1.1.1. The Institution ensures effective curriculum delivery through a well planned and documented process

Department Meeting Minutes

PATRICIAN COLLEGE OF ARTS AND SCIENCE



DEPARTMENT OF BCA

Meeting Minutes

Date:02/11/2022 Time: 8:10 to 8:30 a.m

Venue: BCA(Shift-I) Staff Room-A Block

Meeting Notice:

Agenda for the Meeting:

Points Discussed:

- Prayer
- University Exam registration with penalty
- Commencement of University Practical exam, Value Education and soft skills
- Model exam
- I UG Proforma
- Attendance Posting
- Fees Clearance
- Portion completed status and requirement for the pending classes
- Prevention, Condonation and Detained details

The meeting commenced with silent prayer.

Dr. Anandapriya. B, Head, Department of BCA addressed the following points

- University Exam registration with penalty for II and III UG students should be completed before 4th November 2022.
- All Subject teachers are informed to check their attendance posting status and post all the pending hours.
- I UG student registration should be completed and verified along with all the relevant documents.
- Class teachers are requested to meet the Principal with the CPD list.
- Model exam for I UG,II UG and III UG will commence from 7th November onwards.
- University practical exams, soft skills and Value education will be conducted simultaneously during model exam.



1.1. Curricular Planning and Implementation

- As per the Exam committee instructions, class teachers are informed to get the Principal madam's approval in the internal consolidation sheet on or before 14th November 2022.
- Students are all informed to clear their fees due before collecting their hall tickets.
- Subject teachers are informed to fill the status of the portions completion details and kindly mention the needed hours to complete the portion.
- Enabling classes will be conducted for the academically challenged students.

Members Attended:

S.NO.	Name of the Faculty	Signature
		SEC.
1	Ms Anandapriya	
2	Dr Subbulakshmi	chi-
3	Ms Sri Vaishnavi	ob de la company
4	Ms Sangeetha	Absent
5	Ms Ajitha Purnima	Str. Ha
6	Ms Josephine Shanthi	Topki Wati
7	Ms Annies Mary Jeyaseeli	J. A. My Be.



PATRICIAN COLLEGE OF ARTS AND SCIENCE



DEPARTMENT OF BSc Computer Science Meeting Minutes

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10)	All students & II + II yes completed their metaschip Course in different Organizations and submitted their Contint cate
	Department Marting Minutes. Date: 17/10/2022 The following points were discussed in the
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1.1. Curricular Planning and Implementation

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1.1. Curricular Planning and Implementation

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