



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

Ref. No: ICT/DAC/2023-24/1

Date: 10/08/2023

Minutes of the Meeting

The Department of Information, Communication & Technology conducted a Departmental Academic Committee (DAC) meeting on 5th August 2023 in the Conference Hall at 11 am under the chairmanship of Dr. Deepak Sonker.

The following members were present in offline/online mode:

1. Dr. Shalini Goel (Professor & HoD-MCA)
2. Dr. Deepak Sonker (Professor & HoD-BCA)
3. Dr. Arti Bajaj (Associate Professor & HoD-BCA)
4. Mr. Abhishek Kumar (Assistant Professor)
5. Ms. Sania (Assistant Professor)
6. Ms. Sarita Nehra (Assistant Professor)
7. Ms. Geeta (Assistant Professor)
8. Ms. Vandana (Assistant Professor)
9. Ms. Chesta (Assistant Professor)
10. Ms. Arnima (Assistant Professor)
11. Ms. Bharti Aggarwal (Assistant Professor)
12. Mr. Deepak Sharma (Assistant Professor) - Absent

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

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The meeting began with a welcome address by the Chairperson, Dr. Deepak Sonker. 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 27/2/2023.

The Chairperson read the minutes of last Departmental Academic Meeting held on 27/2/2023 for BCA 2nd, 4th & 6th semester (session 2022-23). 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 *Introduction to Tableau, Introduction to Data Driven and Data Science Basics* were conducted for the students of BCA 2nd, 4th & 6th Semester respectively for the session 2022-23.
- Massive Open Online Course on *Introduction to C programming, Database Management Systems, Fundamentals of Computers & Information Technology* from NPTEL was taken up by the students of BCA 2nd and 4th Semester for the session 2022-23.
- Faculty Development Program on *Recent advancement in AI & Cloud Computing* was conducted in online mode by Ms. Geeta & Mr. Abhishek.
- National Conference on *Emerging Trends in Cloud Computing* was conducted in Hybrid mode by Dr. Deepak Sonker & Dr. Arti Bajaj.
- 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 21st August, 2023.

Ms. Sania and Ms. Bharti Aggarwal presented the details of the curriculum planned for the odd semesters of session 2023-24 for BCA and MCA Programmes respectively. The following points were discussed 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. Gaurav suggested that some Expert Lectures should be conducted for the students in order to cater to the requirement of the current Industry Demand. The committee members welcomed the suggestion of the Academic Expert and approved the afore-mentioned 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. Sania emphasized on the importance of Bloom's Taxonomy for Outcome Based Education. She 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. Sania. The house approved the proposed updated OBE framework for the BCA 1st, 3rd and 5th semesters and MCA 1st semester for session 2023-24.

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

Ms. Sania discussed about the significance of Value Added Courses in enhancing the employability skills of the students. She also presented the details of the VACs proposed for the upcoming odd semesters:

- *Elementary to Advanced Excel* course for the students of BCA, 1st semester.
- *Immersive Reality* course for the students of BCA, 3rd semester.
- *Extended Reality* course for the students of BCA, 5th semester.
- *Data Analytics Through Excel* course for the students of MCA, 1st semester.

The Academic Experts questioned if the students would have prior knowledge of Excel to learn Advanced Excel in 1st semester. Ms. Sania affirmed and apprised the experts that the students will learn the advanced topics in Excel 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. Sarita. 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 odd semester of session 2023-24.

7. To discuss and approve the tentative Minute-to-Minute schedule for the Orientation program for the students of 1st semester.

Ms. Sarita presented the details of the Orientation program to be conducted for the students of 1st semester for both BCA and MCA programmes. The tentative minute-to-minute schedule for the same was also presented by her. 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 Dr. Arti Bajaj and Dr. Shalini Goel for BCA and MCA programmes respectively. The dates were proposed for Workshops, Seminars, IT fest Tecno-Vision, National Conference and Faculty Development Programs.

Mr. Sanchit Raj suggested that a workshop should be conducted on Cloud Computing. Dr. Arti Bajaj apprised the experts that the Department has planned to organize the National Conference on the topic Recent Trends in 5G Technology & Artificial Intelligence. 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. Arti Bajaj and Ms. Bharti Aggarwal for BCA and MCA programmes respectively. Dr. Arti discussed about the importance of mentor-mentee sessions in academics. Mr. Narender enquired her about the frequency of the mentor-mentee sessions. Ms. Bharti Aggarwal 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.

Ms. Vandana discussed about the proposed structure of Continuous Internal Assessment. She 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. Vandana 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 forward 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. Arnima apprised the house about various cross cutting issues being addressed by the core curriculum in BCA. Ms. Arnima 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.

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

for *Cheta Agarwal*
(Cheta Agarwal)
Dr. Deepak Sonker

HoD & Chairperson – DAC

Department of ICT

HoD
BCA-TIAS

CC to:

Director, Tecnia Institute of Advanced Studies

Dean Academics, Tecnia Institute of Advanced Studies