

# Lovely Professional University

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**Date of Meeting:** 25 Oct 2023

**Meeting Id:** 224883 **Meeting Time:** 14:00 - 14:40 **Type:** Course Coordinator meeting-CSE539 **Presided by:** Ajay Kumar Badhan

**Minutes Prepared by:** 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	7	Agenda :Accessibility of Reading materials	Is the notes relevant to the topics been covered are provided to the students.		<u>01 Nov 2023</u> -				The faculty member is instructed to provide the notes for the chapters been covered after the mid term examinations.			
2	1	Agenda :Course Appraisal	Review of Syllabus Coverage for the Upcoming Semester - Discuss on the progress of syllabus coverage for end term		<u>01 Nov 2023</u> -				Cover the syllabus of all the units timely before 20th November, 2023 for end term examination			



3	1	Agenda :Course Appraisal	Preparation and Execution of Continuous Assessment 2 (CA2) Examination		<u>01 Nov 2023</u> -				Ensure that CA 2 is completed as per the schedule mentioned in the Instruction Plan and upload the marks in time.		
4	1	Agenda :Course Appraisal	Preparation and Execution of Continuous Assessment 3 (CA3) Examination	Ajay Kumar Badhan	<u>01 Nov 2023</u> -				Ensure that CA 3 is completed as per the schedule in time before the start of end examinations as per the schedule mentioned in the IP.		
5	12	Agenda :Any Other	Selection of term paper for paper publication		<u>01 Nov 2023</u> -				Since the CA 3 is term paper, it is suggested to select at least 3 term papers that are in full pledged manner and should be utilized for publishing in the conference with the students		
6	9	Agenda :Course File	discussion regarding start of the course file		<u>01 Nov 2023</u> -				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		

