MAHARANI KASISWARI COLLEGE

(NAAC Accredited)

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Date.....................

Ref. No..................

NOTICE

Date: 5th July 2021

This is to inform all faculty members that a departmental meeting will be conducted in online mode to discuss important academic matters. The details of the meeting are as follows:

- **Date:** 7th July 2021

- **Time:** 1:30 PM

- **Mode:** Online (Google Meet)

- **Meeting Link:** The link will be shared via email prior to the commencement of the meeting.

Agenda:

1. Tentative schedule of Parent-Teacher Meetings (PTM) for the current academic year and planning of PTM.

2. Teacher allocation in the master routine and departmental routine finalization.

All faculty members are requested to attend the meeting. Your presence and input will be highly appreciated.

Head, Department of Computer Science

Maharani Kasiswari College

Minutes of the Meeting

Date: 7th July 2021
Time: 1:30 PM
Mode: Online (Google Meet)

Agenda:

1. Tentative schedule for Parent-Teacher Meetings (PTM) for the current academic year.

2. Teacher allocation in the master routine and departmental routine planning.

Meeting Highlights

1. **PTM Schedule Discussion:**

   o The tentative schedule for Parent-Teacher Meetings (PTM) has been set as follows:

      ▪ **Semester 3 and Semester 5:** August 2021

      ▪ **Semester 1:** November 2021

   o It was decided that the PTM may need to be conducted in online mode due to the ongoing situation. The meetings will be held via Google Meet to ensure maximum participation from both parents and students.

2. **Student Feedback Collection:**

   o A feedback form will be designed and shared with students at the end of the PTM.

   o The form will be disseminated through Google Forms, allowing students to provide their inputs and suggestions.

   o Students are required to fill out the feedback form and submit it within the stipulated deadline to ensure their responses are considered.

3. **Master Routine Allocation:**

   o The filling up of the master schedule, considering the credit scores of each paper and the required number of classes per week for each faculty, will be managed by **Aparajita Datta (AD)** and **Aritri Roy (AR).**

   o The allocation process will align with the credit-based requirements to optimize faculty workload and ensure adequate coverage of the syllabus.

4. **Action Items:**

   o **AD and AR** will prepare the master schedule draft and circulate it among faculty members for review by the next departmental meeting.

   o Faculty members are requested to provide their availability and any special requests regarding class timings to AD and AR at the earliest.

5. **Next Meeting:**

   o The next departmental meeting is scheduled to finalize the master routine and address any remaining issues related to the upcoming academic session.

Ref. No. ....   Date ....

NOTICE

Date: 05.08.2021

This is to inform all faculty members that an **online departmental meeting** has been scheduled as per the details below:

Date: 7th August 2021
Time: 1:30 PM
Mode: Google Meet (Link will be shared prior to the meeting)

Agenda:

1. Discussion on simulators and software setup required for the **Hardware Lab** for Semester 3 and Semester 5 online classes.

2. Selection of mentors for students of the **academic year 2021-22**.

3. Allocation of teachers for providing **technical support** in upcoming departmental webinars.

All faculty members are requested to attend the meeting on time and contribute to the discussions.

Note:

- Please ensure that you have a stable internet connection for the meeting.

- Kindly check your emails for the Google Meet link, which will be shared shortly before the meeting.

For any queries regarding the agenda, please reach out to the meeting coordinator.

Issued by:

Arpita Bhaduri
Head, Department of Computer Science
Maharani Kasiswari College

Department of Computer Science

Minutes of the Online Meeting

Date: 7th August 2021
Time: 1:30 PM
Mode: Google Meet

Attendees:

Arpita Bhaduri (AB), Aparajita Datta (AD), Amit Choudhury (AC), Sourav Malakar (SM), Manish Shaw (MS), Aritri Roy (AR)

Agenda Discussed:

1. **Simulators and Software Setup for Hardware Lab (Semester 3 and 5):**

   - Teachers handling subjects that include hardware labs, such as **Course Code CC5**, are requested to explore UGC-recommended software.

   - Faculty members are encouraged to install relevant simulators to facilitate online practical sessions, as physical lab access is not feasible due to the ongoing pandemic.

