

DVV Clarification Information

Criterion 6: Governance, Leadership and Management

Metric 6.5.2: Quality Assurance Initiatives of the Institution.

Sample Copies of Academic Audit Report

ODD Semester (2022-23)

Department of Mechanical Engineering

Internal Circular

Date: 7th November, 2022

All the faculty Members are requested to attend a meeting on 9th November, 2022 at 04:00 pm in ME Department CAD Lab. The purpose of the meeting is to discuss the necessary Actions to be taken against the Recommendations of IQAC during Departmental Academic Audit.



Mr. Chetan Dixit

DAGC Coordinator

Kind Information

CC : HOD-ME



Head of Department
MECHANICAL ENGINEERING

Department of Mechanical Engineering

MOM of Departmental Meeting held on 9th November, 2022 concerning IQAC Academic Audit recommendation.

Time: 04:00PM

Venue: ME CAD LAB

Members Present:

- 1) All Departmental Faculty
- 2) DAGC Coordinator
- 3) HOD-ME

The following points were discussed in the meeting:

1. The Meeting was Started by HOD-ME along with Mr. Chetan Dixit , DAGC Coordinator by discussing the points raised in Academic Audit held on 4th November,2022.
2. The major Points Highlighted by the IQAC Audit Team is as follows:

S.No	Points Highlighted	Responsibility Given
1	To motivate the students to undergo at least one MOOCS Course in an Academic Year.	Mr. Bhupesh Ojha (MOOCS Coordinator)
2	More classes to be held for weak students.	All Faculty Members
3	Pay more attention to weaker students to increase the pass percentage of students.	All Faculty Members
4	New faculty members should be hired.	H.O.D.
5	Mock tests & interviews are required for student's placements in industries.	Dr. Harsh Gupta and Mr. Rohan Srivastava
6	To Include Gate classes for Elite Students in Time-Table.	Mr. Bhupesh Ojha and Mr. Chetan Dixit
7	Students should be inspired to participate in various competitions.	Mr. Chetan Dixit and Ms. Neha Gupta
8	Conduct at least 2 Industrial Visit for students in a semester.	Mr. Rohan Srivastava
9	Increase the Number of Guest Lecture Conducted, so as reduce the Industry-Academia Gap.	Mr. Rohan Srivastava
10	Increase the number of NewGen IEDC Projects, Patents, Research Activity and FDP in the Department.	Mr. Chetan Dixit and Mr. Rohan Srivastava


Head of Department
MECHANICAL ENGINEERING


11	To Sign Active MOU's with Industry for effective Student Training & Development.	Mr. Rohan Srivastava and Mr. Chetan Dixit
12	PTM to be arranged periodically.	All class counsellors


3. Dr. Sanjay Yadav , HOD-ME advised :

- All the faculties to take effective measures to reduce the Gap identified during Academic Audit.
- DAGC coordinator to include the major points in the DAGC Meeting and take Corrective Measures.
- Mr. Bhupesh Ojha, MOOCS Coordinator, was advised to motivate students to do more MOOCS Courses.

List of Attendees is attached.

S.No	Name	Qualification	Designation	Signature
1	Dr. Sanjay Yadav	Ph.D, M.Tech	Professor & Head-ME	
2	Dr. Harsh Gupta	Ph.D, M.Tech	Assistant Professor	
3	Mr. Bhupesh Ojha	M.Tech, Ph.D (P)	Assistant Professor	
4	Mr. Rohan Srivastava	M.Tech	Assistant Professor	
5	Mr. Chetan Dixit	M.Tech	Assistant Professor	
6	Ms. Neha Gupta	M.Tech	Assistant Professor	


Mr. Chetan Dixit
DAGC Coordinator


Dr. Sanjay Yadav
Head of Department
MECHANICAL ENGINEERING

Department of Mechanical Engineering

Date: 15th November, 2022

Action Taken Report (ATR)

To,
Director, I.T.S Engineering College,
Chairman, IQAC

Dear Sir,

This is in Reference with the meeting held on 9th November, 2022 concerning the gaps indentified by IQAC Audit team during Academic Audit. The brief Action taken by the Faculty Members are as follows:

Agenda No-1 To motivate the students to undergo at least one MOOCS Course in a Academic Year.

Mr. Bhupesh Ojha (MOOCS Coordinator) was advised to keep an eye on the upcoming MOOCS courses, finalise them and circulate the list among students, so that the students can join the course as per there interest.

Agenda No-2 More classes to be held for weak students.

Faculties were advised to take extra classes to the weak students in the free Periods in classroom/cabin.

Agenda No-3 Pay more attention to weaker students to increase the pass percentage of students.

Faculties were advised to take extra classes to the Weaker Students in the Library Periods or in the free lectures in the Time tables. Rest Faculties were also instructed to take solved Question Paper from the Students those were absent in the Sessional Examination.

Agenda No-4 New faculty members should be hired.

Faculties work load is increasing due to involvement in first year classes & other year elective subjects classes. So new vacancies will be created.

Agenda No-5 Mock tests & interviews are required for student's placements in industries.

Dr. Harsh Gupta and Mr. Rohan Srivastava were advised to conduct Mock tests & interviews for student's placements in industries.


Head of Department
MECHANICAL ENGINEERING

Agenda No-6 To Include Gate classes for Elite Students in Time-Table.

Mr. Bhupesh Ojha and Mr. Chetan Dixit were instructed to take in-House Gate classes for Elite Students. Mr. Bhupesh Ojha, Time-Table Coordinator has made provision for Gate classes in the Time Table.

Agenda No-7 Students should be inspired to participate in various competitions.

Mr. Chetan Dixit and Ms. Neha Gupta were instructed to encourage the Students to participate in various competitions.

Agenda No-8 To conduct at least 2 Industrial Visit for Students in a Semester.

Mr. Rohan Srivastava, Industrial Visit Coordinator was advised to plan the two Industrial Visits in the Coming Month for the 3rd & 2nd Year Students.

Agenda No-9 To Increase the Number of Guest Lecture Conducted, so as to reduce the Industry-Academia Gap.

Mr. Rohan Srivastava was advised to talk to the experts in the various fields of Mechanical Engineering and Invite them for the guest lectures and to share the schedule for the same.

Agenda No-10 Increase the number of NewGen IEDC Projects, Patents, Research Activity and FDP in the Department.

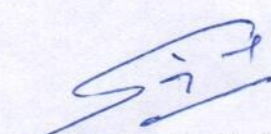
Mr. Chetan Dixit and Mr. Rohan Srivastava were instructed to inspire the students for their active participation in NewGen IEDC Projects, Patents, Research Activity and FDP.

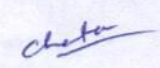
Agenda No-11 Sign Active MOU's with Industry for effective Student Training & Development.

