

**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  | <ul style="list-style-type: none"> <li>➤ Use of black boards for explaining the concepts and problem solving.</li> <li>➤ Additional problems are given in regular classes to students to help them understand the basic arithmetic operation.</li> <li>➤ Various components of a computer shown and assembling was also demonstrated</li> </ul>   | 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., | <ul style="list-style-type: none"> <li>➤ Planned to give tutorial 3 and 4 before 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.</li> <li>➤ Tutorials will have to be returned to the students after evaluation.</li> <li>➤ 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.</li> </ul> | SM,RSL,DD,SS   | Continuous<br>(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)<br>The action planned in S. No. 3 may improve the overall CO attainment level  | SM,RSL,DD,SS   | --   |
| 6.   | Others if any  | <ul style="list-style-type: none"> <li>➤ Next formal meeting may be conducted after CA Test I</li> <li>➤ Decided to meet informally as and when required.</li> </ul>  | 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.

*Richa Dutt*  
*Members signature*

*CCC Coordinator*

*HOD/CSE*