   - Teachers are also requested to provide technical assistance to students in installing the necessary software and simulators on their personal devices to ensure smooth lab sessions.

2. **Mentorship Program for Academic Year 2021-2022:**

   - The department has officially implemented a mentorship program for the current academic year.

   - **Aparajita Datta (AD)** and **Amit Choudhury (AC)** have been designated as mentors for this program.

   - Each mentor will oversee a group of approximately nine students, offering continuous guidance and support throughout their academic journey until graduation. This initiative aims to enhance student well-being and academic performance.

3. **Teacher Allocation for Technical Support in Upcoming Webinars:**

   - It was noted that several webinars will be organized by various departments of **Maharani Kasiswari College**.

   - Faculty members will be selected dynamically to provide technical support during these webinars.

Amit Choudhury   Aritri Roy

Manish Shaw.   ADatta

Sourav Malakar

- For the first three webinars, **Amit Choudhury (AC)**, **Aparajita Datta (AD)**, Manish Shaw(MS) have been assigned as technical support personnel.

- They will assist the organizing teams by performing tasks as assigned during the webinars, ensuring technical smoothness and addressing any issues that may arise.

4. **General Instructions for Faculty:**

   - All teachers are advised to explore the UGC-recommended software for their respective subjects and adapt their teaching methodologies accordingly.

   - Faculty members handling practical-oriented papers are expected to prepare detailed study materials and guides for students since access to physical library resources is limited. This will aid in ensuring effective online learning.

5. **Feedback Collection:**

   - A feedback form was circulated at the end of the meeting via Google Forms. All attendees are requested to fill up the form and submit it within the stipulated time for record-keeping and future improvements.

_____

Meeting Concluded at: 2:45 PM

Prepared by:
Aparajita Datta
Department of Computer Science
Maharani Kasiswari College

Arpita Bhedw

Amit Choudhury

Asidsi Roy

Manish Shaw.

ADatta

Soupar Malakar

Date ....

Ref. No. ....

Notice

Date: 20th September 2021

Time: 1:30 PM

Mode: Google Meet

Meeting Link: To be shared prior to the commencement of the meeting

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Agenda:

1. **Analysis of Results for Semester 3 and Semester 5:**

   o Review and discussion of the recent examination results for Semesters 3 and 5.

   o Identification of trends, strengths, and areas for improvement based on the analysis.

2. **Analysis of Students' Participation and Challenges Faced in Online Classes:**

   o Discussion on the level of student participation in online classes.

   o Identification of common challenges faced by students in adapting to the online learning environment and potential solutions to address these issues.

3. **Arrangement of Demo Online Test for Semester 1 Students:**

   o Planning and scheduling a demo online test for Semester 1 students to familiarize them with the online examination platform and process.

   o Discussion on guidelines and materials to be provided to the students to ensure smooth execution of the test.

All faculty members are requested to attend the meeting. Please ensure your participation to facilitate a productive discussion on these important matters.

By Order

Head of the Department

Department of Computer Science

Maharani Kasiswari College

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Minutes of Online Meeting
Date: 20th September 2021
Time: 1:30 PM

</div>

Mode: Google Meet

Attendees:

Arpita Bhaduri (AB), Aparajita Datta (AD), Amit Choudhury (AC), Sourav Malakar (SM), Manish Shaw (MS), Aritri Roy (AR)

Agenda Discussed:

1. **Analysis of Results for Semester 3 and Semester 5:**

   o It was observed that students performed well in the recent examinations; however, there are areas where improvement is necessary.

   o Mentors were advised to identify specific challenges faced by students during exams and address these issues in their mentoring sessions to enhance performance.

2. **Review of Students' Participation in Online Classes:**

   o Mentors are requested to observe any difficulties students face in adapting to online exams and online learning.

   o These observations should be discussed with the students during mentoring sessions to provide necessary support and solutions.