Department has discussed to focus on Industrial Collaboration with Academic Institution for Signing functional MOU'S. Mr. Rohan Srivastava and Mr. Chetan Dixit were advised to keep the records.

Agenda No-12 PTM to be arranged periodically.

All class counsellors are advised to conduct parents teachers meeting periodically and keep the records.


Dr. Sanjay Yadav
HOD-ME


Mr. Chetan Dixit
DAGC Coordinator

Head of Department
MECHANICAL ENGINEERING

I.T.S Engineering College, Greater Noida
IQAC Mid-Semester Academic Audit
(Odd Semester, 2022-23)

Department: Mechanical Engg
 Head of Department: Dr. Sanjay Yadav

Part -A : Academic & Examination					
S. No.	Item	Status (Y/N/ NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks
1	Non Teaching Credit Course (NTCC) + COE + Moocs	Yes	Available	4	More Courses to be done.
2	GSSC :- Fee + Registration	NA	N.A.	-	OK
3	Manual Attendance Register	Y	Available	5	OK
4	Time Table Tracking + Weekly academic progress Report	Y	Available	5	OK
5	Internal Assessment Schedule	Y	Available	5	OK
6	Faculty Feedback and follow up action	Yes	Available	4	More classes to be held for weak students.
7	HOI actions based on Faculty Feedback	Y	Available	5	OK
8	NTCC - Result upload	Yes	COE done	4	More MOOCS to be done
9	Lab Result upload	Y	Hard & Soft copy	5	OK
10	Date Sheet :- Notification	Y	Hard & Soft copy	5	OK
11	Result Pass & Fail % analysis	Yes	Yes	4	Less % of Passing

Date:

04/11/22

Signature of HOD.....

Sanjay Yadav
 Head of Department
MECHANICAL ENGINEERING

Part - B: Faculty Readiness, Training and CRC Activities					
S. No.	Item	Status (Y/N/ NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks
1	Vacant Positions + Course Allocation + Work Load	Yes	Available	4	Less faculty are working
2	Core: Visiting faculty Ratio	NA	N.A	—	— OK —
3	Course File + PPTs	Y	Soft copy	5	OK
4	Session Plan	Y	Soft copy	5	OK
5	Case Studies	NA	N.A	—	OK
6	Labs Equipment List	Y	Available	5	OK
7	Labs Equipment Damage Register	Y	Available	5	OK
8	Consumable Usage Register	Y	Available	5	OK
9	Quality and Quantity of Training	Y	Available	5	OK
10	Student Evaluation for Industry Readiness	Y	Available	4	More Mock test & Interviews required.
11	Activities for Elite students	Yes	Available	4	Mech Impulse activities to be encouraged.
12	Participation of students in various competitions	Yes	Available	4	Students should be inspired.
13	SIP/Dissertation/Summer Training Reports	Y	Available	5	OK
14	Industrial Visits Reports	Yes	Available	4	More visits to be done.
15	Guest Lecture Outcome Reports	Yes	Available	4	More Lectures are required
16	Innovation Activities	Yes	Available	4	More NewGen IEPc Projects are to be done.
17	IPR Creation (Journals, Newsletters, Patents)	Yes	Available	4	More Patents to be filed.
18	Non-Teaching Contribution by Faculty	Yes	Available	5	OK
19	FDP conduct and Outcome report	Y	Available	3	FDP to be conducted.

Date: 04/11/22

Signature of HOD.....
 Head of Department
 MECHANICAL ENGINEERING

Part - C: Students Servicing & Welfare					
S. No.	Item	Status (Y/N/ NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks
1	Dossier (Students file)	Y	Hard copy	5	OK
2	Communication to parents	Y	Call details	5	OK
3	PTM Report & Parents Attendance register	Y	Call Details	4	more PTM to be done.
4	Action on Fortnightly Short Attendance Students (<75%)	Y	Detained List	5	OK
5	Display on Notice Board - Short Attendance List (Fortnightly)	Y	Yes	5	OK
6	Display on Notice Board - Debarred List	Y	Yes	5	OK
7	Display on Notice Board - Detained List	Y	Yes	5	OK
9	Fee Notice	Y	By Counselor	5	OK
10	Fee Default cases	Y	By Counselor	5	OK
11	AV Devices	Y	Available	5	OK
12	Class Infra status	Y	Available	5	OK
13	OD request forms + approvals	Y	Not for students	5	OK
14	Student counselling Session Report register	Y	N.A	-	-
15	Students Grievance file	Y	N.A.	-	-
16	Cultural Activities	Y	Available	5	OK
17	Mentorship Scheme	Y	By counselor	5	OK
18	Club Activities	Y	Available	5	OK
19	CR Meetings	Y	Available	5	OK

Date:

04/11/22

Signature of HOD.....
 Head of Department
 MECHANICAL ENGINEERING

I.T.S Engineering College, Greater Noida
IQAC Mid-Semester Academic Audit
(Even Semester, 2022-23)

Department:**ECE**.....

Head of Department: ...**Dr. Monika Jain**.....

Part -A : Academic & Examination

S. No.	Item	Status (Y/N/ NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks by the Auditor
1	Non Teaching Credit Course (NTCC) + COE + Moocs <i>Value Added</i>	Yes	Available	5	Promote students for credit courses
2	GSSC :- Fee + Registration <i>Agar</i>	NA	-	-	OK
3	Manual Attendance Register	Yes	Available	5	OK
4	Time Table Tracking + Weekly academic progress Report	Yes	Available	5	OK
5	Internal Assessment Schedule	Yes	Available	5	OK
6	Faculty Feedback and follow up action	Yes	Available	5	OK
7	HOI actions based on Faculty Feedback	Yes	Available	5	OK
8	NTCC - Result upload	Yes	MOOCS Done	5	OK
9	Lab Result upload	Yes	Yes	5	OK
10	Date Sheet :- Notification	Yes	Yes	5	OK
11	Result Pass & Fail % analysis	Yes	Yes	5	OK

Rakesh
26/10/22

Agar
26/10/22

Signature
Signature of HOD.....

