



TECNIA INSTITUTE OF ADVANCED STUDIES
GRADE "A" INSTITUTE
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Department of Information, Communication & Technology

Ref. No: ICT/DAC/2023-24/2

Date: 10/01/2024

Minutes of the Meeting

The Department of Information, Communication & Technology conducted a Departmental Academic Committee (DAC) meeting on 10th January 2024 in the Conference Hall at 11 am under the chairmanship of Dr. VinayNassa.

The following members were present in offline/online mode:

1. Dr. VinayNassa (Professor & Dean, ICT)
2. Dr. Shalini Goel (Professor & HOD-MCA)
3. Dr. Deepak Sonker (Professor & HOD-BCA)
4. Mr. Abhishek Kumar (Assistant Professor)
5. Ms. Geeta (Assistant Professor)
6. Ms. Vandana (Assistant Professor)
7. Ms. Chesta (Assistant Professor)
8. Ms. Arnima (Assistant Professor)
9. Ms. Mansi Jaiswal (Assistant Professor)
10. Ms. Shikha Yadav (Assistant Professor)
11. Ms. Bharti Aggarwal (Assistant Professor)
12. Mr. Deepak Sharma (Assistant Professor)

Academic Experts:

1. Dr. Gaurav Indra (Associate Professor in IT Department, IGDTUW, Delhi)
2. Dr. Sandhya Mishra (Associate Professor in IT Department, GNIOT, Greater Noida, U.P)

Industry Experts:

1. Mr. Narendar Kumar (Software Engineer, IBM Pvt. Ltd., Noida, Uttar Pradesh)

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2. Mr. Sanchit Raj (Senior Cyber Security Expert, Incedo Pvt. Ltd., Gurugram, Haryana)

The meeting began with a welcome address by the Chairperson, Dr. Vinay Nassa. He thanked everyone for joining the Departmental Academic Committee meeting. He also summarized the agenda of the meeting. Further, each agenda point was discussed in detail as follows:

1. **To confirm the minutes of the last Departmental Academic Committee held on 10/8/2023.**

The Chairperson read the minutes of last Departmental Academic Meeting held on 10/8/2023 for BCA 1st, 3rd & 5th semester and MCA 1st semester (session 2023-24). The house was informed that minutes were circulated to all members for suggestions and improvements.

- No comments were received.

2. **To discuss and approve the Action Taken Report of the minutes of previous Departmental Academic Committee meeting.**

The Chairperson presented the Action Taken Report of the minutes of the previous Departmental Academic Committee meeting. The following points were discussed:

- The Value Added Course on *Elementary to Advanced Excel , Immersive Reality, Extended Reality* were conducted for the students of BCA 1st , 3rd & 5th Semester respectively for the session 2023-24. Additionally, the Value Added Course on *Data Analytics Through Excel* was conducted for the students of MCA 1st semester for the session 2023-24.
- Massive Open Online Course on *Introduction to C programming, Database Management Systems and Fundamentals of Computers & Information Technology* from NPTEL was taken up by the students of BCA 3rd and 5th Semester for the session 2023-24.
- Faculty Development Program on *“Python Programming Real Life Situational Problem”* was conducted in online mode by Ms. Geeta & Mr. Abhishek.
- National Conference on *Recent Trends in 5G Technology & Artificial Intelligence* was conducted in hybrid mode by Dr. Deepak Sonker & Ms. Chesta Agarwal.
- Action Taken Report of the feedback collected from various stakeholders i.e. students, faculty and parents.

All these points were noted by the house.

3. To discuss and finalize 'Curriculum Planning and Implementation' for the upcoming semester to be started from 25th January, 2024.

Ms. Arnima and Dr. Shalini Goel presented the details of the curriculum planned for the even semesters of BCA and MCA, respectively for the session 2023-24. They discussed the following points in detail:

- Curriculum and Syllabus
- Course Articulation Matrix
- Program Articulation Matrix
- Course Plans
- Teaching Pedagogy (Participative Learning, Experiential Learning, Problem Solving)
- Subject Allocation based on Subject Preference Sheets
- Time Table

Dr. Sandhya Mishra suggested that some Experiential Learning Pedagogies should be conducted for the student's requirement of the current Industry Demand. The committee members welcomed the suggestion of the Academic Expert and approved the aforementioned points with the suggested changes.

4. To discuss and implement the proposed updated Outcome Based Education (OBE) framework for the odd semester of academic session 2023-24.

Ms. Arnima and Ms. Bharti Aggarwal emphasized on the importance of Bloom's Taxonomy for Outcome Based Education for their respective programmes. They also discussed about:

- Session Outcomes (SOs)
- Course Outcomes (COs)
- Program outcomes (POs)
- Mapping of SO-CO
- Mapping of CO-PO

The Industry Expert, Mr. Sanchit Raj, enquired about the purpose and number of Session Outcomes. His query was resolved by Ms. Arnima. The house approved the proposed updated OBE framework for the BCA (2nd, 4th and 6th semesters) and MCA (2nd semester) for session 2023-24.

