

CMS COLLEGE, KOTTAYAM(AUTONOMOUS)



DEPARTMENT OF VOCATION

B.VOC INFORMATION TECHNOLOGY

MINUTES OF BOARD OF STUDIES MEETING

The meeting of the Board of Studies of Bachelor of Vocation Programme in Information Technology of the Department of Vocation was held on **11th July 2019** at **2 PM** in the IQAC conference hall.

The following members were present:

1. Ms. Resmi Cherian - Chairman 
2. Dr. Sobhana N V - External Member ABS
3. Dr. Jubilant J Kizhakkethottam - External Member 
4. Mr. Manoj T Joy - External Member 
5. Mr. Rupesh Kumar V - External Member 
6. Ms. Meera Mohan - Member 
7. Mr. Denny k Devasia - Member 

Ms. Resmi Cherian, Chairman of BoS opened the meeting by welcoming and introducing the external members of the Board to the internal members. The Chairman placed the agenda for the deliberations and discussions of the members.

Agenda:

1. Applying for equivalency with BCA and B.Sc IT courses
2. Conducting bridge courses
3. Converting summer internship to an elective course

The following are the deliberations made during the meeting:

- BOS verified that the prescribed syllabus of B.Voc Information Technology comply with the National Skill Qualification Framework(NSQF).
- BOS has suggested applying for equivalency of B.Voc Information Technology course with BCA and B.Sc Information Technology courses offered by MG University.
- The summer internship in the fourth semester of the curriculum is converted into an elective to provide opportunity for students to select the area of their choice for doing the internship.
- The students must undergo internships to improve their professional and entrepreneurial skills.
- Promoting industry visits as part of the course will help the students to understand the innovative practices in the industry.
- As the students from all disciplines can join the B.Voc courses, bridge courses should be designed to bridge the gap.

The meeting concluded at 3 PM with a vote of thanks by Ms. Meera Mohan.

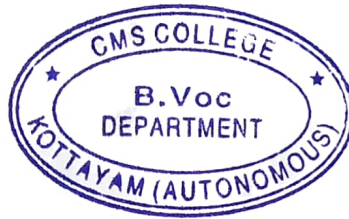
Course	Details			
Code	IT1814801			
Title	SUMMER INTERNSHIP			
Degree	B.Voc			
Branch(s)	Information Technology			
Year/Semester	2/4			
Type	Skill Component			
Credits	1	Hrs/Week		Total Hours

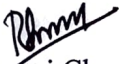
CO No.	Expected Course Outcomes	Cognitive Level
1	Develop work habits and attitudes necessary for job success.	Ap
2	Develop communication, interpersonal and other critical skills in the job interview process.	Ap
3	Build a record of work experience.	Ap

Description
<p>Internships help prepare students for successful careers. Students can select their area of internship from the following options:</p> <ul style="list-style-type: none"> • Web Development • Mobile App Development • Product Management • Software Testing • Data Science • Cyber Security • Ethical Hacking • Enterprise resource Planning • Machine Learning • Data Analytics • Database Administration • Network Administration

Resolution

After discussions, the Board of Studies has resolved the above recommendations and forwarded the same to the Academic Council.




Ms. Resmi Cherian
Chairman
Board of Studies

CMS COLLEGE, KOTTAYAM(AUTONOMOUS)







DEPARTMENT OF VOCATION

B.VOC INFORMATION TECHNOLOGY

MINUTES OF BOARD OF STUDIES MEETING

The meeting of the Board of Studies of Bachelor of Vocation Programme in Information Technology of the Department of Vocation was held on 10th January 2020 at 3 PM in the IQAC conference hall.

The following members were present:

1. Ms. Resmi Cherian - Chairman 
2. Dr. Sobhana N V - External Member ABS
3. Dr. Jubilant J Kizhakkethottam - External Member 
4. Mr. Manoj T Joy - External Member 
5. Mr. Rupesh Kumar V - External Member 
6. Ms. Meera Mohan - Member 
7. Ms. Akhila Thomas - Member 
8. Mr. Denny k Devasia - Member 

Ms. Resmi Cherian, Chairman of BoS opened the meeting by welcoming the members of the Board who were present for the meeting.

Ms. Meera Mohan has presented the minutes of the last meeting held on 11th July 2019. The minutes of the meeting were approved by the BoS members. The Chairman placed the agenda for the deliberations and discussions of the members.

