hour class to start sharp by 8.30 am
- Respective faculty to be present by 8.25am inside the class room and accompany the students while in prayers.

### 4. Dept Co-ordinators:

- HOD announced the dept co-ordinators and briefing their roles and responsibilities.

### 5. About lab:

- The Explanation of the program must be done in the classroom and the execution will be carried out in the lab.
- The Observation book to be maintained by all the students, softcopy of the lab programs should not be shared with the students.
- Faculty should not sit in the lab during the lab sessions
- Record books can be written during lab hours.
- Both faculties (subject faculty and lab in charge faculty) can correct the record books, but the certificate page must be signed by the subject faculty only.
- Subject faculty should share the lab programs with the lab In charge faculty.

### 6. Final Year Project:

- Students have to form a group of two for the academic project and finalize their project titles by 22<sup>nd</sup> March 2024.
- Uttam Kumar sir is the project co-ordinator.
- Regular follow-ups to be done by all project faculties with 100% engagement.
- Week wise project status to be tracked and report to be maintained.
- Faculties have to assign dedicated systems to the students.

### 7. Internship:

- Students have to complete their internship registration by the end of March
- No internship will be provided later from the dept side.
- Internship is for 30 days only.
- Students doing their internship with Rubix , the deadline is May 15<sup>th</sup> 2024. Students should submit their project report with the certificate on May 15<sup>th</sup> 2024.
- Faculty In charge for internship should submit a report with below mentioned format

regno	name	Project title	company	Completion date	
				Start date	End date



# ST. FRANCIS COLLEGE KORAMANGALA

Affiliated to Bengaluru City University (BCU)

## 8. Value added course:

- 1<sup>st</sup> semester students will have value added training on 22<sup>nd</sup> march 2024 and assessment on 23<sup>rd</sup> march 2024. Hence classes will be suspended.
- Topics for the new batch of students was brain stormed with all the faculties and got suggestions like IOT, Cloud Computing, Full Stack etc
- It is mandatory for all the students and faculties to take up at least one course from swayam/udemy /any MOOC platform and complete the certification by writing the examination.

## 9. Lesson Plan Guidelines:

- Two or more faculties handling same subject should ensure COs and POs are same.
- Two or more faculties handling same subject should ensure the lesson plan is same for both the internal examination, micro level topics can be planned accordingly to the faculty's requirement.
- All faculties must mandatorily give notes and study materials to the students.
- The last date for doing the COs, POs, outcomes, syllabus, objectives is 27<sup>th</sup> March 2024

## 10. Assignment:

- Assignments have to planned in prior and there must be proper intervals between all the assignments.

## 11. MCQs:

- MCQs are mandatory for all the subjects.
- MCQs to be framed as per the no of the units in the respective subjects. For instance, AI has 2 units, 2 MCQs to be framed, ML has 4 units, 4 MCQs to be framed.
- For Lab, expected VIVA questions to be framed as one MCQ.

## 12. Leave:

- Regarding leaves, class adjustments are very important and mandatory for all faculties to do via linways only. Priority for class adjustments was clearly explained by the HOD as follows:
  - 1<sup>st</sup> priority: subject faculties of the respective class
  - 2<sup>nd</sup> priority: faculties of same dept



# ST. FRANCIS COLLEGE KORAMANGALA

Affiliated to Bengaluru City University (BCU)

## 13. Attendance Registers:

- Guidelines to mark attendance were clearly explained by the HOD
- Students who are absent for academic/ sports/ cultural reasons, must obtain prior permission and apply for DL/OD with valid documents.
- Subject Faculties have to mark \* in the attendance registers for students on DL and mark them absent in lineways. It is the class teachers' duty to verify the permission given for the DL and approve the request.
- Part time jobs by students is not allowed from dept side. But in case of students seeking permission for the same, they have to submit supporting documents like salary statement, offer letter and parents consent letter.

## 14. Elective Papers:

- Class teachers have to confirm the list of students as per electives opted for by the end of 21<sup>st</sup> march 2024 and send the same to anees sir.

## 15. General Instructions:

- Faculties were instructed to acknowledge all the official messages posted by the college and dept.
- Faculties were asked to make all official submissions on time.
- PHD registration is mandatory.
- Dress code is Saree (mandatory).
- Work Done Diary to be marked from 1<sup>st</sup> hour to 6<sup>th</sup> hour, effective from 21/03/2024 and a monthly report to be submitted.
- Faculties wanting to leave the college campus during working hours, must make an entry in the movement register placed in the principal's office.
- Attendance co-ordinator has to generate the attendance report regularly.
- Parents feedback book will be maintained in the dept from this semester, faculties meeting any parent have to enter the details in that book.
- Submission of personal file: HOD informed all faculties to keep the file ready by April 2<sup>nd</sup> 2024.
- Students who leave the college campus for emergency reasons, must get permission from the subject faculty/ class teacher in their handbook.
- Class teachers to ensure that all the students are carrying their hand books with them daily.

**HOD, DEPT OF BCA**