3. **Demo Online Test for Semester 1 Students:**

   o As the Semester 1 exams will be conducted in online mode, it was decided that proper guidance is essential to help students familiarize themselves with the online examination process.

   o A demo online test will be arranged for Semester 1 students to ensure they understand the format and protocols of the online exam.

   o Mentors for the **academic year 2021-22** (Aparajita Datta and Amit Choudhury) are responsible for organizing this demo test for **Core Courses CC1 and CC2**.

4. **Online Exam Guidelines:**

   o Faculty members were reminded that all online exams must strictly adhere to the established protocols.

   o Each exam will consist of questions worth a total of **10 marks**, focusing on key concepts to assess students' understanding efficiently.

5. **Action Items:**

- Mentors (AD & AC) will organize demo tests for Semester 1 students and provide guidance on the online exam format.
- All faculty members are requested to continue monitoring student performance and participation in online classes and provide feedback in the next meeting.

The meeting concluded at 2:30 PM with a vote of thanks to all the attendees for their active participation.

Prepared by:
Aparajita Datta
Approved by:
Head, Department of Computer Science
Maharani Kasiswari College

Arpita Bhedu.
Amit Choudhury
Monish Shaw.
Sourav Malakar

Asitsi Roy
ADatta

Date ....

Ref. No. ....

NOTICE

Date: 15.12.2021

This is to inform all faculty members that an **offline departmental meeting** has been scheduled as per the details below:

Date: 20th December 2021
Time: 1:30 PM
Venue: Software Lab, Department of Computer Science, Maharani Kasiswari College
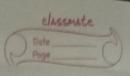
Agenda:

1. **Students' Internal Assessment Process and Question Paper Preparation:**

   - Discussion on the guidelines and format for conducting internal assessments for the current academic year.

   - Preparation of question papers for the upcoming internal assessments, ensuring alignment with the syllabus and assessment criteria.

2. **Demo Session for Upcoming Examinations for Semester 3 and Semester 5:**

   - Planning and scheduling of a demo session for students of Semester 3 and Semester 5 to familiarize them with the examination process and question patterns.

   - Assigning faculty members to conduct the demo sessions and address any queries from students.

All faculty members are requested to attend the meeting. Your presence is essential to ensure effective planning and implementation of the internal assessment process and demo sessions.

For any queries related to the agenda, please contact the meeting coordinator.

Rehedu

(HOD, Department of Computer Sc.)

Minutes of the Offline Meeting

Date: 20th December 2021
Time: 1:30 PM
Venue: Software Lab, Department of Computer Science, Maharani Kasiswari College

Attendees:

Arpita Bhaduri (AB), Aparajita Datta (AD), Amit Choudhury (AC), Sourav Malakar (SM), Manish Shaw (MS), Aritri Roy (AR)

Agenda Discussed:

1. **Submission of Question Papers:**
   - All faculty members were reminded that the question papers for the upcoming internal assessments must be prepared and submitted to the Head of the Department by **24th December 2021.**
   - Question papers should be aligned with the syllabus and assessment guidelines discussed in the meeting.

2. **Preparation for Offline Examinations:**
   - It was emphasized that students need to be adequately prepared for the upcoming offline examinations.
   - Faculty members are instructed to provide necessary guidance to ensure students are familiar with the offline exam format and protocols.

3. **Special Focus on Semester 3 Students:**
   - Since **Semester 3** students are appearing for their first offline exam in college, mentors are requested to provide extra support.
   - Mentors are expected to conduct preparatory sessions and address any concerns students might have regarding the offline examination process.

4. **COVID-19 Safety Protocols:**
   - To ensure the safety of all students and staff, strict COVID-19 protocols will be enforced during the examination period.
   - Students are required to wear masks at all times, sanitize their hands before entering the examination hall, and maintain social distancing.
   - Faculty members were advised to communicate these protocols clearly to students and ensure compliance.

Arpita Bhadu
Amit Choudhury
Manish Shaw.

Aritri Roy
ADatta
Sourav Malakar

Date ....

Ref. No. .... Department of Computer Science

Notice

Date: 14.02.2022

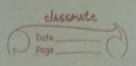This is to inform all faculty members that a departmental meeting will be held as per the following schedule:

- Date: 16th February 2022 (Wednesday)

- Mode: Offline

- Time: 1:30 PM

- Venue: Software Lab, Department of Computer Science

- Agenda:

  1. Syllabus and subject distribution for Semester 2, 4, and 6

All faculty members are requested to attend the meeting and contribute to the discussions. Your punctuality will be appreciated.