Part - B: Faculty Readiness, Training and CRC Activities

S. No.	Item	Status (Y/N/NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks by the Auditor
1	Vacant Positions + Course Allocation + Work Load	Yes	Available	5	OK
2	Core: Visiting faculty Ratio	NA	No VF	NA	OK
3	Course File + PPTs	Yes	Available	5	OK
4	Session Plan	Yes	Available	5	OK
5	Case Studies	NA	NO	NA	OK
6	Labs Equipment List	Yes	Available	5	OK
7	Labs Equipment Damage Register	Yes	Available	5	OK
8	Consumable Usage Register	Yes	Available	5	OK
9	Quality and Quantity of Training	Yes	Available	5	OK
10	Student Evaluation for Industry Readiness	Yes	Available	5	More industrial visits may be conducted in the core field
11	Activities for Elite students	Yes	Available	5	Motivate students for appearing in GATE examination/ higher studies
12	Participation of students in various competitions	Yes	Available	5	OK
13	SIP/Dissertation/Summer Training Reports	Yes	Available	5	Increase hands on training
14	Industrial Visits Reports	Yes	Available	5	Increase functional MOUs with core industry
15	Guest Lecture Outcome Reports	Yes	Available	5	OK
16	Innovation Activities	NO	Available	5	Increase Innovations activities
17	IPR Creation (Journals, Newsletters, Patents)	Yes	Available	4	Increase IPR creation
18	Non-Teaching Contribution by Faculty	Yes	Available	5	OK
19	FDP conduct and Outcome report	Yes	Available	5	focus more on seminar/Conf.

Date:

Mr. Raveeth
28/10/22

Head of Department
Signature of HOD
Electronics
I.T.S. Engg.

Part - C: Students Servicing & Welfare

S. No.	Item	Status (Y/N/ NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks by the Auditor
1	Dossier (Students file)	Yes	As per college policy	5	OK
2	Communication to parents	Yes	Call details-counselor	5	OK
3	PTM Report & Parents Attendance register	Yes	Call details-counselor	5	OK
4	Action on Fortnightly Short Attendance Students (<75%)	Yes	Denatined list prepared	5	OK
5	Display on Notice Board - Short Attendance List (Fortnightly)	Yes	Yes	5	OK
6	Display on Notice Board - Debarred List	Yes	Yes	5	OK
7	Display on Notice Board - Detained List	Yes	Yes	5	OK
9	Fee Notice	Yes	Counselor-Circulated	5	OK
10	Fee Default cases	Yes	Counselor-Prepared	5	OK
11	AV Devices	Yes	OK	5	OK
12	Class Infra status	Yes	OK	5/4	OK
13	OD request forms + approvals <i>Through HRMS posted</i>	Yes	No provision for studfents	5	OK Through HRMS
14	Student counselling Session Report register	Yes	NIL	5	OK
15	Students Grievance file	Yes	Yes	5	OK Institute level
16	Cultural Activities	Yes	Yes	5	Motivate students to participate in cultural activities at Univ. level
17	Mentorship Scheme <i>/counselor</i>	Yes	By counselor	5	OK
18	Club Activities	Yes	Done	5	Motivate students to participate in sports activities at Univ. level
19	CR Meetings	Yes	Done	5	OK

ate:

** Emphasis is required on consultancy and that should be promoted.*

Am
20/10/22
PR.S. Engineer
Head of Department
Electronics & Communication Engineering
Government College, Greater Noida

**DEPARTMENT OF ELECTRONICS & COMMUNICATION
ENGINEERING**

INTERNAL CIRCULAR

Date:03/11/2022

All faculty members are requested to attend a meeting on dated 07/11/2022 at 4:15 pm in department CAD Lab.

Agenda:

1. Action to be taken as per the recommendation of IQAC (Ref: ITS/IQAC-04 dated: 26/10/2022).


Mr. AGHA A. HUSAIN

(DAGC Coordinator)

Kind information

CC:

1. HOD (ECE)
2. Director office


Head of Department
Electronics & Communication Engineering
I.T.S. Engineering College, Greater Noida

DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

A meeting was held in department ECE CAD Lab (Room No. 423), the details of the meeting are as following:

Time and Date of Meeting:	7/11/2022, 04:15 PM
Place of meeting:	Room No. 423 (ECE Cad Lab)
Chaired by:	Dr. Monika Jain, HOD-ECE
Attendees:	All ECE Faculties
MOM prepared by:	Mr. Agha A Husain, DAGC Coordinator

Agenda:

1. Action to be taken as per the recommendation of Dr. Ashish Kumar (HOD-CSE) along with Dr. Rakesh Garg (IQAC-Head) (Ref: dated 26/07/2022).

The meeting was started by Dr. Monika Jain, HOD-ECE and chairman DAGC with a formal welcome of all faculty members. The following are the minutes of the meeting.

2. The meeting was started by Dr. Monika Jain, HOD-ECE with discussion about the points raised by the IQAC audit report. Mr. Agha A. Husain, DAGC Coordinator is requested to discuss the point-by-point issues raised with the concerned committees.

3. The salient features outlined in the IQAC report are listed in the table below:

S. No.	Highlighted Points	Responsibility
1.	Industrial visits must be conducted in the core field to get more exposure.	Mr. Prabhakar Sharma
2.	Promote students for advance learning (GATE, etc.)	Mr. Navneet Kumar
3.	Promote students for MOOCs courses (preferably NPTEL)	All Faculties
4.	Motivate numbers of students for higher studies	Mr. Prabhakar Sharma
5.	Increase functional MoUs with some good industries	Dr. Monika Jain (HOD) & Dr. Setu Garg (Associate Professor)
6.	Increase hands on training.	All Faculties
7.	Increase Innovations Activities and further IPR creation	All faculties

(Handwritten Signature)
Head of Department
Electronics & Communication
I.T.S. Engineering College

8.	Increase consultancy work and generate funds	All faculties
9.	Focus on conference / seminar organizing	All Faculties
10.	Improve sports and culture activities participation	Mr. Agha A. Husain (Sports), Ms. Manju Singh (Cultural)

4. HOD ECE instructed all the faculty-in-charge to make the plan to fulfill the gaps identified by the IQAC audit committee.

5. HOD ECE advised all the faculty members to focus on research and consultancy work

6. HOD ECE advised DAGC coordinator to include the major points in the DAGC meeting and make corrective action plan to bridge the gap.

The meeting ended with vote of thanks by H.O.D (ECE)

*List of all attendees is attached










Mr. Agha A. Husain
DAGC Coordinator



Dr. Monika Jain
HOD-ECE
Electronics & Communication Engineering
I.T.S. Engineering College, Greater Noida

LIST OF ECE FACULTY PRESENT:

1. Dr. Monika Jain (HOD) 
2. Mr. Agha A. Husain (DAGC Coordinator) 
3. Dr. Setu Garg (DAGC Member) 
4. Mr. Navneet Kumar (DAGC Member) 
5. Mr. Prabhakar Sharma
6. Mr. Shahid Khan 
7. Ms. Manju Singh 
8. Ms. Pragati Trpathi 


Head of Department
Electronics & Communication Engineering
I.T.S. Engineering College, Greater Noida

**DEPARTMENT OF ELECTRONICS & COMMUNICATION
ENGINEERING**

Date: 10/11/2022

Action Taken Report (ATR)

To
The Director, ITS Engineering College
Chairman IQAC

Dear Sir,

This is in reference to your instruction, IQAC (Ref: ITS/IQAC-04 dated: 26/10/2022) issued in the meeting to me on 07.11.2022 (Ref: ITS/NOTICE/IQAC-4/2022-23) regarding the brief actions taken by the faculty members assigned with different tasks.