Agenda:

1. Conduct of classes in online mode

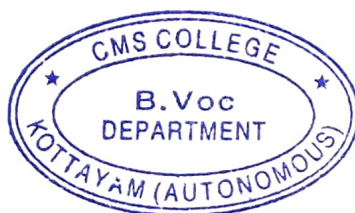
The following are the deliberations made during the meeting:


- Considering the prevailing conditions of pandemic, BOS has recommended the use of ICT tools for learning.
- Online meeting platforms like Google meet, zoom can be used for conducting classes and Google classroom can be used to submit assignments.
- Online quiz platforms can be used for evaluating the performance of the students.
- A repository of subject oriented short videos with images and graphics is suggested to enrich the learning experience.
- Tutorial component can be added to programming/problem-oriented courses.

The meeting concluded at 4 PM with a vote of thanks by Ms. Akhila Thomas.

Resolution

After discussions, the Board of Studies has resolved the above recommendations and forwarded the same to the Academic Council.




Ms. Resmi Cherian
Chairman
Board of Studies

CMS COLLEGE, KOTTAYAM(AUTONOMOUS)

DEPARTMENT OF VOCATION B.VOC INFORMATION TECHNOLOGY

MINUTES OF BOARD OF STUDIES MEETING

The meeting of the Board of Studies of Bachelor of Vocation Programme in Information Technology of the Department of Vocation was held on **23rd October 2020** at **2:30 PM** in online mode(Google meet). The link to join the meeting was meet.google.com/hnq-uawf-fvk.

The following members were present:

- | | | |
|-----------------------------------|---|-----------------|
| 1. Ms. Resmi Cherian | - | Chairman |
| 2. Dr. Sobhana N V | - | External Member |
| 3. Dr. Jubilant J Kizhakkethottam | - | External Member |
| 4. Mr. Manoj T Joy | - | External Member |
| 5. Mr. Rupesh Kumar V | - | External Member |
| 6. Ms. Meera Mohan | - | Member |
| 7. Ms. Akhila Thomas | - | Member |

Ms. Resmi Cherian, Chairman of BoS opened the meeting by welcoming the members of the Board who were present for the meeting.

Ms. Meera Mohan has presented the minutes of the last meeting held on 10th January 2020. The minutes of the meeting were approved by the BoS members. The Chairman placed the agenda for the deliberations and discussions of the members.

Agenda:

1. Promote MOOC Courses
2. Covid safety awareness programmes
3. Online internships and webinars

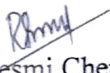
The following are the deliberations made during the meeting:

- Students should be encouraged to focus on self-learning and problem solving.
- Assignments and case studies should be designed in such a way to improve the problem-solving skills.
- Promote online internships, webinars and workshops to enhance their skills.
- Encourage students to attend MOOC courses.
- BOS suggested online interaction with students for stress management during the pandemic.
- Moodle platform can be used for interactive online classes.
- Light board classes can be utilized for online classes.
- BOS has recommended making necessary changes in the question pattern of examinations due to the sudden shift to online mode of teaching.
- Conduct online awareness programmes for Covid safety.

The meeting concluded at 3:30 PM with a vote of thanks by Ms. Akhila Thomas.

Resolution

After discussions, the Board of Studies has resolved the above recommendations and forwarded the same to the Academic Council.


Ms. Resmi Cherian
Chairman
Board of Studies



CMS COLLEGE, KOTTAYAM(AUTONOMOUS)

DEPARTMENT OF VOCATION

B.VOC INFORMATION TECHNOLOGY

MINUTES OF BOARD OF STUDIES MEETING

The meeting of the Board of Studies of Bachelor of Vocation Programme in Information Technology of the Department of Vocation was held on **5th March 2021** at **2 PM** in online mode(Google meet). The link to join the meeting was meet.google.com/ubn-fnqe-zuj.

The following members were present:

1. Ms. Resmi Cherian - Chairman
2. Dr. Sobhana N V - External Member
3. Dr. Jubilant J Kizhakkethottam - External Member
4. Mr. Manoj T Joy - External Member
5. Mr. Rupesh Kumar V - External Member
6. Ms. Meera Mohan - Member
7. Ms. Akhila Thomas - Member

Ms. Resmi Cherian, Chairman of BoS opened the meeting by welcoming the members of the Board who were present for the meeting.

Ms. Meera Mohan has presented the minutes of the last meeting held on 23rd October 2020. The minutes of the meeting were approved by the BoS members. The Chairman placed the agenda for the deliberations and discussions of the members.