For any queries, please contact the Head of the Department.

Arpita Bhaduri
Head, Department of Computer Science

Minutes of the meeting

Agenda:

1. Syllabus and subject distribution for Semester 2, 4, and 6

Discussion Points and Decisions:

Semester	Course	Type	Course Code	Course Name	Teacher Allotted
Semester-1					
SEM-1	Core Course -3	Theory	CMS-A-CC-2-3-TH	Data structure	AD,AB
		Practical	CMS-A-CC-2-3-P	Data structure using C	AD,AB
	Core Course -4	Theory	CMS-A-CC-2-4-TH	Basic Electronic Devices and Circuits	MS,AR
		Practical	CMS-A-CC-2-4-P	Basic Electronic Devices and Circuits	MS,AR
SEM-3	Core Course -8	Theory	CMS-A-CC-4-8-TH	Data communication, Networking and internet technology.	AB
		Practical	CMS-A-CC-4-8-P	Computer Networking and Web Design Lab.	AB
	Core Course -9	Theory	CMS-A-CC-4-9-TH	Introduction to Algorithms & its Application.	AD
		Practical	CMS-A-CC-4-9-P	Algorithms Lab.	AD
	Core Course -10	Theory	CMS-A-CC-4-10-P	Microprocessor and its Applications.	MS
		Practical	CMS-A-CC-4-10-P	Programming with Microprocessor 8085.	MS,AR
	SEC-B-1	Theory	CMS-A-SEC-B-4-1-TH	Information Security	AC
	SEC-B-2	Theory	CMS-A-SEC-B-4-2-TH	E-Commerce	NOT PROVIDED
SEM-5	Core Course -13	Theory	CMS-A-CC-6-13-TH	Software Engineering	AB
		Practical	CMS-A-CC-6-14-TH	Theory of Computation	AD
	Core Course -14	Theory	CMS-A-CC-6-14-P	Project	N/A
		Practical	CMS-A-DSE-A-3-TH	Embedded Systems	SM
	DSE-A-3	Theory	CMS-A-DSE-A-3-P	Embedded Systems Lab	SM
		Practical	CMS-A-DSE-A-4-TH	Multimedia and its Application	NOT PROVIDED
	DSE-A-4	Theory	CMS-A-DSE-A-4-P	Multimedia and its Application Lab	NOT PROVIDED
		Practical	CMS-A-DSE-B-3-TH	Introduction to Computational Intelligence	SM
	DSE-B-3	Theory	CMS-A-DSE-B-3-P	Computational Intelligence Lab	SM
		Practical	CMS-A-DSE-B-4-TH	Advance Java	NOT PROVIDED
	DSE-B-4	Theory	CMS-A-DSE-B-4-P	Advance Java Lab	NOT PROVIDED

Additional Notes:

- Elective papers marked as "Not Provided" indicate that these subjects will not be offered this semester due to a lack of enrollment or available faculty.

- Faculty members are advised to prepare the course material for their respective subjects before the commencement of classes.

- Allotments for project supervision (Core Course -14 Practical) will be discussed in the next meeting.

Meeting Adjourned: 2:45 PM

A list has been prepared mentioning the name of the faculties allotted for each paper.

Arpita Bhedu

Amit Chowdhury

Manish Shaw

Asitsi Roy

ADatta

Sourav Malakar

Ref. No. ....   **NOTICE**   Date ....

Date: 08.06.2022

This is to inform all faculty members that an **online departmental meeting** has been scheduled as per the details below:

Date: 12th June 2022
Time: 1:30 PM
Mode: Online (Google Meet)
Google Meet Link: The link for the meeting will be shared via email prior to the commencement of the meeting.

Agenda:

1. **Analysis of Department's Performance:**
   - Review of the department's performance in the previous academic session.
   - Identification of areas that require improvement and strategies for enhancing the department's overall effectiveness.

