FEDERAL INSTITUTE OF SCIENCE AND TECHNOLOGY (FISAT)®

DEPARTMENT OF COMPUTER APPLICATIONS

MINUTES OF COURSE ASSESSMENT COMMITTEE MEETING -1

ACADEMIC YEAR: 2022-2023

Course Code: **Course:**

Date: Time:

Venue:

Attendees:

1. Target reviewed: Yes ☐   No ☐

    (If 'yes')   a. Decided to maintain status quo ☐

                b. Fixed new target   ☐

                c. Revised existing target   ☐

            (For b & c, specify) Reason:

2. Discussed course pre-requisites: Yes ☐   No ☐

    (If 'yes')   a. Identified need of course pre-requisites: Yes ☐   No ☐

            (If 'yes') i. Need to conduct bridge course   ☐

                ii. Pre-requisites have been met during the previous semesters   ☐

3. Analyzed course outcome attainment and PO attainment: Yes ☐   No ☐

        Course attainment   [   ]

        Expected attainment   [   ]

4. Discussed follow up actions (if any): Yes   No

  (If 'yes')   Action plan:

5. Discussed course assessment pattern: Yes ☐   No ☐

    (If 'yes')   a. Decided to follow existing pattern ☐

            b. Created new pattern ☐

            c. Override existing pattern ☐

6. Discussed gap analysis – shortcomings in existing syllabus: Yes ☐   No ☐

    (If 'yes')   a. Shortcomings identified   Yes ☐   No ☐

            b. Action plan proposed   Yes ☐   No ☐

7. Discussed advanced topics for outstanding students: Yes ☐   No ☐

    (If 'yes')   a. Topics identified   Yes ☐   No ☐

            b. Action plan proposed   Yes ☐   No ☐

9. Identified assignment topics and assessed its knowledge level: Yes ☐   No ☐

10. Prepared marking scheme for assignments: Yes ☐   No ☐

11. Identified tutorial topics: Yes ☐   No ☐

12. Miscellaneous points of discussion, if any:

Head Of the Department – Computer Applications