



ST. FRANCIS COLLEGE KORAMANGALA

Affiliated to Bengaluru City University (BCU)

MINUTES OF MEETING - DEPARTMENT OF BCA

OVERVIEW	
PURPOSE	GUIDELINES FOR IA-1 EXAM
VENUE	ROOM NO: IQAC
DATE	03/05/2024
START TIME AND END TIME	1.15 PM TO 1.25 PM
ORGANIZER	MS. SABITHA, HOD
ATTENDEES	13
ABSENTEES	0
MINUTES TAKER	BHAVYA C

MEETING AGENDA	
1	GUIDELINES FOR IA-1 EXAM
2	GUIDELINES FOR ATTENDANCE SHORTAGE

MINUTES DISCUSSED:

1. HOD welcomed all the faculty members to the meeting.
2. IA-1 EXAM:
 - HOD confirmed the IA-1 dates as 14th, 15th, 16th of may 2024.
 - HOD guided the entire process of QP making to all the faculties.
 - **May 6th** was informed as the deadline for QP submission.
 - Faculties were informed to upload the study materials for their respective subjects on or before **7th may 2024**.
 - HOD informed all the faculties to prepare the practical lab timetable in prior and the same to submitted to exam cell.
3. ATTENDANCE SHORTAGE:
 - HOD informed that an attendance shortage report to be generated from 21st march 2024 to 3rd may 2024 for the students having below **50% for 1st and 2nd year, below 30% for final year**.
 - Class teachers were informed to prepare a list of eligible students for IA-1 exam, by excluding the students having shortage of attendance (as per previous point). And also, HOD informed the class teachers to inform the same to parents of the non-eligible students

HOD, DEPT OF BCA