5. To discuss and approve the proposed Value Added Courses (VACs) to be conducted for the students of even semesters.

Ms. Geeta and Ms. Bharti Aggarwal discussed about the significance of Value Added Courses in enhancing the employability skills of the students. They also presented the details of the VACs proposed for the upcoming odd semesters:

- *Data through the art of Visualization* course for the students of BCA, 2nd semester.
- *Power BI* course for the students of BCA, 4th semester.
- *Unsupervised Learning and its applications* course for the students of BCA, 6th semester.
- *Data Analytics Through Excel* course for the students of MCA, 2nd semester.

The Academic Experts enquired if the students have prior knowledge of Excel to learn Power BI in 2nd semester. Ms. Geeta apprised the experts that the students will learn Power BI in 2nd Semester which will help in curriculum in the future subjects. After the discussion, the Value Added Courses were approved by the members of the committee.

6. **To discuss about the strategy for identifying Slow and Fast Learners for the academic session 2023-24. Also, discuss the actions to be taken for the Slow and Fast Learners.**

The strategy for identifying Slow and Fast learners was discussed by Ms. Vandana. She explained that the subject teacher will assess the students through class performance and a class test in first 15 lectures. Consequently, doubt classes will be conducted for slow learners and MOOCs will be suggested to the fast learners for further enhancing their skills. The house approved the proposed strategies for the even semester of session 2023-24.

7. **To discuss and approve the tentative Minute-to-Minute schedule for the Orientation program for the students of 2nd semester.**

Ms. Mansi Jaiswal and Ms. Bharti Aggarwal presented the details of the Orientation program to be conducted for the students of BCA and MCA, respectively. The tentative minute-to-minute schedule for the same was also presented by them. The proposed schedule was unanimously approved by the house.

8. **To discuss and approve the Departmental Event Calendar (Workshop / Webinar / Seminar / FDPs / Conference / Techno-Vision / Industrial Visit etc.).**

The Departmental Event calendar was presented by Ms. Chesta Agarwal and Ms. Bharti Aggarwal for BCA and MCA, respectively. They discussed the dates proposed for Workshops, Seminars, IT fest Tecno-Vision. Mr. Sanchit Raj suggested that a workshop should be conducted on Internet of Things (IOT). Ms. Chesta Agarwal apprised the experts

that the Department has planned to organize the Workshop on the topic Internet of Things (IoT). The proposed Event Calendar was approved by the house without any changes.

9. To discuss and approve the proposed list of mentor-mentee for the upcoming session 2023-24.

The proposed list of mentor-mentee for the upcoming session (2023-2024) was presented by Dr. Deepak Sonker and Dr. Shalini Goel for BCA and MCA, respectively. Dr. Deepak discussed about the importance of mentor-mentee sessions in academics. Mr. Narender enquired him about the frequency of the mentor-mentee sessions. Dr. Shalini explained that weekly sessions are planned for discussing the problems of students. The house accepted the proposed mentor-mentee list without further discussion.

10. To discuss and finalize the structure and mode of Continuous Internal Assessment in-line with the scheme provided by GGSIPU.

Dr. Vinay Kumar Nassa discussed about the proposed structure of Continuous Internal Assessment. He explained the different ways of assessing a student such as assignment, quiz, group discussions etc. The house agreed on the proposed formative assessment scheme.

11. To discuss and approve the proposed annual target for the faculty members to be accomplished for R & D.

Ms. Shikha Yadav presented the list of annual research targets of each faculty member for the upcoming session 2023-24. She also informed the house that the faculty members would share the status of their research activities from time-to-time during the session. The agenda was approved. No comments were given on the same.

12. To discuss about the mail to be forwarded to GGSIPU about the detailed syllabus of BCA-3rd year on the website for the preparation of Lecture Plan.

The mail which was sent to GGSIPU for BCA syllabus was presented by Mr. Abhishek. The house suggested to wait for some time for their response.

13. To discuss and apprise the cross-cutting issues being addressed by core curriculum along with the proposed academic events & value added courses.

Ms. Vandana apprised the house about various cross cutting issues being addressed by the core curriculum. She explained that four subjects in BCA curriculum namely Technical Communication, Environmental Studies, Human Values and Ethics & Cyber Ethics included

various topics focusing on cross-cutting issues. The committee members agreed on the importance of sensitizing students about such issues and accepted the agenda without further discussion.

14. To discuss and approve the proposed questionnaire for the structural feedback to be taken from stakeholders for the upcoming session 2023-24.

Ms. Mansi and Ms. Bharti discussed the proposed questionnaire for the structural feedback to be collected from various stakeholders for BCA and MCA, respectively. Ms. Bharti explained about different aspects of the questionnaire. The house accepted the presented questionnaire without any changes.

Dr. Vinay Kumar Nasser

Chairperson - Departmental Academic Committee

Dean-ICT

Department of Information, Communication & Technology

CC to:

Director, Tecnia Institute of Advanced Studies

Dean Academics, Tecnia Institute of Advanced Studies

Cheta Agarwal
(Cheta Agarwal)

HOD
BCA-TIAS

Shalini
(Dr. Shalini Goel)

HOD
MCA-TIAS