



MANIPAL UNIVERSITY
JAIPUR

Manipal University Jaipur
School of Computer Science and Engineering
MINUTES OF MEETING

Day & Date : Monday, September 17, 2024

Time : 10:30 a.m. - 11:00 a.m.

Venue: Board Room, Faculty Block 4, 1AB

Agenda for the meeting:

1. Long Term Internship Students CWS component
2. MTT assessment for Long Term Internship students
3. ETE assessment for Long term Internship Students
4. Collecting details of company and managers of Long Term Internship students
5. Creating committee to coordinate with Long Term Internship students

S.No.	Agenda Point	Discussion	Responsibility	Target Date
1.	Welcome	All members were welcomed by Director CSE	NA	NA
2.	CWS Component for 7 th Sem Long Term internship Students for Academic Year 2024-2025	As Discussed earlier also Following are going to be CWS Component: <ol style="list-style-type: none">1. 50% Marks from Manager/HR/Supervisor of the student (Strategies will be decided by the committee to collect the marks)2. Video Presentation of 8 marks with a topic agreed upon by student and faculty of course. Video Presentation can be of 8-10 minutes. The content of the video should be related to course and student have to record the presentation and submit to course faculty and he/she will be responsible for keeping the video presentation safely. Long Term Internship student have to submit one presentation per course he/she is enrolled .3. Online Quiz of 7 Marks should created and taken by course	All Faculty of 7 th Semester	As per timeline provided by subject teachers to LMS students

		faculty (Preferable on Saturday or Sunday for Long term Internship students)		
3	Mid Term Assessment of 7 th Semester Long Term Internship Students	<p>1. Mid-Term Examination (MTE):</p> <p>Option 1: For the subject having NPTEL Course aligned Students must be enrolled in the course and he/she may be exempt from Mid-Term Exams if they have their scores on internal assessment on NPTEL. The scores of Internal assessment on NPTEL will be mapped to MTT Marks.</p> <p>Option 2: For the course having NO NPTEL course aligned it is compulsory for student to give MTT exam in physical mode .</p> <p>Students missed enrollment in Nptel / not done internal Assessment for NPTEL courses also have to give MTT exam in physical mode</p> <p>Note: Student can opt for giving MTT exam in regular MTT slot or Re-sessional slot. They have to give all their MTT exams in any one slot only. They cannot opt for both slots. The MTT exam dates and Re-Sessional exam dates will be as per the schedule provided by Academics Section</p>	Exam Cell CSE	Within 15 days
4.	ETE Assessment of 7 th Semester Long Term Internship Students	<p>End-Term Examination (ETE):</p> <p>Physical presence is mandatory for the End-Term Examination as per the schedule provided by the Academic Section. No separate exams will be conducted in any case.</p>	Academics Section	NA
5.	Committee Formation to interact with Long Term Internship students	<p>A committee of five persons three from CSE and two From AI/ML is formed under the leadership of Director Sir.</p> <p>CSE Committee Consist of Dr. Neelam Chaplot, Dr. Ajit Noonina and Dr. Gireesh Kumar. (All CSE students of Long Term Internship will be divided into three group and each CSE Committee members will be responsible for one group)</p>	Committee members	Within a week

		<p>AI/ML Committee consist of Dr. Vivek Bharadwaj and Dr. Dr. Uddalak Chatterjee (All AI/ML students of Long Term Internship should be divided into two groups and each AI/ML committee member will be responsible for one group)</p> <p>Task of Committee members is :</p> <ol style="list-style-type: none"> 1. Keeping a record of the Long Internship students. 2. Creating communication with the Long Internship Students about their progress & PPO 3. Creating communication with the Project Manager for review and feedback, incorporating 50% of the CWS. 4. Any other miscellaneous issues/concerns. 		
6.	Collecting Details of the HR and Managers for all Long Term Internship students	A Form will be floated by the Committee members of CSE and AIML to collect the details of the Company, address, Reporting officer details, HR details and other details of each LMS students to collect the 50% marks for CWS component for LMS students	Committee Members of the CSE and AI/ML individually	Within 15 days
7.	Collecting the slots of MTT of each Long Term Internship Students	A Form will be floated by the Exam Section of the department of CSE and AIML to collect the details of the Slots opted by students for MTT	Exam Cell of CSE and AIML individually	Within 15 days
8.	Formation of student Committee	A student committee will be formed from consisting regular and LMS students to propose the number of days in which MTT should be completed for final year and that proposal will be discussed by Exam cell of CSE and AIML with academics	T& P of CSE and AIML and Exam cell of CSE and AIML	Within 15 days
9.	Proposal for collection of Marks from the company personnel by visiting on site	After collection of the details of company and reporting officer etc (point No. 6) a proposal will be created for approval for visiting the companies for collecting the marks	Prepared under guidance of Director Sir	Within a month