Agenda:

1. Converting the UGC sponsored programs to self-financing mode
2. Placement orientation programs

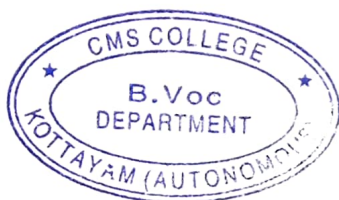
The following are the deliberations made during the meeting:


- BOS has recommended to run the Bachelor of Vocation Programme in Information Technology in self-financing mode, as the UGC funding has been ceased due to the pandemic.
- BOS has suggested continuing the syllabus of B.Voc Information Technology approved by the University under the 2018 regulations.
- Organize placement orientation programmes in online mode to prepare students for campus placements.
- BOS has recommended to instruct the placement office to identify appropriate organizations for campus placement.

The meeting concluded at 3:00 PM with a vote of thanks by Ms. Akhila Thomas.

Resolution

After discussions, the Board of Studies has resolved the above recommendations and forwarded the same to the Academic Council.




Ms. Resmi Cherian
Chairman
Board of Studies





CMS COLLEGE, KOTTAYAM(AUTONOMOUS)

DEPARTMENT OF VOCATION

B.VOC INFORMATION TECHNOLOGY

MINUTES OF BOARD OF STUDIES MEETING

The meeting of the Board of Studies of Bachelor of Vocation Programme in Information Technology of the Department of Vocation was held on 9th November 2021 at 2:30 PM in the IQAC conference hall. The following members were present:

1. Ms. Resmi Cherian - Chairman 
2. Dr. Sobhana N V - External Member
3. Dr. Jubilant J Kizhakkethottam - External Member
4. Mr. Manoj T Joy - External Member
5. Mr. Rupesh Kumar V - External Member
6. Ms. Meenu T Nadarajan - Member 
7. Ms. Ragin Mariya Mathew - Member 
8. Ms. Nayana Elizabeth Andrews - Member 

The external members of the BOS joined the meeting online through Google meet. The link to join the meeting was meet.google.com/pdu-vaks-cza.

Ms. Resmi Cherian, Chairman of BoS opened the meeting by welcoming all the members of the Board who were present for the meeting. Ms. Ragin Mariya Mathew has presented the minutes of the last meeting held on 5th March 2021. The minutes of the meeting were approved by the BoS members. The Chairman placed the agenda for the deliberations and discussions of the members.

Agenda:

1. Remedial classes and peer teaching
2. Soft skill training programmes


The following are the deliberations made during the meeting:

- Remedial offline classes can be planned to address the deficiencies with the online mode of learning.
- Peer teaching can be implemented to improve the performance of slow learners. Peer teaching can enhance learning by enabling learners to take responsibility for reviewing, organizing and consolidating existing knowledge and material.
- Soft skill training programmes for final year students should be started at the earliest to prepare them for the upcoming campus recruitments. Such programmes focus on developing skills such as communication, teamwork, problem solving and emotional intelligence.
- Online interaction with parents can be conducted, as positive parent-teacher relationships significantly impact students' success.
- Necessary measures should be taken to ensure maximum placement opportunities by fostering relationships with local placement providers, finding new placement opportunities and by building and maintaining relationships with students to discover skills and preferences.

The meeting concluded at 3:30 PM with a vote of thanks by Ms. Nayana Elizabeth Andrews.

Resolution

After discussions, the Board of Studies has resolved the above recommendations and forwarded the same to the Academic Council.


Ms. Resmi Cherian
Chairman
Board of Studies






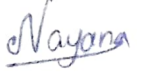
CMS COLLEGE, KOTTAYAM(AUTONOMOUS)

DEPARTMENT OF VOCATION

B.VOC INFORMATION TECHNOLOGY

MINUTES OF BOARD OF STUDIES MEETING

The meeting of the Board of Studies of Bachelor of Vocation Programme in Information Technology of the Department of Vocation was held on 15th February 2022 at 2:30 PM in the IQAC seminar hall. The following members were present:

1. Ms. Resmi Cherian - Chairman 
2. Dr. Sobhana N V - External Member
3. Dr. Jubilant J Kizhakkethottam - External Member
4. Mr. Manoj T Joy - External Member
5. Mr. Rupesh Kumar V - External Member
6. Ms. Meenu T Nadarajan - Member 
7. Ms. Ragin Mariya Mathew - Member 
8. Ms. Nayana Elizabeth Andrews - Member 

The external members of the BOS joined the meeting online through Google meet. The link to join the meeting was meet.google.com/sub-gyig-vvs.