Action 1: Industrial visits must be conducted in the core field to get more exposure.

The students will tour companies in the vital fields of electronics and communication, as arranged by the department. Mr. Prabhakar Sharma has been requested to provide an update on the progress of the plan for the upcoming semester.

Action 2: Promote students for advance learning (GATE, etc.).

The department has already provided GATE classes to our students, taught by our in-house faculty members. Mr. Navneet Kumar additionally requested the collection of the Admit /Score card for students who have enrolled in GATE classes.

Action 3: Promote students for MOOCs courses (preferably NPTEL).

Several faculties have already registered for MOOC courses such as NPTEL and Coursera. All faculties have been urged to encourage students to participate in at least one MOOC course per semester.

Action 4: Motivate numbers of students for higher studies.

Mr. Prabhakar Sharma has been assigned the responsibility of maintaining the records pertaining to higher studies. Further all faculties are requested to motivate their students to pursue further education.

Head of Department
Electronics & Communication Engineering
I.T.S. Engineering College Greater Noida

Action 5: Increase functional MoUs with some good industries.

The department has deliberated on prioritizing industrial engagement with academic institutions through a Memorandum of Understanding (MoU). Dr. Monika Jain (HOD) and Dr. Setu Garg have assumed the responsibility for this initiative and will provide updates on the progress of the plan for the forthcoming semester.

Action 6: Increase hands on training.

The department has already conducted hands-on training at the Centre of Excellence (NI & e-Yantra lab). Ms. Pragati Tripathi has been requested to conduct more hands-on training sessions for the students.

Action 7: Increase Innovations Activities and further IPR creation.

The department has been advised to put more efforts on innovation activities through IPR.

Action 8: Increase consultancy work and generate funds.

The IQAC team engages in discussions with the faculty members regarding the current state of the department's research projects and consultancy activities. They recommended prioritizing funded projects and consultancy.

Action 9: Focus on conference / seminar organizing.

The members of DAGC have requested to organize an international conference or seminar in the future session.

Action 10: Improve sports and culture activities participation.

Mr. Agha A. Husain and Ms. Manju Singh recommended organising sports activities and cultural activities, respectively, for the students in the department. The IQAC team has recommended that all faculty members encourage students to actively engage in sports and cultural activities.



Mr. Agha A. Husain
DAGC Coordinator



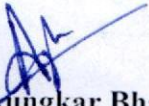
Dr. Monika Jain
HOD-ECE

Department of Civil Engineering

Internal Circular

Date: 16th November, 2022

All the faculty Members are requested to attend a Meeting on 18th November, 2022 at 04:00 pm in Department CAD Lab (Room No-137). The purpose of the meeting is to discuss the necessary Actions to be taken against the Recommendations of IQAC during Departmental Academic Audit.



Mr. Aungkar Bhagat

DAGC Coordinator.

Kind Information

CC : HOD-CE

Department of Civil Engineering

MOM of Departmental Meeting Held on 18th November, 2022 Concerning IQAC Academic Audit recommendation.

Time: 04:00PM

Venue: CAD LAB – Room No:137

Members Present:

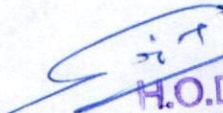
- 1) All Departmental Faculty
- 2) DAGC Coordinator
- 3) HOD-CE

The following points were discussed in the meeting:

1. The Meeting was Started by HOD-CE along with Mr. Aungkar Bhagat , DAGC Coordinator by discussing the points raised in Academic Audit held on 15th November,2022.
2. The major Points Highlighted by the IQAC Audit Team is as follows:

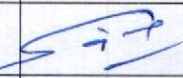
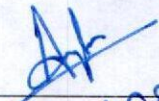
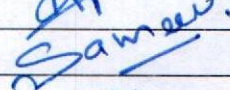
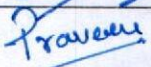
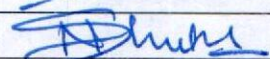
S.No	Points Highlighted	Responsibility Given
1	To motivate the students to Under-go At least one MOOCS Course in an Academic Year.	Ms. Niharika Shukla (MOOCS Coordinator)
2	To Increase the Pass percentage of students, by paying more attention to weaker Students.	All Faculty Member
3	To Include Gate classes for Elite Students in Time-Table.	Mr. Praveen Kumar Yadav and Mr. Sameer Kumar Singh
4	To conduct at least 2 Industrial Visit for Students in a Semester.	Mr. Praveen Kumar Yadav
5	To Increase the Number of Guest Lecture Conducted, so as reduce the Industry-Academia Gap.	Mr. Aungkar Bhagat
6	To increase the No. of Research Activity and FDP in the Department.	Mr. Praveen Kumar Yadav
7	To Sign Active MOU's with Industry for effective Student Training & Development.	Mr. Sameer Kumar Singh


3. Dr. Sanjay Yadav , HOD-CE advised
 - (a) All the faculties to take effective measures to reduce the Gap identified during Academic Audit.
 - (b) DAGC coordinator to include the major points in the DAGC Meeting and take Corrective Measures.

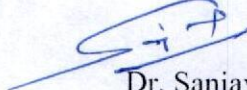

H.O.D
Dept. of Civil Engineering
I.T.S Engineering College
Greater Noida

(c) Ms. Niharika Shukla, MOOCS Coordinator, was advised to motivate students to do more MOOCS Courses.

List of Attendees is attached.

S.No	Name	Qualification	Designation	Signature
1	Dr. Sanjay Yadav	Ph.D,M.Tech	Professor & Head-CE	
2	Mr. Aungkar Bhagat	M.Tech	Assistant Professor & DAGC Coordinator	
3	Mr. Sameer kr Singh	M.Tech	Assistant Professor	
4	Mr. Praveen kumar Yadav	M.Tech	Assistant Professor	
5	Ms. Niharika Shukla	M.Tech	Assistant Professor	


Mr. Aungkar Bhagat
DAGC Coordinator


Dr. Sanjay Yadav
HOD-CE
Dept. of Civil Engineering
I.T.S Engineering College
Greater Noida

Department of Civil Engineering

Date: 21st November, 2022

Action Taken Report (ATR)

To,
Director, I.T.S Engineering College,
Chairman, IQAC

Dear Sir,

This is in Reference with the meeting held on 18th November, 2022 concerning the gaps indentified by IQAC Audit team during Academic Audit. The brief Action taken by the Faculty Members are as follows:

Agenda No-1 To motivate the students to Under-go At least one MOOCS Course in a Academic Year.

Ms. Niharika Shukla (MOOCS Coordinator) was Advised to keep an eye on the upcoming MOOCS Certificate, finalise them and circulate the list among students, so that the students can join the course as per there Interest.

