Vivekanand College, Kolhapur (Autonomous)
Department of Computer Science

Departmental Committee Meeting Minutes:

The Departmental Committee meeting of Department of Computer Science was held on **Tuesday 02/07/2019 at 11:30am** the following members were present for the meeting

1. **Dr. V. B. Waghmare (Head of Department)**
2. Ms. R. Y. Patil
3. Mr. I. K. Mujawar
4. Ms. J. A. Chavan
5. Shri. J. S. Shinde

Agenda of the Meeting:

1. Discussion on workload distribution for the AY 2019-20
2. Discussion on Activities to be conducted under VCK-MIG (Vivekanand College Machine Intelligence Group)
3. Discussion on Project Review B.Sc. III Students will be conducted three times in the year.
4. Any Other Business (AOB)

(Dr. V. B. Waghmare)
HEAD
DEPARTMENT OF COMPUTER SCIENCE
VIVEKANAND COLLEGE, KOLHAPUR
(AUTONOMOUS)

Meeting Proceedings:

Agenda Item 1: Discussion on workload Distribution Discussion

Chairman opened the meeting by addressing the first agenda item, which was the discussion of workload distribution. The faculty members discussed various aspects of workload distribution, including the following key points:

The current workload distribution was reviewed, and it was acknowledged that some faculty members may be overloaded.

It was decided to assess individual strengths and preferences to make workload distribution more equitable and efficient.

Mr. I. K. Mujawar was tasked with conducting this assessment and presenting a revised workload distribution plan at the next meeting.

Agenda Item 2: Discussion on Activities to be Conducted under VCK-MIG

The second agenda item focused on discussing the activities to be conducted under the Vivekanand College Machine Intelligence Group (VCK-MIG). The team discussed the following:

Ms. R. Y. Patil presented a list of potential activities, including workshops, training sessions, and research projects.

Suggestions and feedback from team members were solicited, and it was agreed that a comprehensive plan would be drafted and shared via email for further input.

Agenda Item 3: Discussion on Project Review for B.Sc. III Students

The third item on the agenda was a discussion on project reviews for B.Sc. III students, which are to be conducted three times a year. The following points were highlighted:

The importance of project reviews in assessing student progress and providing guidance was emphasized.

Ms. J. A. Chavan provided an overview of the review process and suggested improvements, such as adding specific evaluation criteria.

It was decided to create a detailed project review guideline document to ensure consistency and fairness in the evaluation process. Ms. J. A. Chavan was assigned to lead the development of this document.
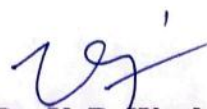
Agenda Item 5: Any Other Business (AOB)

The meeting concluded with the "Any Other Business" (AOB) agenda item, during which miscellaneous matters were discussed:

Shri. J. S. Shinde raised a concern about Computer maintenance in the lab, and it was agreed to address this issue promptly. Also, he brought up the need for additional office supplies and was instructed to submit a requisition for the necessary items.

Chairman thanked all attendees for their active participation and contributions to the meeting.

(Dr. V. B. Waghmare)
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