



MINUTES OF MEETING
Computer Science Department
St. Edmunds College Shillong

Held on 11 October 2023 at 12:35pm in the Department of Computer Science

Following are the points discussed :

1. SEC Website to be accessed by the department and the profile should be regularly maintained by the Department
2. Staffs who are alumni of SEC need to register themselves .Google page to be designed and fields to be put should be looked after by Sir Bertrand.
3. Portion of syllabus **covered and remaining** to be submitted both for major and minor First semester
4. Portion of syllabus **covered and remaining** to be submitted both MDC and SEC First semester
5. Teachers assigned for different Science Mela Activities::
 - A. Model – JK,BD
 - B. Charts –PT,RJ
 - C. Debate-RJ
 - D. Seminar- PT ,BD
 - E. Photography-BD
 - F. Painting-JK


(Bertrand) (Prest Thapa)


(JEKEY KWARCAANDY)

MINUTES OF MEETING
Computer Science Department
St. Edmunds College Shillong

Held on 07 November 2023 at 12:00pm in the Department of Computer Science

Department magazine work headed by Sir BD along with others. Following points were discussed with this regard:

1. Alumnus have been contacted for their share of contribution in the form of articles and write-ups
2. Deadline for submission of articles :10th November 2023
3. Shem Rongmei and Vivek ,third sem Hons students to look after Design and Layout of the magazine.
4. Reports of different activities conducted by the Department is t prepared.
5. Department Staff to submit their portrait photos.
6. Following students (current and passed out) have submitted their articles:
 - i. Dev Agarwal
 - ii. Mrityunjay
 - iii. Lawanpat
 - iv. Anirban Das
7. Along with the articles following information to be put up in the magazine
 - i) Photographs
 - ii) Results
 - iii) Sir Nagi's Write-up from the college magazine
8. Staffs are to share the work of proof reading along with Sir Bertrand.
9. Launch of the magazine date likely to be on 21 November 2023
10. Number of hard copies of magazine to be printed will be decided later.
11. On 21 November 2023, an offline talk along with some prominent alumnus within the city likely to held after the magazine launch (probable timing : 1:00 pm -2:00pm)

Presti
(PRESTI THAPA)

Chandy
(JEREMY KHARCHANDY)

Bertrand Akhar
(Bertrand Akhar)

MINUTES OF MEETING
Computer Science Department
St. Edmunds College Shillong

Held on 1 February 2024 at 12:35pm in the Department of Computer Science

Following are the points discussed:

1. Minutes of every department meeting conducted to be printed.
2. Routine of 4th and 6th semester classes with no practical's to be ready
3. First Semester classes will continue
4. Routine is to be ready by Monday.
5. When second semester commences teachers taking first semester class will continue taking second semester class
6. Load (Topics) chart to be prepared day wise(with date)
7. For NAAC , 5 years department profile, results ,department activities, Noted Alumni, SWOC ,two best practices ,flyer, minutes of meeting ,feedback and staff profiles to be submitted.
8. Department Exam in charge – BD
9. MOOC's In charge- PT
10. Add –On course on Robotics – Requirements to be prepared by JK,BD and RJ
11. List of MDCs and SECs for 2nd semester to be given to the students.
12. Magazine launch likely on the finale of Edblazon'24


(JEREMY
KHARCHANDY)

Prof. . .
PREETI THAPA


(Bertrand Akhoy)

MINUTES OF MEETING
Computer Science Department
St. Edmunds College Shillong

Held on 7 February 2024 at 11.00am in the Department of Computer Science

Following are the points discussed:

1. Topics taught (load chart) to be prepared day wise. JK is In charge of maintaining this data in Google sheet
2. Topics (load chart) from 5th till 7th Feb 2024 for 4th and 6th semesters prepared
3. Topics (load chart) for First Semester classes to be submitted to HOD .
4. Practicals to commence from 11th Feb 2024
5. Individual Staff profile and recent photo to be sent for website
6. CUET registration discussed
7. Practical Routine for First Semester finalized.

Preeti Thapa
(PREETI THAPA)

Jeremy Kharchandy
(JEREMY
KHARCHANDY)

Biswajit Akhoy
(Biswajit Akhoy)

MINUTES OF MEETING.

Computer Science Department

St. Edmunds College Shillong

Held on 20 April 2024 at 12:35pm in the Department of Computer Science

Following are the points discussed:

1. Softcopies of Department Profile ,Staff profile, and library to be kept ready in machines for NAAC visit
2. Department Flyer to be prepared by BD
3. Linways Syllabus distribution to be handled by JK
4. Attendance to be checked for each student attending the class
5. College to provide Admit Card to the students for Internal Exams
6. Extra marks for students with good attendance
7. Routine is to be ready by Monday.
8. Admission to be carried out in Linways

P.T.
(PREETI THAPA)

Kharchandy
(SBERNY
KHARCHANDY)

Strikethrough
(Bertrand Shihon)

MINUTES OF MEETING

Computer Science Department

St. Edmunds College Shillong

Meeting Date : 27 June.2024

Time: 12:37 pm

Location: Department

Attended by :

1 .Dr Sajid Nagi (HOD)

2.Ms Preeti Thapa

3.Mr Jeremy Kharchandy

4. Mr Bertrand Dkhar

5.Ms Reema Joshi

Sajid Nagi
27/6/2024

Preeti Thapa
27/6/24

Jeremy Kharchandy
27/6/2024

Bertrand Dkhar
27/6/24

Reema Joshi
27/6/2024

Points discussed in the meeting:

1. Minutes of meeting for year 2018-19 to be prepared by PT
2. Minimum 5 Alumni to be contacted and Alumni data to be updated by RJ
3. Admission Flyers for 2023 and 2024 to be printed out in color by BD
4. Department library books data to be checked and verified by JK
5. Department Distinctiveness for the year 2022 and 2023 to be prepared by BD
6. Mentor Mentee Report must be complete and summary to be generated by PT and RJ
7. Remedial Classes Report to be prepared by ALL
8. Highlight the difference between Extension activities (vac ,sec ,science mela etc)and Outreach students (NCC, music) etc of the department by BD
9. Linways to contain self appraisals ,timetable –To be checked by JK
10. Central Library Usage to be shown by JK
11. Department Library committee with student members to be taken care of by JK
12. Innovative Teaching Methods (eg peer to peer) to be listed by ALL
13. Highlight Publications and Research papers-RJ
14. Teachers who have initiated formations of clubs/committees to be listed by BD and RJ
15. Soft skill development of the students taken care while conducting farewell ,fresher's etc by ALL
16. Students participation in Department Magazine by BD
17. To frame a **mission and vision** statement for the department by ALL
18. Picture Collage to be prepared by PT
19. Extension Activities Pictures to be prepared by BD
20. Do and Dons to be displayed in the labs by PT and RJ
21. Four page poster highlighting the department and its achievements to be prepared by BD and PT