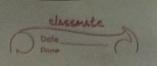2. **Improvement Plan for Upcoming Session:**
   - Discussion on action plans and initiatives to be implemented for the upcoming academic session.
   - Faculty members are encouraged to provide suggestions for enhancing student engagement and academic performance.

All faculty members are requested to attend the meeting. Your participation is crucial for the continuous improvement of our department's academic standards.

For any queries related to the agenda, please contact the meeting coordinator.

Head, Department of Computer Science
Maharani Kasiswari College

Minutes of the Online Meeting
Date: 12th June 2022
Time: 1:30 PM
Mode: Google Meet

Attendees:

Arpita Bhaduri (AB), Aparajita Datta (AD), Amit Choudhury (AC), Sourav Malakar (SM), Manish Shaw (MS), Aritri Roy (AR)

Agenda Discussed:

Analysis of Department's Performance and Improvement for the Upcoming Session

1. **Review of Online Classes Performance:**
   o It was acknowledged that the department performed exceptionally well in conducting online classes during the previous academic session. The faculty members' efforts in adapting to virtual teaching methods were appreciated.

2. **Need for Enhanced Documentation:**
   o Faculty members are encouraged to maintain **more comprehensive documentation** for all online classes, including lecture notes, recorded sessions, and supplementary resources. This will serve as a valuable reference for both students and faculty in future sessions.

3. **Requirement for Elaborate Study Materials:**
   o It was observed that students require more **detailed study materials** to support their learning. Faculty members are requested to prepare and share more in-depth resources to aid student understanding and exam preparation.

4. **Preparation for Upcoming Offline Lab Sessions:**
   o With the resumption of offline classes, it is crucial to ensure that the **lab is fully equipped and ready** before the commencement of the next academic session. Faculty members are requested to check the lab setup, including hardware, software installations, and configurations, to ensure a smooth transition to in-person practical sessions.

Action Items:

- Faculty members to enhance documentation for online classes.
- Preparation of detailed study materials for students to be prioritized.
- Inspection and preparation of the lab for offline sessions to be completed before the start of the new academic term.

The meeting concluded at 2:15 PM.

Arpita Bhadure   Asitri Roy
Amit Choudhry   ADatta
Manish Shaw   Sourav Malakar

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Date.....................

NOTICE

Ref. No.................

Date: 12.04.2022

This is to inform all faculty members that an **offline departmental meeting** has been scheduled as per the details below:

Date: 18th April 2022
Time: 1:30 PM
Venue: Software Lab, Department of Computer Science, Maharani Kasiswari College

Agenda:

1. **Preparation of Question Papers for Internal Assessment:**
   - Discussion on the preparation and submission of question papers for the upcoming internal assessments of **Semester 2, Semester 4, and Semester 6.**
   - Allocation of responsibilities for setting the question papers according to the syllabus and assessment guidelines.

All faculty members are requested to attend the meeting. Your presence is essential to ensure the timely and effective preparation of assessment materials for the students.

For any queries related to the agenda, please contact the meeting coordinator.

Issued by:
Head, Department of Computer Science
Maharani Kasiswari College

Minutes of the Meeting

Date: 18th April 2022
Time: 1:30 PM
Venue: Software Lab, Department of Computer Science, Maharani Kasiswari College

Attendees:

Arpita Bhaduri (AB), Aparajita Datta (AD), Amit Choudhury (AC), Sourav Malakar (SM), Manish Shaw (MS), Aritri Roy (AR)

Agenda Discussed:

Preparation of Question Papers for Internal Assessment (Semester 2, 4, and 6)

1. **Question Paper Format:**
   - It was decided that each internal assessment question paper will carry a total of 30 marks.
   - Faculty members were instructed to prepare questions strictly from within the syllabus that has already been covered in the class. This will ensure that students are adequately prepared for the assessment.

2. **Submission Deadline:**
   - All faculty members are requested to submit their respective question papers to the Head of the Department within one week, i.e., by 25th April 2022.

3. **Syllabus Coverage for Internal Assessment:**
   - Faculty members are reminded to complete the required syllabus for the internal assessment at least one week prior to the examination. This will give students sufficient time to revise and prepare for the assessments.

