Minutes of the 1st Meeting of
Board of Studies of Department of Information Technology

The first meeting of Board of Studies of Department of Information Technology was held on 29th November 2014 at TeamLease Skills University, Vadodara.

The following members were present:

(1) Mr. Vikrant Pande	-	Chairperson
(2) Mr. Atul Garg	-	Member
(3) Mr. Manish Naik	-	Member
(4) Dr. V N Kamat	-	Member
(5) Mr. Nitin Bhawsar	-	Member
(6) Mr. Ashok Kumar	-	Member
(7) Mr. Navin Pal	-	Member
(8) Mr. Amit Kumar Patel	-	Convener

Special Invitees:

(1) Mr. Jignesh Joshi

(2) Mr. Ashraf Mujawar

The detailed deliberations of the meeting are presented below:

Item 1: Introduction of Members

The members of the newly constituted BOS were introduced. The Provost gave a brief introduction about the University and its goals.

Item 2: Discussion on Curriculum and Syllabus for certificate and degree programs

The program Structure for 3 Months Certification program in Hardware and Networking, 3 year Bachelor's Degree Program IT-Infrastructure Management Services (IT-IMS) was presented to the members for approval.

Item 3: Approval the syllabus of BSc IT-Infrastructure Management Services

The syllabus of BSc IT-IMS was presented to the members for review and suggestions.

The item was approved with the following suggestions:
1. Cover concepts of "Green IT" for sustainability in 1st Semester at least for 5 hours of

duration.

2. Cover Administration, Monitoring Logs and Controls in early semesters for a maximum of 10 hours
3. Cover "Information Security Awareness" in early semester for a maximum of 10 hours
4. It was felt that the syllabi prescribed for 'IT Governance & Best Practices' may be too heavy for the students and same to be toned down by including only knowledge level subject information or the same may be offered to the students as an Electives or may be offered as an advanced level certification.
5. Incorporate 'Business Writing & Communication' skills preferably in 3rd Semester under Life Skills
6. Recommended to include a module on 'People Management' and to have a review mechanism at appropriate frequency for students check as a part of Life Skills
7. to list out the practical exercises being carried out by the students for practical subjects
8. suggested to develop a strong mechanism to provide sufficient hands on practical exposure to students
9. suggested to have a "Quality & Work Management Processes" from day 1 the degree program
10. to Introduce "ITIL" & "ITSM" level course
11. to incorporate applicable certification at different levels of career flow chart.
12. to introduce entrance test (Aptitude) as a selection criteria, for admission of students to the 3 years program, which comprises of EQ/IQ, Problem solving, logical reasoning, psychometrics level questions, etc.
13. recommended to introduce/map concurrent vendor specific certification programs so that students get encouraged to obtain dual certification i.e., degree certificate from university and multiple vendor certifications at the same time.

Item 4: Examination Scheme

The examination scheme to be adopted for theory and practical courses were presented to the members.

The scheme presented was approved.

The meeting ended with vote of thanks to the Chair.