Agenda No-2 To Increase the Pass percentage of students, by paying more attention to weaker Students.

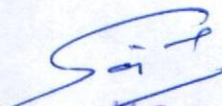
Faculties were advised to Give Extra Classes to the Weaker Students in the Library Periods or in the free lectures in the Timetables. Rest Faculties were also instructed to take solved Question Paper from the Students those were absent in the Sessional Examination.

Agenda No-3 To Include Gate classes for Elite Students in Time-Table.

Mr. Praveen Kumar Yadav and Mr. Sameer Kumar Singh were instructed to take in-House Gate classes for Elite Students. Mr. Sameer Kumar Singh, Time-Table Coordinator has made provision for Gate classes in the Time Table.

Agenda No-4 To conduct at least 2 Industrial Visit for Students in a Semester.

Mr. Praveen Kumar Yadav, Industrial Visit Coordinator was advised to plan the two Industrial Visits in the Coming Month for the 3rd & 2nd Year Students.


H.O.D
Dept. of Civil Engineering
I.T.S Engineering College
Greater Noida

Agenda No-5 To Increase the Number of Guest Lecture Conducted, so as to reduce the Industry-Academia Gap.

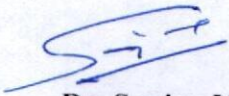
Mr. Aungkar Bhagat, was advised to talk to the experts in the field of Concrete Technology (Course been Run in 5th Sem) and Invite them for the guest lecture and to share the schedule for the same.

Agenda No-6 To increase the No. of Research Activity and FDP in the Department.

Mr. Praveen Kumar Yadav was advised to share the status of Research Activities and to share the Plan for the Upcoming Semester.

Agenda No-7 Sign Active MOU's with Industry for effective Student Training & Development.

Department has discussed to focus on Industrial Collaboration with Academic Institution for Signing Functional MOU'S. Mr. Sameer Kumar Singh was advised to keep the Records.



Dr. Sanjay Yadav

HOD, C.E.

Dept. of Civil Engineering
I.T.S Engineering College
Greater Noida



Mr. Aungkar Bhagat

DAGC Coordinator

I.T.S Engineering College, Greater Noida
IQAC Mid-Semester Academic Audit
(Odd Semester, 2022-23)

Department: Civil Engineering

Head of Department: Dr. Sanjay Yadav

Part -A : Academic & Examination

S. No.	Item	Status (Y/N/ NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self-Assessment (On 5 point scale)	Remarks
1	Non Teaching Credit Course (NTCC) + COE + Moocs	Y	Hard copy	3	Moocs Courses to be Included for life long learning of Students.
2	GSSC :- Fee + Registration	NA			
3	Manual Attendance Register	Y	Hard copy	4	Hard copy Available with Concerned Faculty
4	Time Table Tracking + Weekly academic progress Report	Y	Soft	4	Done through course coverage Report.
5	Internal Assessment Schedule	Y	Soft	4	Done [ST1, ST-2, PVT & Unit -Wise Assignment].
6	Faculty Feedback and follow up action	Y	Soft	4	Done.
7	HOI actions based on Faculty Feedback	NA			
8	NTCC - Result upload	NA			
9	Lab Result upload	Y	Soft	5	Done
10	Date Sheet :- Notification	Y	Soft	5	Done.
11	Result Pass & Fail % analysis	Y	Soft	5	Pass Percentage of Students to be Increased.

Rakesh

Abhishek

Part - B: Faculty Readiness, Training and CRC Activities

S. No.	Item	Status (Y/N/NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks
1	Vacant Positions + Course Allocation + Work Load	Y	Soft	5	Course Allocation & Work-load in format is Prepared.
2	Core: Visiting faculty Ratio	Y	Soft	3	All core faculty.
3	Course File + PPTs	Y	Soft	5	O.k.
4	Session Plan	Y	Soft	5	O.k.
5	Case Studies	NA			N/A.
6	Labs Equipment List	Y	Hard Copy File Available		with Lab Staff.
7	Labs Equipment Damage Register	Y	Hard Copy File Available		Prepared.
8	Consumable Usage Register	Y	Hard Copy File Available		O.k.
9	Quality and Quantity of Training	Y	Soft	4	Done through STAPP - Pool & Auto cad Training.
10	Student Evaluation for Industry Readiness	Y	Soft	4	Done by CRC Department.
11	Activities for Elite students	Y	Soft	3	Activities for Students to be Included in Time - Table.
12	Participation of students in various competitions	Y	Soft	3	Active Participation of Students in Cultural Activities.
13	SIP/Dissertation/Summer Training Reports	Y	Hard copy	5	Available. Let no to inc
14	Industrial Visits Reports	N	NA	0	Industrial Visits to be done by Department for Experiential learning.
15	Guest Lecture Outcome Reports	Y	Soft	2	Guest lectures to be Increased.
16	Innovation Activities	Y		2	O.k.
17	IPR Creation (Journals, Newsletters, Patents)	N	NA	0	Faculties & Students to be motivated to Indulge in Re-search Activity.
18	Non-Teaching Contribution by Faculty	Y	Soft	5	Additional Responsibility.
19	FDP conduct and Outcome report	N	NA	0	FDP to be conducted by Dept. for Over-all Learning of Faculty.

Pervez Ahmad

Part - C: Students Servicing & Welfare

S. No.	Item	Status (Y/N/NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks
1	Dossier (Students file)	Y	Hard	5	O.k.
2	Communication to parents	Y	Soft	5	O.k.
3	PTM Report & Parents Attendance register	NA	Hard	4	No PTM but timely calling to Parents is Done.
4	Action on Fortnightly Short Attendance Students (<75%)	Y	Soft	5	O.k.
5	Display on Notice Board - Short Attendance List (Fortnightly)	Y	Hard	5	O.k.
6	Display on Notice Board - Debarred List	Y	Hard	5	O.k.
7	Display on Notice Board - Detained List	Y	Hard	5	O.k.
9	Fee Notice	Y	Soft/ Hard	5	O.k.
10	Fee Default cases	Y	Soft/ Hard	5	Calling through counselors.
11	AV Devices	Y			All Working in Class-Rooms.
12	Class Infra status	Y		5	All O.k.
13	OD request forms + approvals	NR			Done through H.R.M.S.
14	Student counselling Session Report register	Y		4	O.k.
15	Students Grievance file	Y	Hard	3	Availabl with Proctorial Board.
16	Cultural Activities	Y	Soft	4	Farewell at College level.
17	Mentorship Scheme	Y	Soft	5	O.k.
18	Club Activities	Y	Soft	2	Numbers to be Increased.
19	CR Meetings	Y	NA	4	O.k.

