



TECNIA INSTITUTE OF ADVANCED STUDIES
GRADE "A" INSTITUTE

Approved by AICTE, Ministry of HRD, Govt. of India, Affiliated to GGSIP University
Recognized Under Sec. 2(f) of UGC Act 1956

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Department of Management Sciences (BBA)

Session: 2023-24 (Odd Semester)

Reference: TIAS/DMS/DAC/2023-24/21

Dated: 22/08/23

Minutes of Meeting (MOM)

A meeting of Departmental Academic Committee of the Department of Management Sciences, BBA was held on 18.08.2023 at 11:00 AM via online mode.

The Chairperson welcomed all the members who were present for the meeting. The meeting was thereafter deliberated by Dr. Monisha on agenda items as had been approved by the Chairperson.

DAAC Members

1. Dr. Monisha
2. Dr. Archana Dixit
3. Dr. Pooja Sharma
4. Dr. Sandeep Kumar
5. Dr. Preeti Jindal
6. Dr. Sheenu Arora
7. Dr. Rubeena Bano
8. Dr. Pushpa Rani
9. Dr. Ruchi Srivastav
10. Dr. Pooja Jangra
11. Mr. Piyush Kumar
12. Ms. Himani
13. Ms. Aparna Vats
14. Ms. Shradha Jain
15. Ms. Amarpreet Kaur
16. Ms. Chahat Malhotra
17. Mr. Karan Babbar

18. Dr. Kapil Chikkara
19. Dr. Kapil Bhardwaj
20. Dr. Bhoopinder Bharti
21. Dr. Bhupinder Pal Singh

Agenda No.1: To confirm the minutes of previous Departmental Academic Committee meeting held on dated August 18, 2023

Progression status and confirmation of minutes of previous Departmental Academic Committee meeting were discussed.

Agenda No.2: To discuss and finalise the execution of 'Curriculum Planning and Implementation': (for the upcoming semester to be started from 25th Aug, 2023.)

The house was apprised about the University Holiday list & Academic calendar, (Annexure -1) BBA Syllabus (Annexure-2) given by the affiliating university for the session 2023-24.

It was accepted and will be implemented as per the guidelines of GGSIPU, Delhi

The chair presented the proposed time Table and subject allocation list (Annexure -3) (as per the subject preference sheet filled by faculty members & further approved by HoD), and Co-curricular event list (Conference-National and International, Seminar/Webinar, Workshops etc.) to the house. The House approved the above subject matter along with the suggested changes.

The house emphasised that the workshops/seminars should also address the issue related to gender sensitivity, human values, professional ethics & environmental sustainability.

The proposed CIE (Continuous Internal Evaluation) scheme (Annexure -4) by various faculty members for their respective subject in line with the university scheme were discussed and approved. A few examples of CIE sheets proposed by faculty members and approved by the house . The CIE scheme gives special emphasis on Student Centric assessments like GD, Role-play, case studies, case-lets, extempore, Individual & group PPTs etc. The house also discussed about the online MS-Teams schedule mechanism. The house also discussed and

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finalized the electives subjects to be offered to BBA students. Further the house discussed about the CBCS.(Annexure – 5)

Agenda No. 3: To discuss and approve the proposed OBE framework for BBA Programme.

The proposed OBE framework for BBA Programme was discussed and approved. The framework contains three criteria i.e., Development of curriculum through CO and PO, Delivery Plan and Assessment. The delivery plan consists mapping of Course outcomes, Program outcomes, Sessional outcomes to the mission and vision of the department, and to ensure the Institutional Mission and Vision. The course delivery plan of each course/subject will be developed.

Agenda No. 4: To discuss and approve the departmental academic event calendar.

The proposed Departmental academic calendar was discussed and approved. Different Cultural activities, Extension activities, Research and Development activities were scheduled for the upcoming odd semester.

Agenda No. 5: To discuss and approve the proposed skill based, Add-on/Value Added Certificate courses to be floated in the 3rd semester.

The proposed Skill based add-on/ Value added Certificate Courses were discussed and approved for the upcoming odd session, furthermore the allotment of the Resource persons for the courses were discussed and finalized. Two Value Added Courses were proposed and One course was approved for the implementation “Data Analysis Using Advanced Excel” and “Event Marketing”.

Agenda No. 6: To discuss the progress of Summer Training Project (Course Code MS 201) and decide tentative date of Presentation / Viva Voce Examination.

It was discussed in the department that the practical exposure should be given to the students of BBA during their summer internship in consultation with the training and placement department of TIAS and also discussed the progress report of summer training schedule as given below:

Submission of Chapter 1,2 & 3	: 25.09.23
Submission of Chapter 4,5 & 6	: 03.10.23
Correction phase	: 12.10.23 -14.10.23
Date of Presentation	: 30.10.23 - 07.11.23
Final Submission	: 30.11.23

Agenda No. 7: To discuss and encourage the faculty members to increase the involvement of students in publishing the papers in renowned journals. Also, to


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encouraged to participate in more FDP's, MDP's, and attend Seminars and Conferences.

It was suggested to the faculty members to motivate the students for writing research paper under their guidance for publishing the papers in renowned National / International Journals having high impact factor and indexed in renowned citation databases. They were further encouraged to participate in more FDP's and MDP's and attend Seminars and Conferences.

Agenda No. 8: To apprise the list of Mentor-Mentee.

Faculties were apprised of the list of the Mentor-Mentee.

Agenda No. 9: Acquainting MOOC courses among Students and Faculty Members.

The course of action to acquaint the MOOC courses among Students and Faculty members was taken. It was finalized that the faculty members will encourage the students to enrol for MOOC Courses.

Agenda No. 10: To apprise about the proposed structured Feedback form for various stakeholders.

The proposed structured Feedback Form for various stakeholders i.e., Students, Faculty Member, Parents of the students was apprised.

Agenda No. 11: Any other related matter with the permission of the Chair.

Faculties were asked to put forward their suggestions for the successful commencement of the upcoming session. Faculties suggested for the team-work and active participation for the same.

The resolution and minutes have been put up in front of the Institutional Academic Committee for further approval.


Dr. Monisha HoD
HoD - BBA BBA-TIAS

CC:

- To Dean, Tecnia Institute of Advanced Studies for kind information
- To Director, Tecnia Institute of Advanced Studies for kind information