



**Shri Swami Vivekanand shikshan sanstha's**  
**Vivekanand College, Kolhapur (An Empowered Autonomous Institute)**

**Department of Computer Studies**

**(BCA)**

**NOTICE**

**Date: 28-06-2025**

All teachers of BCA programs are hereby informed that a meeting is scheduled on Saturday, 30<sup>th</sup> June 2025 at 11.00 am. in Dept. of BCA .All teachers are requested to be present on time.

**The agenda of the meeting**

1. Confirmation of the minutes of the previous meeting.
2. Discussion on the distribution of workload as per the syllabus and laboratory setup.
3. Discussion on academic projects, including student workshops, seminars, and related activities.
4. Discussion on continuous internal evaluation activities and documentation maintained by faculty members.
5. Discussion on the formation of a departmental committee to ensure the smooth functioning of the department.
6. Any other matter with the permission of the Chairperson.
7. Discussion on the upcoming B.C.A. (AICTE) entrance workshop.





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**Department of Computer Studies**  
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Minutes of the meeting held on Monday, 30<sup>th</sup> June 2025 at 11.00 am in department of BCA .

Sr. No	Name of the Members	Designation	Signature
1	Mr. V.B.Pujari	Coordinator	
2	Miss. S.S. Kagale	Faculty Member	
3	Miss. P.P.Deshmukh	Faculty Member	
4	Miss.P.P.Misal	Faculty Member	
5	Mr. K.D.Morbale	Faculty Member	
6	Mrs.M.B.Alman	Faculty Member	
7	Miss.A.S.Dalavi	Faculty Member	
8	Miss.V.R.Swami	Faculty Member	
9	Miss.V.A.Kotamire	Faculty Member	
10	Mrs S. R. Hiremath	Faculty Member	
11	Miss M. V. Kamble	Faculty Member	
12	Mr.H. R. Chitrakar	Faculty Member	
13	Miss N. A. Bagwan	Faculty Member	
14	Miss A. J. Powar	Faculty Member	
15.	Miss.A.P.Ulape	Faculty Member	
16.	Miss.A.N.Salokhe	Faculty Member	
17.	Miss.P.P.Chougule	Faculty Member	

The proceedings of this meeting are as follows:

**Item r.o.1: The minutes of the previous meeting were read and confirmed unanimously by all the members.**



**Item no.2: Discussion on the distribution of workload as per the syllabus and laboratory Setup:**

Workload distribution for Semesters was discussed and finalized. Theory and practical subjects were assigned to the respective faculty members.

**Item no.3: Discussion on the upcoming B.C.A. (AICTE) entrance workshop**

The members discussed organizing a workshop for incoming first-year B.C.A. (AICTE) candidates to provide orientation and guidance.

**Item no.4: Discussion on student workshops, seminars and related activities**

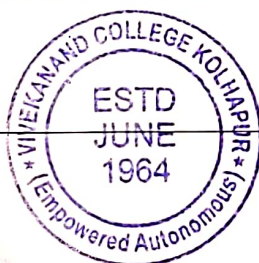
It was decided to initiate student centric activities such as seminars and workshops were also briefly discussed as per the academic calendar.

**Item no.5: Discussion on continuous internal evaluation activities and documentation maintained by faculty members**

Decided to implement continuous evaluation through assignments, seminars, and class tests. Faculty members will be responsible for maintaining proper documentation of these activities.

**Item no.6: Discussion on the formation of a departmental committee to ensure the smooth functioning of the department. Committees formed as below:**

Sr. No	Work Distribution	Faculty Name
1	Timetable	Mrs.M. B. Alman Miss. V. A. Kotamire Mrs S. R. Hiremath
2	Syllabus(with work of course outcome)	Miss P. P. Deshmukh Mr K. D. Morbale Miss A. P. Salokhe
3	Documentation(Activity document,CIE,Result,)	Miss.P. P. Misal Miss. A. S. Dalavi Mr. H. R. Chitrakar
4	Activity (Academic Calendar)	Miss V. R. Swami Miss N. A. Bagwan Miss A. J. Powar
5	Website document Uploading	Miss S. S. Kagale Miss A. P. Ulape Miss M. V. Kamble
6	Staff Meeting	Miss K. D. Morbale Miss P. P. Misal



7	Workload Distribution (as per faculty)	Miss. V.R.Swami Miss. V. A. Kotamire
8.	CO-PO Mapping	Miss. M. B. Alman Miss S. S. Kagale



*V. B. Pujari*

Head

(Prof. Mr. V. B. Pujari)

HEAD  
DEPARTMENT OF B. C. A.  
VIVEKANAND COLLEGE, KOLHAPUR  
(EMPOWERED AUTONOMOUS)