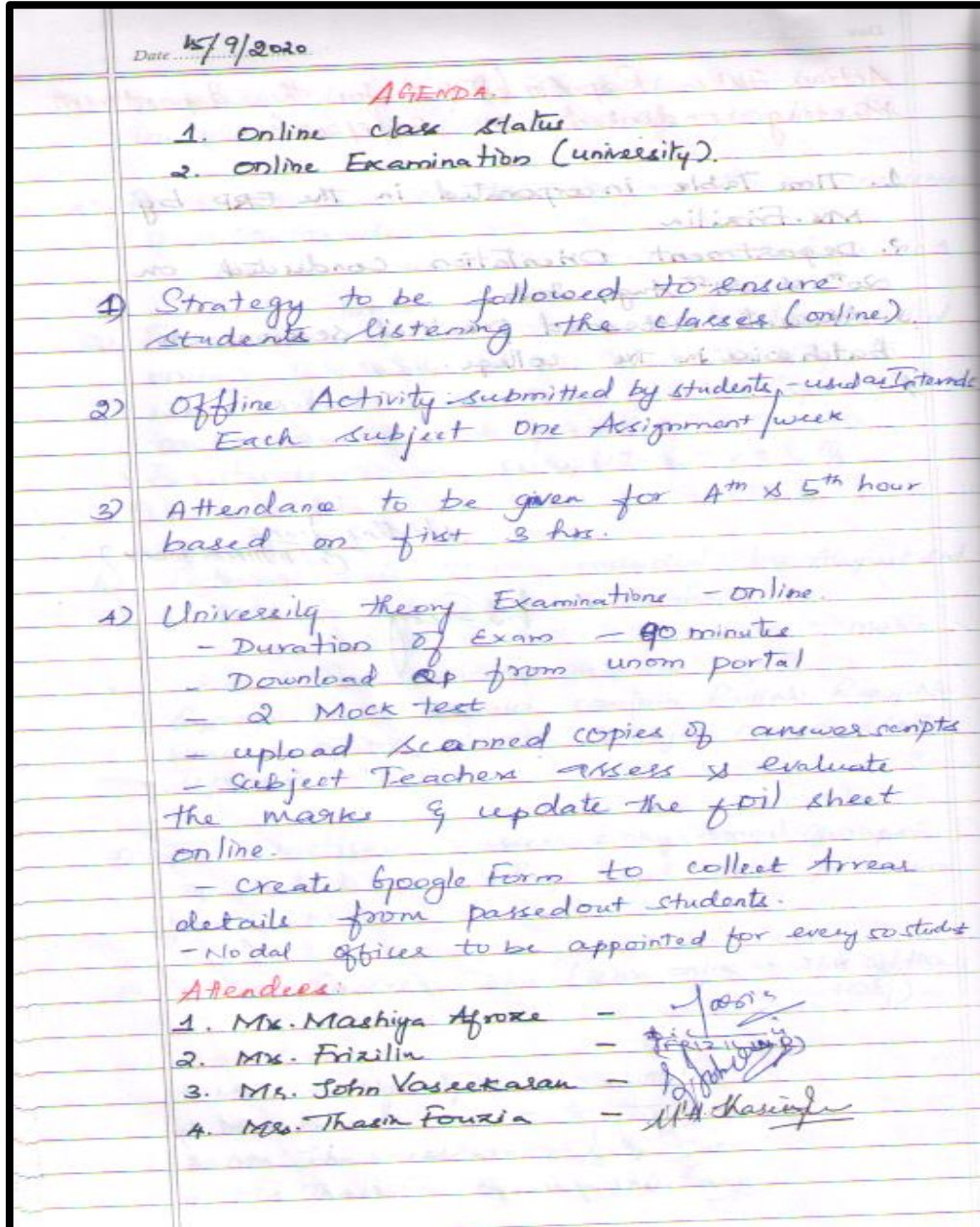


DEPARTMENT OF COMPUTER SCIENCE

Department Meeting Minutes





Date 02/01/21

Action Taken Report (ATR) for the department meeting conducted on 4/12/2020 (1)

1) Nodal officers for 2020-2021

III BSc (CS) - Mrs. Manjivati V. Agrote.

II BSc (CS) - Mrs. Fazlita J. A.

Passed out - Mrs. Fouzia A. A. John Vasudevan

2) Candidates from previous batches are informed about the university online exam.

M. H. Haseem J. A.
(M. H. Haseem J. A.)

Haseem

Date... 27/8/2020

AGENDA

1. Admission Status
2. Department orientation Duty List.
3. Time table to be incorporated in ERP
4. Portions to be completed.
5. Internals Test.