Prakash

Caland

No MOU's Signed by the Department. Department is advised to sign active MOU'S with Industry for Student Training & Development.

Department of MBA

Internal Circular

Date: 15th November, 2022

All the faculty Members are requested to attend a Meeting on 17th November, 2022 at 04:00 pm in MBA HoD Cabin (Room No-305). The purpose of the meeting is to discuss the necessary actions to be taken against the recommendations of IQAC during Departmental Academic Audit.



Ms. Sana Vakeel

DQAC Coordinator

Kind Information

CC : HOD-MBA

Department of MBA

MOM of the departmental Meeting Held on, 17th November, 2022, concerning IQAC Academic Audit recommendation.

Time: 04:00PM

Venue: MBA HoD Cabin (Room No-305)

Members Present:

1. Mr. Sachin Sinha, HOD- MBA *Sachin*
2. Ms. Sana Vakeel, DQAC Coordinator *Sana*
3. Ms. Rashmi Kaushik *Rashmi*
4. Mr. Pratik Dwivedi *Pratik*

The following points were discussed in the meeting:

1. The Meeting was started by HOD-MBA and DQAC Coordinator by discussing the points raised in Academic Audit held on.
2. The major Points Highlighted by the IQAC Audit Team is as follows:

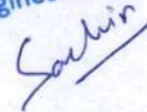
S.No	Points Highlighted	Responsibility Given
1	To increase the visiting faculty ratio from industry to abridge industry academia gap	Mr. Sachin Sinha
2	To motivate the students to undergo at least one MOOCS Course in each Academic Year.	Ms. Sana Vakeel (MOOCS Coordinator)
3	To increase participation of students in inter-college competitions	Ms. Rashmi Kaushik
4	To engage students in innovation related activities, such as preparation of business plans, expert lectures on entrepreneurship.	All Faculty Members
5	To motivate faculty members to take up IPR creation (Journals, Newsletters, Patents)	All Faculty Members
6	To conduct at least 2 Industrial Visit for students in each semester.	Mr. Pratik Dwivedi
7	To Increase the number of expert lectures conducted, so as to reduce the Industry-Academia Gap.	Mr. Rashmi Kaushik
8	To increase the number of faculty trainings and FDPs.	Mr. Sachin Sinha

3. Mr. Sachin Sinha, HOD-MBA advised
- (a) All the faculties to take effective measures to reduce the Gap identified during Academic Audit.
 - (b) DQAC coordinator to include the major points in the DQAC Meeting and take Corrective Measures.
 - (c) Ms. Sana Vakeel, MOOCS Coordinator, was advised to motivate students to do more MOOCS Courses.



Ms. Sana Vakeel
DQAC Coordinator

HOD - MBA
ITS Engineering College



Mr. Sachin Sinha
HOD-MBA

Department of MBA

Date: 18th November, 2022

Action Taken Report (ATR)

To,
Director, I.T.S Engineering College
Chairman, IQAC

Dear Sir,

This is in reference with the meeting held on 17th November, 2022 concerning the gaps indentified by IQAC Audit team during Academic Audit.

The brief Action taken by the Faculty Members are as follows:

Agenda No-1 To increase the visiting faculty ratio from industry to abridge industry academia gap

Mr. Sachin Sinha was advised to create a plan to increase number of visiting faculty from industry to abridge industry academia gap.

Agenda No-2 To motivate the students to Under-go At least one MOOCS Course in a Academic Year.

Ms. Sana Vakeel (MOOCS Coordinator) was Advised to keep an eye on the upcoming MOOCS Certificate, finalise them and circulate the list among students, so that the students can join the course as per there Interest.

Agenda No-3 To increase participation of students in inter-college competitions

Ms. Rashmi Kaushik was advised to increase participation of students in inter-college competitions.

Agenda No-4 To engage students in innovation related activities, such as preparation of business plans, expert lectures on entrepreneurship.

All faculty members were advised to engage students in innovation related activities, such as, preparation of business plans, arranging expert lectures on entrepreneurship in collaboration with college Institute's Innovation Council.

Agenda No-5 To motivate faculty members to take up IPR creation (Journals, Newsletters, Patents).

All faculty members were advised to increase IPR creation (Journals, Newsletters, Patents).

Agenda No-6 To conduct at least 2 Industrial Visit for Students in a Semester.

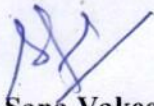
Mr. Pratik Dwivedi, Industrial Visit Coordinator was advised to plan at least two Industrial Visits in the Coming Month for MBA Students.

Agenda No-7 To Increase the Number of Guest Lecture Conducted, so as to reduce the Industry-Academia Gap.

Ms. Rashmi Kaushik, was advised to talk to the experts in the field of marketing and Invite them for the guest lectures and to share the schedule for the same.

Agenda No-8 To increase the number of faculty trainings and FDPs.

Mr. Sachin Sinha was advised to plan faculty trainings and share the Plan for the Upcoming Semester.



Ms. Sana Vakeel

DQAC Coordinator

HOD - MBA
ITS Engineering College



Mr. Sachin Sinha

HOD-MBA

I.T.S Engineering College, Greater Noida
IQAC Mid-Semester Academic Audit
(ODD Semester, 2022-23)

Department: MBAHead of Department: ... Mr. Sachin Sinha

Part -A : Academic & Examination

S. No.	Item	Status (Y/N/NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks
1	Non Teaching Credit Course (NTCC) + COE + Moocs	Y	Hard Copy	3	Mooc Enrollment to be increased
2	GSSC :- Fee + Registration	NA			NA
3	Manual Attendance Register	Y	Hard Copy	4	Available with department
4	Time Table Tracking + Weekly academic progress Report	Y	Soft Copy	4	Monitored through course coverage status
5	Internal Assessment Schedule	Y	Soft Copy	4	Prepared
6	Faculty Feedback and follow up action	Y	Soft Copy	4	OK
7	HOI actions based on Faculty Feedback	NA			NA
8	NTCC - Result upload	NA			NA
9	Lab Result upload	NA			NA
10	Date Sheet :- Notification	Y	Soft Copy	4	Done
11	Result Pass & Fail % analysis	Y	Soft Copy	5	OK

Date: 12/11/2022

(Dr. Deepa Singh)
Professor.

