

**MINUTES OF MEETING-ADVISORY PANEL**

Department / Committee: Advisory panel MOM  
Subject of the meeting: Progress of ATMS programs in last 1 year.  
Venue: Microsoft Teams

Date – Jan 5<sup>th</sup>, 2023  
Start time – 11:30 am  
End time – 12.30 pm

**Meeting Attendees:**

- 1. Chairperson: Dr. Dileep Abdul Razack**
- 2. Panel Member: Dr. Syed Farhan Alvi**
- 3. Panel Member: Dr. Kanika Gupta**
- 4. Panel Member: Dr. Ashok Srivastava**
- 5. Panel Member: Dr. Iskandar Deeb**

**Agenda:**

1. Welcome and Introduction
2. Review of the Advisory Panel's Purpose and Goals
3. Discussion on IT-Based Courses
4. Discussion on Other Courses
5. Discussion on Professional Improvement Courses
6. Action Plan Formulation
7. Next Steps and Closing Remarks

**Meeting Details:**

The advisory panel meeting was called to order at 11:30 am. All panel members were present, and the meeting commenced with a warm welcome and introductions.

**1. Welcome and Introduction:**

The chairperson welcomed all the panel members and expressed gratitude for their participation in the advisory panel. Each panel member introduced themselves briefly, highlighting their expertise and interest in the field.

**2. Review of the Advisory Panel's Purpose and Goals:**

The chairperson presented a brief overview of the advisory panel's purpose, emphasizing its role in providing guidance and recommendations for enhancing the curriculum related to IT-based courses, other courses, and professional improvement courses for students. The panel agreed to prioritize these areas for discussion and action.

**3. Discussion on IT-Based Courses:**

The panel engaged in a comprehensive discussion on IT-based courses, including relevant topics, curriculum design, and emerging technologies. Key points discussed:

- Identifying the essential IT skills and competencies required for students in the current digital landscape.
- Assessing the existing IT curriculum and identifying areas that need improvement or updating.
- Exploring opportunities to introduce new IT courses that align with industry trends.
- Discussing potential partnerships with technology companies to facilitate hands-on learning and practical experiences for students.

#### **4. Discussion on Other Courses:**

The panel moved on to discuss other courses, apart from IT-based courses, that should be included in the curriculum. The objective was to ensure a well-rounded education for students. Key points discussed:

- Identifying courses that promote critical thinking, creativity, and problem-solving skills.
- Exploring interdisciplinary courses that integrate various fields of study.
- Evaluating the current course offerings and identifying gaps or areas for improvement.
- Considering courses that foster entrepreneurship, leadership, and ethical decision-making.

#### **5. Discussion on Professional Improvement Courses:**

The panel then discussed the importance of professional improvement courses to prepare students for the workplace and enhance their employability. Key points discussed:

- Identifying relevant professional skills and competencies required in the job market.
- Discussing strategies to integrate professional improvement courses into the curriculum.
- Exploring opportunities for internships, apprenticeships, or mentorship programs to provide practical industry exposure.
- Considering partnerships with professional organizations or industry experts to provide specialized training or workshops.

#### **6. Action Plan Formulation:**

Based on the discussions, the panel formulated an action plan for the academic year 2023-2024 with the following key components:

- Conduct a comprehensive review of the IT curriculum, identify gaps, and propose necessary updates.
- Explore the introduction of new IT courses, considering emerging technologies and industry demands.
- Review the existing curriculum for other courses and identify areas for improvement or expansion.
- Develop a framework for incorporating professional improvement courses into the curriculum, including assessing relevant skills and resources.

- Establish partnerships with technology companies, professional organizations, and industry experts to enhance learning opportunities for students.
- Set up a monitoring and evaluation mechanism to assess the effectiveness of the implemented changes.

#### **7. Next Steps and Closing Remarks:**

The chairperson thanked all the panel members for their valuable contributions and highlighted the importance of their continued engagement. Next steps included:

- Circulating the minutes of the meeting to all panel members for review and approval.
- Assigning specific tasks and responsibilities to individual panel members to execute the action plan.
- Scheduling the next advisory panel meeting to review progress, address challenges, and plan future actions.

The meeting adjourned at 12:30 pm with a renewed commitment to improving the curriculum for IT-based courses, other courses, and professional improvement courses.