



# MAHARANI KASISWARI COLLEGE

(NAAC Accredited)

20, Ramkanta Bose Street, Kolkata-700 003

Ph. (Off) 2543-5687/2555-6325 (PL) 2530-2008

E-mail : mkcollegeprincipal@gmail.com

Ref. No.....

Date.....

## Notice

A departmental meeting of Computer Science will be organized on 10/08/2020 in Google meet platform at 10 AM. All teachers are requested to be present.

Regards

*Arpita Sanyal (Bhaduri)*  
ArpitaSanyal(Bhaduri)

(H.O.D, Computer Science)

Agenda:

- 1) Online examination training to students
- 2) Syllabus completion status
- 3) Response of students in online classes



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## MINUTES OF THE DEPARTMENTAL MEETING

### HELD ON

### 10-August-20

- Tutorial videos were made for students as well as for faculties of the process for conduction of online examination in the portal provided.
- Meetings were carried out with the faculties regarding the completion of syllabus of their respective semesters designated
- A check on the attendance , frequent assignment submission ,queries solved, were some of the measures adopted in the form of feedback for online classes.

Manish shaw  
10/08/20

~~Asit~~ Roy  
10/08/20

Debita  
10/08/20

Sourav Mallick  
10/08/20

Amit Choudhury  
10/08/20

Arpita Bhedra  
10/8/20



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## Notice

A departmental meeting of Computer Science will be organized on 01/10/2020 in Google meet platform at 10 AM. All teachers are requested to be present.

Regards

*Arpita*

ArpitaSanyal(Bhaduri)

(H.O.D, Computer Science)

Agenda:

- 1) Online examination training to students
- 2) Syllabus completion status
- 3) Response of students in online classes
- 4) Orientation of the newly admitted students



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## MINUTES OF THE DEPARTMENTAL MEETING

HELD ON

01-OCTOBER-20

- Tutorial videos were made for students of the process for conduction of online examination in the portal provided.
- Meetings were carried out with the faculties regarding the completion of syllabus of their respective semesters designated
- A check on the attendance , frequent assignment submission ,queries solved, were some of the measures adopted in the form of feedback for online classes.
- Dates were decided for the orientation program of the newly admitted students.

Manish sharma 01/10/20  
Arpita Roy 01/10/20  
Adatta 01/10/20  
Sourav Malakar 01/10/20  
Amit Choudhury 01/10/20  
Arpita Bheda 01/10/20



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## Notice

A departmental meeting of Computer Science will be organized on 26/11/2020 in Google meet platform at 10 AM. All teachers are requested to be present.

Regards

*Arpita*  
ArpitaSanyal(Bhaduri)

(H.O.D, Computer Science)

Agenda:

- 1) Departmental routine modification
- 2) Syllabus distribution
- 3) Student's performance

*Muskan*



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## MINUTES OF THE DEPARTMENTAL MEETING

### HELD ON

### 26-Nov-20

- Meetings were carried out with the faculties regarding the distribution of syllabus of their respective semesters designated.
- Improvements on student's progress analysed based on their performances in class tests, attendance records.

Manish Shaw  
26/11/20

Asit Roy  
26/11/20

Arpita Ghosh  
26/11/20

Sowen Malakar  
26/11/2020

Pratt  
26/11/20



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## Notice

A departmental meeting of Computer Science will be organized on 05/01/21 in Google Meet at 10 AM. All teachers are requested to be present.

Regards

Arpita Sanyal (Bhaduri)

(H.O.D, Computer Science)

Agenda:

- 1) Syllabus allocation
- 2) Book list preparation
- 3) Preparation of online class schedule



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## MINUTES OF THE DEPARTMENTAL MEETING

### HELD ON

### 05-JAN-21

- Different online platforms were checked upon for unobstructed classes to take place digitally.
- Book lists were prepared.
- Meetings were carried out with the faculties regarding the distribution of syllabus of their respective semesters designated.
- Setting up of the time table for different semesters digitally.

Manish sharma  
05/01/21

Ariti Roy  
05/01/21

Sourav Malakar  
05/01/21

Amit Choudhury  
05/01/21

Datta  
05/01/21

Prudhvi  
5/01/21



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Ref. No.....

Date.....

## Notice

A departmental meeting of Computer Science will be organized on 12/02/21 in Google Meet at 10 AM. All teachers are requested to be present.

Regards

Arpita Sanyal (Bhaduri)

(H.O.D, Computer Science)

Agenda:

- 1) Class test schedule
- 2) Introduction of video lectures
- 3) Online class response



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## MINUTES OF THE DEPARTMENTAL MEETING

HELD ON

12-FEB-21

- Periodic class tests were taken to keep the regular check, as it was on online platform.
- A check on the attendance , frequent assignment submission ,queries solved, were some of the measures adopted in the form of feedback for online classes.
- The length of the video, content of the video, live stream, comment section all the process were discussed.
- Setting up of test schedule.

Manish sharma  
12/02/21

Amita Roy  
12/02/21

Sourav Mallick  
12/02/21

Amit Choudhury  
12/02/21

A. Bheda  
12/2/21



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## Notice

A departmental meeting of Computer Science will be organized on 18/03/21 in Google Meet at 10 AM. All teachers are requested to be present.

Regards

*Arpita Sanyal*

Arpita Sanyal (Bhaduri)

(H.O.D, Computer Science)

Agenda:

- 1) Class test performance
- 2) Remedial class schedule



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## MINUTES OF THE DEPARTMENTAL MEETING

### HELD ON

### 18-MAR-21

- Evaluation of students progress based on frequent class tests were analysed.
- Revision of any topic depending on the student's requirement either practical or theory was taken as remedial class.
- As a form of practice sets regular assignments were given.

Manish Shew  
18/03/21

Arshi Roy  
18/03/21

Sourav Malakar  
18/03/21

Amit Choudhury  
18/03/21

Datta  
18/03/21

Arshad  
18/3/21



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## MINUTES OF THE DEPARTMENTAL MEETING HELD ON 07-MAY-21

- Meetings were carried out with the faculties regarding the completion of syllabus of their respective semesters designated.
- As a form of practice sets regular assignments were given.

Manish Saha  
07/05/21

Asit Roy  
07/05/21

Sourav Mallick  
07/05/21

Amit Choudhury  
07/05/21

Datta  
07/05/21

Pradeep  
7/5/21



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## Notice

A departmental meeting of Computer Science will be organized on 22/07/21 in Google Meet at 10 AM. All teachers are requested to be present.

Regards

*ArpitaSanyal*

ArpitaSanyal(Bhaduri)

(H.O.D, Computer Science)

Agenda:

- 4) Syllabus Distribution
- 5) Book list preparation
- 6) Online class schedule



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## MINUTES OF THE DEPARTMENTAL MEETING

### HELD ON

#### 22-Jul-21 - Departmental Routine

- o Discuss and review the departmental routine for the upcoming semester.
- o Assign responsibilities for scheduling classes and managing departmental activities.
- o Syllabus divided and distributed to the faculties.
- o Required books were listed and submitted to the library.
- o Online classes scheduled according to the compatibility of faculties and students.

Manish sharma  
22/07/21

Asit K. Ray  
22/07/21

Sourav Malakar  
22/07/21

Amit Choudhury  
22/07/21

Aparajita Saha  
22/07/21

Rishi  
22/7/21