Raneth

HOD - MBA
ITS Engineering College

Signature of HOD. Sachin

Part - B: Faculty Readiness, Training and CRC Activities					
S. No.	Item	Status (Y/N/NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks
1	Vacant Positions + Course Allocation + Work Load	Y	Soft Copy	4	Prepared as per format
2	Core: Visiting faculty Ratio	Y	Soft Copy	3	More visiting faculty from industry shall be engaged
3	Course File + PPTs	Y	Soft Copy	5	Done
4	Session Plan	Y	Soft Copy	4	Done
5	Case Studies	Y	Soft Copy	4	OK
6	Labs Equipment List	NA			NA
7	Labs Equipment Damage Register	NA			NA
8	Consumable Usage Register	NA			NA
9	Quality and Quantity of Training	Y	Soft Copy	4	Done
10	Student Evaluation for Industry Readiness	Y	Soft Copy	4	Done
11	Activities for Elite students	Y	Soft Copy	4	OK
12	Participation of students in various competitions	Y	Soft Copy	2	Increase participation in inter college competitions
13	SIP/Dissertation/Summer Training Reports	Y	Hard copy	4	Available with department
14	Industrial Visits Reports	Y	Soft Copy	2	More industry visits shall be planned to increase industry exposure
15	Guest Lecture Outcome Reports	Y	Soft Copy	2	Increase the number of guest lectures
16	Innovation Activities	N	NA	0	More activities shall be planned
17	IPR Creation (Journals, Newsletters, Patents)	N	NA	0	Motivate faculty to undertake IPR creation
18	Non-Teaching Contribution by Faculty	Y	Soft Copy	5	OK
19	FDP conduct and Outcome report	N	NA	0	FDPs should be conducted for overall development of faculty members

Date: 12/11/2022

Dr. Deepa Singh
Professor

Prof. Dr. ...

HOD - MBA
Signature of HOD
ITS Engineering College
Gachin

Part - C: Students Servicing & Welfare

S. No.	Item	Status (Y/N/NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks
1	Dossier (Students file)	Y	Hard	4	OK
2	Communication to parents	Y	Soft	4	OK
3	PTM Report & Parents Attendance register	Y	Hard	3	PTM not done, but regular update shared with parents through faculty mentors
4	Action on Fortnightly Short Attendance Students (<75%)	Y	Soft	4	OK
5	Display on Notice Board - Short Attendance List (Fortnightly)	Y	Hard	4	OK
6	Display on Notice Board - Debarred List	Y	Hard	5	Done
7	Display on Notice Board - Detained List	Y	Hard	4	Prepared
9	Fee Notice	Y	SOFT	5	Prepared
10	Fee Default cases	Y	Soft	5	calling done through faculty mentors
11	AV Devices	Y	NA	4	working
12	Class Infra status	Y	NA	4	OK
13	OD request forms + approvals	NR			Approved through HRMS
14	Student counselling Session Report register	Y	Soft	4	Done
15	Students Grievance file	Y	Hard	4	Available
16	Cultural Activities	Y	Soft	4	OK
17	Mentorship Scheme	Y	Soft	4	OK
18	Club Activities	Y	Soft	4	OK
19	CR Meetings	Y	NA	4	OK

Date: 12/11/2022

(Signature)
 Co-Ordinator
 Professor.

(Signature)

HOD - MBA
 ITS Engineering College

Signature of HOD. *(Signature)*

Department of Computer Science and Engineering

Internal Circular

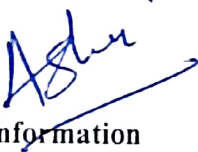
Date: 15th November, 2022

All the faculty Members are requested to attend a Meeting on 17th November, 2022 at 03:00 PM in Room No-130. The purpose of the meeting is to discuss the necessary Actions to be taken against the Recommendations of IQAC during Departmental Academic Audit.



Dr. Arun Kumar

DAGC Coordinator.



Kind Information

CC : HOD-CSE
HOD - CSE
I.T.S. Engineering College

Department of Computer Science and Engineering

MOM of Departmental Meeting Held on 17th November, 2022 Concerning IQAC Academic Audit recommendation.

Time: 03:00PM

Venue: Room No:130

Members Present:

- 1) All Departmental Faculty
- 2) DAGC Coordinator
- 3) HOD-CSE

The following points were discussed in the meeting:

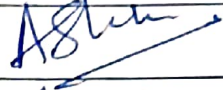
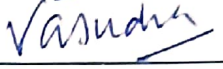


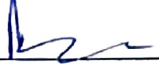


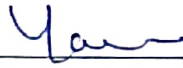

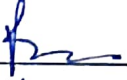
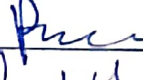
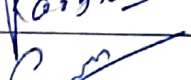
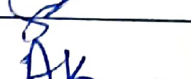
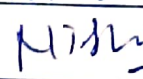




1. The Meeting was Started by HOD-CSE along with Dr. Arun Kumar, DAGC Coordinator by discussing the points raised in Academic Audit held on 15th November,2022.
2. The major Points Highlighted by the IQAC Audit Team is as follows:





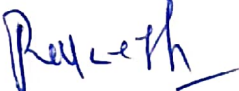
S.No	Points Highlighted	Responsibility Given
1	Increase the frequency of experiential learning.	Dr. Arun Kumar
2	Motivate students for Higher studies (GATE etc.)	Mr. Yogesh Sharma
3	Focus on conference/seminar/ workshop organizing.	Ms. RakhiPuri
4	To improve sports and culture activities participation.	Mr. Yogesh Sharma
5	To train students on industry relevant skills	Dr.Vrinda Sachdeva and Mr. Tarun Kumar Chugh
6	To motivate the students to Under- go At least one MOOCS Course in an Academic Year.	Dr. Arun Kumar

3. Dr. Ashish Kumar, HOD-CSE advised
 - (a) All the faculties to take effective measures to Fulfil the Gap identified during Academic Auditcommittee.
 - (b) The faculty to focus on research and consultancy work.
 - (c) Mr. Yogesh Sharma, Department sports-in charge to involve the students in the sports and extracurricular activities.
 - (d) DAGC coordinator to include the major points in the DAGC Meeting and take Corrective Measures.

(e) Dr. Arun Kumar was advised to motivate students to do more MOOCS Courses.

List of Attendees is attached.

S.No	Name	Qualification	Designation	Signature
1	Dr.Ashish Kumar	Ph.D,	Professor & Head-CSE	
2	Dr.Vasudha Arora	Ph.D,	Associate Professor CSE	
3	Dr.VrindaSachdeva	Ph.D,	Associate Professor CSE	
4	Dr..Kuldip Malik	Ph.D,	Assistant Professor CSE	
5	Mr. Ahnishek Shivhare	M.Tech	Assistant Professor CSE	
6	Mr. Tarun Kumar Chugh	M.Tech	Assistant Professor CSE and Member Audit	
7	Mr. Aditya Dayal Tyagi	M.Tech	Assistant Professor CSE	
8	Mr. Yogesh Sharma	M.Tech	Assistant Professor CSE	
9	Dr. Arun Kumar	M.Tech	Assistant Professor CSE and DAGC Coordinator	
10	Ms. Rakhi Puri	M.Tech	Assistant Professor CSE	
11	Ms. Prachi Jain	M.Tech	Assistant Professor CSE	
12	Ms. Roobal Yadav	M.Tech	Assistant Professor CSE	
13	Ms. Simranpreet Kaur	M.Tech	Assistant Professor CSE	
14	Ms. Akansha Sharma	M.Tech	Assistant Professor CSE	
15	Ms. Nisha Vahistha	M.Tech	Assistant Professor CSE	
16	Ms. Varsha Kumari	M.Tech	Assistant Professor CSE	
17	Ms. Shailja Varshney	M.Tech	Assistant Professor CSE	
18	Mr. Mayank Raj	M.Tech	Assistant Professor CSE	