DEPARTMENT MEETING MINUTES

1. As per 27/8/2020, 46 candidates were admitted. By Sep¹⁰ admissions to be closed.
2. Department orientation on 20th & 21st Aug 2020.

Duty list

<ol style="list-style-type: none"> ① UNOM Exam/ publication of Results/ www.unom.ac.in ② ERP - Communication ③ Sending Absentees SMC to parents 	}	Mrs. Mashiya.
<ol style="list-style-type: none"> ① IIC ② Certificate Courses ③ Training programs ④ NPTEL online Courses 	}	Mr. Foizilin.
<ol style="list-style-type: none"> ① CIA Test components ② Clubs/CEEDS ③ Scholarships ④ SEM-I subjects - New Syllabus. 	}	Mr. John Vasekalan.
<ol style="list-style-type: none"> ① Bridge courses ② CBCS/ credit system ③ Introduction about Dept. & Team ④ Online classes Commencement. 	}	Mr. Foizilin.

Date 05/08/20

- 3) Time table for I, II, & III Batches to be incorporated in ERP - Incharge : Mrs. Frizilin.
- 4) Positions to be completed before the commencement of Internals. 1.5 to 2 units to be completed for CIA 1 classes.
- 5) Practicals to be conducted & demonstrated online. If staff do not have facility to take online, can come to college & make use of lab facilities. Practicals to be completed - end of November.
- 6) Internal tests to be conducted by August end CIA 1 - 4hr time to be fixed.
- write the test in A4 sheet, make PDF & attach in Google forms. Google Form should contain Roll No, Reg. No, Student Name, class, subject Name & code, upload option.
- 7) For Practicals classes bring small groups of students to college. Get prior permission from VPs.
- 8) Online classes : 5hrs (3hrs online + 2hrs offline activity).

Attendees:

1. Ms. Masbiya Afrize - [Signature]
2. Mrs. Frizilin - [Signature]
3. Mrs. John Vasudekaran - [Signature]
4. Ms. Thasim Fouzia - [Signature]

Date: _____

Action Taken Report (ATR) for the department Meeting conducted on 21/8/2020.

1. Time Table incorporated in the ERP by Ms. Frazilin
2. Department Orientation conducted on 20th & 21st Aug, 2020.
3. Students attended practical sessions in batch wise in the college.

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M.H. Khasim
(HOD)

M. K. K.

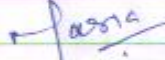

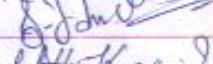

2. Mr. M. K. K.
3. Mr. Frazilin
4. Mr. K. K. K.

	Date: 25/7/2020.
	AGENDA
	1. Admission Status / Help Desk Incharge.
	2. Regarding Fees Payment.
	3. Office Bearers List.
	4. I Bsc (cs) - Commencement of Classes.
	5. Any other matter...
	DEPARTMENT MEETING MINUTES
1.	As per 25/7/2020, 31 candidates were admitted for the academic year 2020-2021.
2.	Fees defaulters list to be sent to Dr. Meera mam along with their contact numbers.
3.	Regarding fees Payment talk to Parents who are government employees & getting regular Salary and make them to pay the fees.
4.	Certificate course timing is 2hr / 15 days / September. Online classes can be suspended on these days.
5.	For admissions instruct our department students to bring candidates, conduct free webinar / quiz to +2 students as a promotional event.
6.	As of now 15 students from II Bsc & III Bsc CE paid their 1st installment fees.
7.	Review meeting with students regarding Inter school competitions / Intra / Inter departmental events to be conducted.

Date

8. Various posts from final years. Eligibility is good track academic record, leadership quality, no disciplinary issues, co-curricular & extra curricular activities for past 2 years.
9. JstUG commencement of online classes - 2nd Sep.
Department Orientation - 21/8/2020.
↳ Incharges:
Ms. Fouzia
Mrs. Frizilin
Mr. John Vasudevan (Class Teacher)
10. If any difficulty in Fee payment, instruct students pay fees through ERP / HDFC in the college / NEFT account.

Attendees:

1. Ms. Mashiya Afroz. 
2. Ms. Frizilin 
3. Mr. John Vasudevan 
4. Mrs. Thasim Fouzia. - 



Date

Action Taken Report for the Department Meeting conducted on 25/7/2020.

1. Help Desk Incharge is Mr. John Vaseekasan
2. Submitted fees defaulters list to Dr. Meena mam
3. Nominees List for the Student Council and department posts are decided and submitted to Student Council Committee.

A. Proposal for Interschool / Inter / Intra department activities is submitted.

M.H. Thasir Fouzi
(M.H. THASIR FOUZI)

M. John Vaseekasan