Lovely Professional University

Date of Meeting: 13 Sep 2023

Meeting Id: 222644   **Meeting Time:** 14:00 - 14:30   **Type:** Course Coordinator meeting-CSE539   **Presided by:** Ajay Kumar Badhan   **Minutes Prepared by:** Ajay Kumar Badhan

Is Meeting Verified: NO   **Verified Date:** NA   **Verified By:** NA   **Location:** 26-205

Metric Source Wing:

Sr. No	Metric Id	Metric	Subject Matter	Actioned By	Start Date Target Date	Follow Up Remarks / Corrective Action	Qualitative & Quantitative Verification remarks of DQA Official / Presiding Official	Any amendment Suggested in Statutes, Ordinances, Regulations, Rules, Orders, instruction, guidelines, manuals, Codes etc.				Policy Matter
								Mention specific Regulations, Rules, Orders, instruction, guidelines, manuals, Codes etc	Suggested amendments	Department Responsible for incorporation of amendments after appropriate approval	Qualitative & Quantative verification (physical) remarks of DQA official	
Non Actionable												
1	4,8	Agenda :Course Enrichment and Resource Development,Identification of Slow and Fast Learners CA Performance Analysis	Discussion on regarding providing the material and presentations to the students of the units covered for MID term and CA1	Ajay Kumar Badhan	15 Sep 2023 -				Informed the faculty to provide the reading material and the presentations of the unit before time to the students for preparation of Mid Examinations			
2	1	Agenda :Course Appraisal	Review of Syllabus Coverage for the Upcoming Semester - Discuss on the progress of syllabus coverage for Mid term	Ajay Kumar Badhan	15 Sep 2023 -				Cover the first three units before the start of Mid examinationa			

3	1	Agenda :Course Appraisal	Preparation and Execution of Continuous Assessment 1 (CA1) Examination	Ajay Kumar Badhan	15 Sep 2023 -				Ensure that CA 1 is completed as per the schedule in time before the start of mid examinations			
4	1	Agenda :Course Appraisal	Uploading of Marks in the Interface for CA1	Ajay Kumar Badhan	15 Sep 2023 -				Upload the marks of CA 1 as per the dates provided in the interface without any errors and ensure scrutiny is done before uploading the marks			
5	1,8	Agenda :Course Appraisal,Ident ification of Slow and Fast Learners CA Performance Analysis	Discussion on identifying the slow and fast learners based on CA 1 and initiating the methodologies for improving their skills	Ajay Kumar Badhan	15 Sep 2023 -				Suggested the faculty member to identify the slow and fast learners from the class based on CA 1 and take initiative to improve the performance of slow learners and skills of fast learners			
6	12	Agenda :Any Other	Uploading the question papers been allocated in UMS	Ajay Kumar Badhan	15 Sep 2023 -				The faculty member is suggested to complete uploading the question paper that is allocated in the UMS acount in time			

| 7 | 1,9 | Agenda :Course Appraisal,Course File | discussion regarding start of the course file | Ajay Kumar Badhan | 15 Sep 2023 - | | | | The faculty member are suggested to start taking the printout of the Course file till where it is completed and add the remaining at regular intervals to avoid last hour rush | | | |