

27  
Department of Computer Science

MINUTES BOOK



21 - 22



The faculty members of the department have met the computer lab-1 at 4.00 PM to discuss the following

agenda

conducting online classes

Review on the completion of syllabus

conducting student activities through online

practicals

discussion

The staff members discussed on Pi-Suit for recording online classes videos and also smooth running of online classes.

The staff members discussed the attendance push to the students in the online classes.

The staff members discussed on conducting of student activities in online and to instruct the students for the preparation of practical record and Seminars.

Amiya Rai

A

12/7/21

George

RM  
12/07/21



04-08-21

The members of the department have met in the computer lab-1 at 4:00pm and discussed the following.

1. The faculty members discussed that the question papers for the Internal Assessment-2 to be prepared and submitted to COE within 2 days.
2. The faculty members discussed on conducting of Internal Assessment-2 and also maintaining the Internal marks register.
3. Filing the seminar reports submitted by the students.
4. Also discussed conducting of remedial classes for slow learners.
5. Also discussed on conducting of the external practical exams and <sup>other</sup> preparations for practical.
6. Guidance to students in writing practical records.

M. Malsa Rai

VST  
04/08/21

RM  
04/08/21

G. Sonagi

M. Emya Rai



21-9-21

The members of the department have met in the computer lab-1 at 4:00pm to discuss the following

### Agenda

Papers allotment for 3 and 5 semesters

Teaching diaries, Annual curricular plans.

Action plan for the academic year 21-22

### Discussion

1. The Department incharge has allotted the papers on the preferences given by the staff members.
2. The staff members discussed maintaining the teaching diaries, Annual curricular plans for the academic year.
3. Staff members discussed on extra aspects to be included in the action plan.

### Resolutions:

1. It is resolved to allot the subjects for 2021-22

B. Vidya Lakshmi - Database management system - III B.Sc (Comp & Maths)

SP. Sameera - Java - III B.com (CA) 5<sup>th</sup> sem

Anusha - Programming in C - II B.com (CA) - 3<sup>rd</sup> sem  
Web Technology - III B.com (CA)

MO Seyune  
21/09/2021

RM 21/09/21



08-10-21

The slabb members of the department have met in the computer lab-1 at 4 PM to discuss the following Agenda

### Agenda

subject allotment to guest faculty according to department workload.

### Discussion

The faculty members discussed that the remaining subjects to be allotted to the guest faculty

### Resolution.

It is resolved to allot software Engineering for III B.Sc (mpcs & mscs) to ch. suresh.

MD Senu  
08/10/2021

Dr. V. S.  
08/10/2021

RV  
08/10/21



18-12-21

The faculty members of the department have met in the computer lab-1 and discussed the following

### Agenda

1. Review of the Department Activities

2. Assignments, Internals, student seminars.

3. Lab maintenance.

4. Review on the Bridge course for first year students.

### Discussion

1. The staff members discussed the conducting of department activities and maintaining the registers for that activities.

2. Also discussed to conduct the student activities as per the schedule.

3. The Incharge of the department verified Bridge course materials, and related deposits and registers.

MD Sanyal  
18/12/2021

Dr. Sanyal

RM  
18/12/21



4-5-2022

The faculty members of the department have met in the computer lab-1 at 4.00 PM

### Agenda

1. papers allotment for even semesters
2. workload for odd semester

### Discussion

1. The faculty members have discussed that subject allotment is to be done based on preferences given by the staff
2. The faculty members discussed that the workload for ~~odd~~ even semester will be around 1/2 hours.

### Resolution

1. It is resolved to allot the papers for ~~odd~~ even semesters as follows

B. Vidyullatha - Visual Basic - 6<sup>th</sup> sem IIIB.sc(mpc & mscs)

Java - 4<sup>th</sup> sem IIIB.com(CA)

padmavathi - PHP - 6<sup>th</sup> sem IIIB.sc(mpc & mscs)

MIS - 4<sup>th</sup> sem IIIB.A

Anusha Devi - DBMS - 6<sup>th</sup> sem - IIIB.com(CA)

DBMS - 4<sup>th</sup> sem - IIIB.com(CA)

MD. Sameera - DS - 4<sup>th</sup> sem - IIIB.sc(mpc & mscs)

Java - 4<sup>th</sup> sem - IIIB.com(CA)

MD. Sameera  
4/5/2022  
ekgkshma

RM 5/5/22