

Department of Computer Science

Date: 09-07-2025

Time: 03:30 PM

Venue: Techno Sphere Computer Lab

The Department of Computer Science under the chairmanship of Dr. Suneel Kumar Duvvuri, met at the Techno Sphere Computer Lab to discuss the following Agenda.

Agenda:

1. Time Table Preparation
2. Paper Allocation for the Semester III and V
3. CSP Report Preparation & Viva
4. Short Term Internship Viva
5. Curricular Plans Preparation
6. PG Syllabus Completion Status

Agenda 1: Timetable Preparation

Discussion:

The Chairman, Dr. Suneel Kumar, initiated the meeting by welcoming the members for the new academic year. He informed the members that, starting from this academic year, the shift system has been abolished and the college will now function from 10:00 AM to 5:00 PM. He further stated that each department has been allocated dedicated rooms for single major programs, and the timetable should be prepared accordingly. Dr. Suneel circulated the proposed timetable along with room details and laboratory allocations, for discussion and necessary adjustments.

Resolution 1:

It is resolved that the timetable prepared and circulated by the Chairman has been finalized and shall be followed as per the revised college timings (10:00 AM to 5:00 PM).

Agenda 2: Paper Allocation for the Semester III and V

Discussion:

The Chairman, Dr. Suneel Kumar, led a detailed discussion on the courses to be offered in the current Semester III and Semester V. He invited all faculty members to express their interest in handling specific courses.

Each faculty member shared their preferences, and based on the inputs received, the Chairman initiated the paper allocation process. While considering the faculty's interest, prior experience with the course, and past academic performance/results, the Chairman finalized the allocations. It was specifically discussed and decided that the courses Java and Operating Systems (OS), which are common across both B.Sc. Computer Science and B.Sc. Artificial Intelligence programs in Semester III, will be handled jointly.

Further, the Chairman emphasized that faculty assigned to lab sessions must be available for the full 2-hour duration. In cases where a lab hour conflicts with a theory class, faculty are instructed to coordinate with the respective departments to update the timetable accordingly.

Resolution 2:

It is resolved that the paper allocation for Semester III and V has been finalized, taking into account faculty preferences, experience, and past performance.

Agenda 3: CSP Report Preparation & Viva

Discussion:

The Chairman, Dr. Suneel Kumar, informed the members that the III Semester students completed their Community Service Project (CSP) during the summer vacation, and that all survey responses submitted by the students are now available on the CCE CSP portal.

He instructed the faculty members who mentored the students to:

- Prepare and share a structured format for the CSP report.
- Guide the students in finalizing their reports based on the survey responses and analytical charts available on the portal.
- Ensure that the final reports include meaningful observations, conclusions, and student reflections.

The Chairman further added that the CSP Viva Voce examinations must be conducted between the 20th and 25th of this month, and faculty should schedule and complete the evaluations accordingly.

Resolution 3:

It is resolved that all CSP student reports shall be prepared under the supervision of their respective mentors, based on the responses submitted on the CCE CSP portal.

Resolution 4:

- The curricular plans must be completed and submitted by the 25th of this month.
- For laboratory-based courses, the assigned faculty must also prepare lab manuals, including structured exercises and instructions.
- These lab manuals should be distributed to students in advance, enabling them to become familiar with the practical components before and during lab sessions.

Resolution 7:

It is resolved that all faculty members shall prepare and submit their curricular plans for the assigned courses by 25th of this month, ensuring adherence to the academic calendar and adoption of student-centric teaching practices.

Resolution 8:

It is resolved that faculty handling practical courses shall prepare and distribute lab manuals to students to facilitate effective lab engagement and preparedness.

Agenda 6: PG Syllabus Completion Status

Discussion:

The Chairman, Dr. Sunel Kumar, enquired about the syllabus completion status for the PG II Semester courses. All faculty members handling PG courses responded individually with updates on their respective progress.

It was observed that most faculty members have completed less than 50% of the syllabus as of the date of the meeting. The Chairman expressed concern over the delay and urged the faculty to expedite the syllabus coverage, ensuring that the academic goals are met within the stipulated timeframe.

Resolution 9:

It is resolved that all faculty handling PG II Semester courses shall prioritize and accelerate syllabus completion by planning additional sessions.


In-Charge

The Following Members attended the Meeting

Sandhya.

H. Devaran



