KONGU ENGINEERING COLLEGE, PERUNDURAI, ERODE-638060
SCHOOL OF COMMUNICATION AND COMPUTER SCIENCES
DEPARTMENT OF COMPUTER SCIENCE AND ENGINEERING
MINUTES OF THE COURSE COORDINATION COMMITTEE(CCC) MEETING

Document No.:

KEC/CSE/
2019-20/ODD/
CCC/ CO/02

Course code and Name   : 18CST32 COMPUTER ORGANIZATION

Date of the meeting   : 14.08.2019

Members present   : .1 . Dr.S.Malliga 2. Mr. S.SelvaRaj 3. Ms. D.Deepa 4.Dr.R.S. Latha

S.NO	POINTS DISCUSSED	ACTION PLAN	RESPONSIBILITY	COMPLETION DATE
1.	Lecture plan and syllabus coverage	Review of Syllabus coverage against lecture plan. No deviation in delivery of contents observed.	--	--
2.	Teaching methodology/tools used	➤Use of black boards for explaining the concepts and problem solving. ➤Additional problems are given in regular classes to students to help them understand the basic arithmetic operation. ➤Various components of a computer shown and assembling was also demonstrated	SM,RSL,DD,SS	Continuous
3.	Encouragement/introduction of activities related to the course like open book test, tutorial, assignment, discussion, seminar, quiz technical papers etc.,	➤Planned to give tutorial 3 and 4nbefore well before the beginning of the Module Test 2 and verify with the students whether they solve the tutorial problems without copying from others by asking a few questions. ➤Tutorials will have to be returned to the students after evaluation. ➤To help the average and weak students, it is proposed to conduct classes for such students after class hours and also planned to give more problems to work at home.	SM,RSL,DD,SS	Continuous (Assignment : After CA Test I)
4.	Review of feedback comments from CMC if any	No specific complaints received from course monitoring committee.	SM,RSL,DD,SS	--
5.	Assessment/attainment of CO and PO	Not applicable (CA Test I yet to be conducted) The action planned in S. No. 3 may improve the overall CO attainment level	SM,RSL,DD,SS	--
6.	Others if any	➤Next formal meeting may be conducted after CA Test I ➤Decided to meet informally as and when required.	SM,RSL,DD,SS	--

Note: CCC meets at the beginning of course, mid of each module and at course end. CCC also meets informally if required.

Members signature   CCC Coordinator   HOD CSE