Ms. Resmi Cherian, Chairman of BoS opened the meeting by welcoming all the members of the Board who were present for the meeting. Ms. Ragin Mariya Mathew has presented the minutes of the last meeting held on 9th November 2021. The minutes of the meeting were approved by the BoS members. The Chairman placed the agenda for the deliberations and discussions of the members.

Agenda:

1. Faculty induction programmes
2. Industry visits and internships
3. Entrepreneurship development programmes

The following are the deliberations made during the meeting:

- Mock interviews and group discussions can be conducted to equip the students for campus placements.
- BOS has recommended resuming industry visits and internships to build the gaps in knowledge due to the online mode of learning.
- Faculty induction programmes can be conducted for the newly joined faculty to understand their roles and responsibilities, familiarize themselves with the institutional framework and to explore the pedagogical process.
- Entrepreneurship development programmes can be planned to develop the entrepreneurial abilities and the skills that are required to run a business successfully.
- Mentorship and guidance from industry experts can help the students to acquire the skills to play the role of an entrepreneur effectively.

The meeting concluded at 3:30 PM with a vote of thanks by Ms. Nayana Elizabeth Andrews.

CMS COLLEGE, KOTTAYAM(AUTONOMOUS)





DEPARTMENT OF VOCATION

B.VOC INFORMATION TECHNOLOGY

MINUTES OF BOARD OF STUDIES MEETING

The meeting of the Board of Studies of Bachelor of Vocation Programme in Information Technology of the Department of Vocation was held on 13th March 2023 at 3:00 PM in the Rev. Joseph Fenn hall.

The following members were present:

1. Ms. Resmi Cherian - Chairman 
2. Dr. Sobhana N V - External Member ABS
3. Dr. Jubilant J Kizhakkethottam - External Member 
4. Mr. Manoj T Joy - External Member 
5. Mr. Rupesh Kumar V - External Member 
6. Ms. Meenu T Nadarajan - Member 
7. Ms. Ragin Mariya Mathew - Member 

Ms. Resmi Cherian, Chairman of BoS opened the meeting by welcoming all the members of the Board who were present for the meeting.

Ms. Ragin Mariya Mathew has presented the minutes of the last meeting held on 15th February 2022. The minutes of the meeting were approved by the BoS members. The Chairman placed the agenda for the deliberations and discussions of the members.

Agenda:

1. Preliminary discussion and suggestions for syllabus revision.
2. Evaluation of Value-Added Programs based on UGC Norms.
3. Academic plans for the year 2023-24.

The following are the deliberations made during the meeting:


- The course on Cyber Security proposed by UGC may be included in the syllabus by replacing the subject Management Information Systems in the fourth semester.
- The syllabus of the subject, 'Environmental Studies' in the second semester may be revised by adding Green Computing and e-waste management.
- BoS has suggested the possibility of having an industry attached lab course.
- A module discussing the basic concepts of Artificial Intelligence could be included in the subject, IT and Society in the sixth semester.
- The subject, Entrepreneurship Development in the fifth semester could be moved to sixth semester by bringing the subject, Informatics to fifth semester.
- The Computer Animations Lab using 3dsmax in the fourth semester could be included in the Office Automation, Image Editing and Latex Lab in the first semester by replacing Macromedia Flash. Also, the theory portion on 3dsmax could be added as a module in the subject, Office Automation, Image Editing and Latex thereby replacing Macromedia Flash which is outdated and not in use.
- The Network and Operating Systems Lab in the fourth semester can be then split into two lab courses: 1. Network lab and 2. Operating Systems Lab

- A committee is constituted to study the feasibility of the above proposals made during the meeting associated with the syllabus revision.
- The evaluation of value-added programs complies with UGC norms.
- An internship on web development could be given to the first-year students during the second semester.
- Industrial visits can be included in the academic plan for the next academic year.
- Seminars and workshops can be conducted to enhance competency-based thinking.

The meeting concluded at 4:00 PM with a vote of thanks by Ms. Meenu T Nadarajan.

Resolution

After discussions, the Board of Studies has resolved the above recommendations and forwarded the same to the Academic Council.


Ms. Resmi Cherian
Chairman
Board of Studies