4. **Concurrent Classes:**
   - It was agreed that regular classes will continue alongside the internal assessments. Faculty members should ensure that students are informed and supported during this period to balance their regular coursework and assessment preparation.

Action Items:

- Faculty to prepare and submit question papers by 25th April 2022.
- Ensure syllabus completion for internal assessment one week before the scheduled exams.
- Continue regular classes during the internal assessment period.

The meeting concluded at 2:15 PM with a vote of thanks to all attendees for their active participation.

Prepared by:
Aritri Roy
Approved by:

Head, Department of Computer Science
Maharani Kasiswari College

Arpita Bhaduri   Aritri Roy

Amit Choudhury   ADatta

Manish Shaw   Sourav Malakar

MAHARANI KASISWARI COLLEGE

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Ref. No.................   **NOTICE**   Date...10.3.22

Date: 10.03.2022

This is to inform all faculty members that an **offline departmental meeting** has been scheduled as per the details below:

Date: 15th March 2022
Time: 1:30 PM
Venue: Software Lab, Department of Computer Science, Maharani Kasiswari College

Agenda:

1. **Discussion on Points to be Raised in the Upcoming TC Meeting:**

   o Discussion on lab upgradation as per the recommendations of the CBCS (Choice Based Credit System) syllabus.

   o Proposal for setting up a dedicated lab exclusively for the Computer Science Department to meet academic requirements.

2. **Assignment and Tutorial Preparation for Semester 2, 4, and 6 Students:**

   o Planning and preparation of assignments and tutorials for students in the even semesters (2, 4, and 6) to enhance their understanding of the course content.

   o Allocation of responsibilities for preparing these materials among faculty members.

3. **Lab Setup for Semester 2, 4, and 6:**

   o Discussion on the requirements for setting up the lab for the even semester practical sessions.

   o Identification of any additional resources or software needed to ensure a smooth conduct of lab sessions.

10.3-22

Head, Department of Computer Science
Maharani Kasiswari College

The meeting concluded at 2:30 PM with a vote of thanks to all the attendees.

Minutes of the Offline Meeting

Date: 15th March 2022
Time: 1:30 PM
Venue: Software Lab, Department of Computer Science, Maharani Kasiswari College

Attendees:

Arpita Bhaduri (AB), Aparajita Datta (AD), Amit Choudhury (AC), Sourav Malakar (SM), Manish Shaw (MS), Aritri Roy (AR)

Agenda Discussed:

1. **Discussion Points for the Upcoming TC Meeting:**

   - It was unanimously agreed that there is a critical need for a **separate dedicated lab for the Computer Science Department**. The proposal will highlight the requirement for at least **10 high-configuration computers** to accommodate advanced software and practical sessions.

   - The inclusion of a **smart board** in the new lab setup was suggested to facilitate interactive learning and improve teaching efficiency.

   - Emphasis was also placed on the need for the **even distribution of workload** across various departments to ensure balanced resource utilization and faculty engagement.

   - A proposal to implement an **online feedback system** for all departments of Maharani Kasiswari College was discussed. This system would allow students to provide structured feedback on courses, faculty, and infrastructure, aiming to enhance the quality of education and address student concerns promptly.

2. **Preparation of Assignments and Class Modules for Even Semesters:**

   - Faculty members were requested to begin preparing assignments and detailed class modules for **Semester 4 and Semester 6** students.

   - All assignments should be ready before the commencement of the upcoming academic session to ensure a smooth flow of the coursework.

   - Faculty members are also requested to submit the assignment drafts to the Head of the Department for review by the end of March.

3. **Lab Setup and Configuration for Even Semester Classes:**

   - Faculties assigned to practical subjects were instructed to **inspect the current lab setup** and verify the configuration of computers and other equipment.

   - Any issues or requirements related to lab equipment must be reported immediately so that necessary upgrades or repairs can be arranged before the start of the practical sessions.

Arpita Bhadw.
15|3|22

Amit Choudary
15.03.2022

Manish Shaw.
15.3.22

Asitri Roy 15/3

ADatta
15|3|2022

Sourav Malakar
15.03.22.