

Shri Shahu Chhatrapati Shikshan Sanstha's  
**Shri Shahaji Chhatrapati Mahavidyalaya, Kolhapur**  
**Department of BCA**

**Date- 2<sup>nd</sup> August 2025**

**Notice**

All the faculty members are hereby informed that, a HOD meeting has been scheduled to discuss about monthly syllabus coverage and other academic activities for the academic year 2025-26.

Your presence is mandatory.

**Details of the meeting-**

**Date – 4<sup>th</sup> August 2025.**

**Venue - BCA Department**

**Time - 8.00am**

**- Meeting Agenda –**

1. Review of syllabus cover.
2. Discussion on conducting workshops/seminars on this month.
3. Review on student attendance.
4. Discuss strategies to improve student engagement and participation in academic and extracurricular activities.
5. Plan and schedule upcoming internal (Mid Term Test) assessments.
6. Any other points with the permission of the chair.



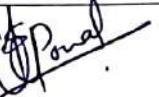
Shende

Coordinator

**SSCM- Department of BCA  
Department of BCA  
Shri Shahaji Chhatrapati  
Mahavidyalaya Kolhapur**

Shri Shahu Chhatrapati Shikshan Sanstha's  
**Shri Shahaji Chhatrapati Mahavidyalaya, Kolhapur**  
**Department of BCA**

Meeting on planning and implementation of academic activities on 4<sup>th</sup> August 2025 At 8.30 am in Department of BCA

Sr. No	Name of Staff	Designation	Signature
1.	Miss Sharayu S. Shevade	Coordinator Asst. Professor	
2.	Mrs. Sneha V. Powar	Asst. Professor	
3.	Mr. Shrivijay A. Chavan	Asst. Professor	
4.	Miss. Swati B. Patil	Asst. Professor	

**Minutes of the HOD meeting- minutes held on 6<sup>th</sup> August 2025.**

**Agenda-**

- ✓ Review of syllabus cover.
- ✓ Discussion on conducting workshops/seminars on this month.
- ✓ Review on student attendance.
- ✓ Discuss strategies to improve student engagement and participation in academic and extracurricular activities.
- ✓ Plan and schedule upcoming internal (Mid Term Test) assessments.
- ✓ Any other points with the permission of the chair.

The meeting began with welcome address by BCA Coordinator Miss Sharayu S. Shevade.

**1. Review of syllabus cover.**

Each faculty member presented their course-wise syllabus coverage status. As discussed earlier, 30% syllabus was completed. Chair person addressed to all faculty about syllabus completion.



**2. Discussion on conducting workshops/seminars on this month.**

Faculty discussed potential workshops/seminars to be held in August. Several topics were proposed, including **Use of AI & AI Tools & Data Science & ML**. A consensus was reached to prioritize select both topics and a committee were formed for planning.

**3. Review on student attendance.**

Student attendance in regular classes has significantly decreased. As per university rules, every student must maintain 75% attendance for theory and 100% attendance for practical's. Therefore, It was decided in the meeting that students with an attendance below 75% will not be accepted for subjects.

**4. Discuss strategies to improve student engagement and participation in academic and extracurricular activities.**

In the meeting, strategies to improve student engagement were discussed. Key suggestions included interactive teaching, active student clubs, and better communication of events. It was decided to implement a mentorship system and recognize active participants with incentives. Faculty will prepare an action plan to enhance participation in both academic and extracurricular activities.

**5. Plan and schedule upcoming internal (Mid Term Test) assessments.**

The Mid Term Test is scheduled for 08<sup>th</sup> September 2025 to 10<sup>th</sup> September 2025, covering BCA part II and part III. Test format includes Long questions 2 and Short note questions 3, and communication will be sent to students by 6<sup>th</sup> September 2025.

**6. Any other points with the permission of the chair.**

No any other points were discussed.



Shri Shahu Chhatrapati Shikshan Sanstha's  
**Shri Shahaji Chhatrapati Mahavidyalaya, Kolhapur**  
**Department of BCA**

**Date- 1<sup>st</sup> July 2025**

### **Notice**

All the faculty members are here by informed that, a meeting has been scheduled to discuss the planning and implementation of academic activities for the academic year 2025-26.

Your presence is mandatory.

#### **Details of the meeting-**

**Date - 2<sup>nd</sup> July 2025.**

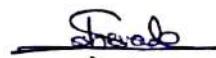
**Venue - BCA Department**

**Time - 8.00am**

#### **- Meeting Agenda –**

1. Review of previous academic year.
2. Academic Planning.
3. Student Engagement and Mentoring.
4. Result Analysis and Improvement plan.
5. Research and Development.
6. Co-curricular and Extra-curricular activities.
7. NAAC/ Documentation/Accreditation Readiness.
8. Any other points with the permission of the chair.



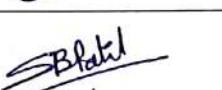
\_\_\_\_\_  
Shrawan

**Coordinator**

**SSCM- Head**  
**Department of BCA**  
**Shri Shahaji Chhatrapati**  
**Mahavidyalaya Kolhapur**

Shri Shahu Chhatrapati Shikshan Sanstha's  
**Shri Shahaji Chhatrapati Mahavidyalaya, Kolhapur**  
**Department of BCA**

Meeting on planning and implementation of academic activities on 2<sup>nd</sup> July 2025 At 8.00 am in Department of BCA

Sr. No	Name of Staff	Designation	Signature
1.	Miss Sharayu S. Shevade	Coordinator Asst. Professor	
2.	Mrs. Sneha V. Powar	Asst. Professor	
3.	Mr. Shrivijay A. Chavan	Asst. Professor	
4.	Miss. Swati B. Patil	Asst. Professor	

**Minutes of the HOD meeting- minutes held on 2<sup>nd</sup> July 2025.**

**Agenda-**

- ✓ Review of previous academic year.
- ✓ Academic Planning.
- ✓ Student Engagement and Mentoring.
- ✓ Result Analysis and Improvement plan.
- ✓ Research and Development.
- ✓ Co-curricular and Extra-curricular activities.
- ✓ NAAC/ Documentation/Accreditation Readiness.
- ✓ Any other points with the permission of the chair.

The meeting began with welcome address by BCA Coordinator Miss Sharayu S. Shevade

**1. Review of previous academic year.**

The coordinator of department initiated the discussion by reviewing the overall academic performance, co-curricular activities and departmental initiatives carried out during the previous academic year. The academic result of FY, SY and TY were analyzed. It was noted that the overall pass percentage showed improvement compared to the year.



## **2. Academic Planning.**

The Coordinator initiated the discussion on setting clear goals and strategies for effective academic execution during the new academic session. Finalize department calendar for 2025-26 including Common schedule for unit tests, practical's, internal exams, assignment, seminars, guest lectures, field visits and co-curricular activities was approved. Subject allocation completed for all semesters.

## **3. Student Engagement and Mentoring.**

The meeting focused on strategies to enhance student involvement in academic and overall development through structured mentoring and participatory activities. Each faculty member to mentor 15-20 students throughout the academic year. Mentoring format discussed: personal, academic and career counseling. Encourage active classroom participation through activities like debates, Q&A sessions and group presentation.

## **4. Result Analysis and Improvement plan.**

The Coordinator presented the detailed result statistic. Overall pass percentage and subject wise performance were discussed. Subjects with higher failure were discussed. Strength observed with high scores in practical subjects and programming papers. Faculty to identify weak students from internal exams and university results. Encouragement to adopt interactive teaching methods and real world examples.

## **5. Research and Development.**

The meeting was called to discuss ways to promote a research-oriented culture among faculty and students and to plan departmental activities for academic year. Faculty members were encouraged to publish research papers in UGC CARE/ Scopus-indexed journals. Final year students to be guided toward research-based projects. Department to explore MOUs with industries and institution for collaborative work.

## **6. Co-curricular and Extra-curricular activities.**

The meeting was convened to plan and enhance student engagement though structured co-curricular and extra-curricular activities for the academic year 2025-26. Seminars, webinars and poster presentation to be conducted across all semester. Each faculty member assigned to coordinate at least one co-curricular event. Participation in cultural and sports events at inter-department and inter-college levels to be promoted. Departmental celebration of special days. Class representative and volunteers to be selected for event coordination.



**7. NAAC/ Documentation/Accreditation Readiness.**

Faculty to maintain the- teaching plans and reports, attendance records and assessment sheets, records for seminars, workshops and guest lectures. Students achievements and mentoring logs. All reports to be submitted in prescribed format with photos, attendance sheets and feedback.

**8. Any other points with the permission of the chair.**

Faculty were encouraged to attend FDPs, workshops. Plan to organize an alumni meet for this academic year 2025-26. Faculty members invited to contribute in the college magazines and academic program.