19	Mr. Manik Chandra Pandey	M.Tech	Assistant Professor CSE and Criterion- In-Charge	
20	Mr. Prashant Kumar	M.Tech	Assistant Professor CSE	
21	Mr. Kuldeep Kumar	M.Tech	Assistant Professor CSE	
22	Ms. Niharika Shukla	M.Tech	Assistant Professor CE and Member Audit	
23	Mr. Rakesh Garg	MSc	Assistant Professor ASH and IQAC Head	



Dr. Arun Kumar
DAGC Coordinator



Dr. Ashish Kumar
HOD-CSE
HOD - CSE
I.T.S. Engineering College

Department of Computer Science and Engineering

Date: 22nd November, 2022

Action Taken Report (ATR)

To,
Director, I.T.S Engineering College,
Chairman, IQAC

Dear Sir,

This is in Reference with the meeting held on 17th November, 2022 concerning the gaps identified by IQAC Audit team during Academic Audit. The brief Action taken by the Faculty Members are as follows:

Agenda No-1 Increase the frequency of experiential learning

The department has planned to increase the involvement of student in the activities like seminar, workshop, training and research based learning. DQAC Coordinator (Dr. Arun Kumar) requested to provide the status of experiential learning and plan for upcoming semester.

Agenda No-2 Motivate students for Higher studies (GATE etc.)

Department conduct the GATE classes for students by in-house faculties. Mr. Yogesh Sharma, Time Table in-charge has made provision of GATE classes in the Time Table for smooth and regular conduct.

Agenda No-3 Focus on conference/seminar/ workshop organizing.

Ms. Rakhi Puri Department coordinators requested to plan workshop/conference/ seminar/ FDP in upcoming semester.

Agenda No-4 To improve sports and culture activities participation.

Mr. Yogesh Sharma sports in-charge, department was advised to planned the sports activities and promote students to their involvement. Further Dr. Ashish Kumar advised all faculties to encourage students towards sports and cultural activities.

Agenda No-5 To train students on industry relevant skills

Dr. Vrinda Sachdeva (in-charge Apple iOS), Mr. Tarun Kumar Chugh (in-charge CISCO Net Acad.), Dr. Vasudha Arora (in-charge AWS academy), Mr. Prachi Jain (in-charge SALT COE) were advised to planned the value added courses for learning and strengthening the industry ready skills.

Agenda No-6 To motivate the students to Under-go At least one MOOCS Course in an Academic Year.

Dr. Arun Kumar was advised to keep an eye on the upcoming MOOCS Certificate, finalise them and circulate the list among students, so that the students can join the course as per there Interest.



Dr. Ashish Kumar

HOD-CSE
HOD - CSE
I.T.S. Engineering College



Dr. Arun Kumar

DAGC Coordinator

IQAC Mid-Semester Academic Audit

(Odd Semester, 2022-23)

Department: Computer Science and Engineering

Head of Department: Dr Ashish Kumar

Part -A : Academic & Examination

S. No.	Item	Status (Y/N/NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self -Assessment (On 5 point scale)	Remarks
1	Non Teaching Credit Course (NTCC) + COE + Moocs	Y	Soft	3	moocs courses to be included for life long learning of students, it should be increased
2	GSSC :- Fee + Registration	NA			
3	Manual Attendance Register	Y	Hard copy	4	available with concerned faculty.
4	Time Table Tracking + Weekly academic progress Report	Y	Soft	4	Done through course coverage report.
5	Internal Assessment Schedule	Y	Soft	4	Done (ST schedule, as per Institute Policy and unit-wise assignment)
6	Faculty Feedback and follow up action	Y	Soft	4	Done direct feedback from CR/Students
7	HOI actions based on Faculty Feedback	NA			
8	NTCC - Result upload	NA			
9	Lab Result upload	Y	Soft	5	Done
10	Date Sheet :- Notification	Y	Soft	5	Done (notice board, Email, whatsapp)
11	Result Pass & Fail % analysis	Y	Soft	5	Done

Date: 14/11/2022


 HOD - CSE
 I.T.S Engineering College, Greater Noida

Department: Computer Science and Engineering

Head of Department: Dr Ashish Kumar

Part - B: Faculty Readiness, Training and CRC Activities

S. No.	Item	Status (Y/N/A)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self -Assessment (On 5 point scale)	Remarks
1	Vacant Positions - Course Allocation - Work	Y	Soft	5	Course allocation and work load is prepared
2	Core: Visiting faculty Ratio	Y	Soft	3	All core faculty
3	Course File - PPTs	Y	Soft	5	Done (Google drive)
4	Session Plan	Y	Soft	5	Done (Google drive)
5	Case Studies	NA			Not available
6	Labs Equipment List	NR			with IT Department
7	Labs Equipment Damage Register	NR			with IT Department
8	Consumable Usage Register	NR			with IT Department
9	Quality and Quantity of Training	Y	Soft	4	Done through COE and it should be increased.
10	Student Evaluation for Industry Readiness	Y	Soft	4	Done to CRC Department
11	Activities for Elite students	Y	Soft	3	Promote them to participate in various competitions.
12	Participation of students in various competition	Y	Soft	3	Promote them to participate in various competitions.
13	SIP Dissertation/Summer Training Reports	Y	Hard copy	5	At the end semester December, 2022
14	Industrial Visits Reports	NR			
15	Guest Lecture Outcome Reports	Y	Soft	3	Guest Lectures to be increased
16	Innovation Activities	Y		2	Participation of students in IIC Activities
17	IPR Creation (Journals, Newsletters, Patents)	Y	Soft	2	Patent by some faculty
18	Non-Teaching Contribution by Faculty	Y	Soft	5	Additional responsibilities
19	FDP conduct and Outcome report	Y	Soft	5	FDP conducted and it should be increased

Date: 14/11/2022

Department: Computer Science and Engineering

Head of Department: Dr Ashish Kumar

Part - C: Students Servicing & Welfare

S. No.	Item	Status (Y/N/ NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self -Assessment (On 5 point scale)	Remarks
1	Dossier (Students file)	Y	Hard	5	available with concerned faculty
2	Communication to parents	Y	Soft	5	Available with counselor
3	PTM Report & Parents Attendance register	NA	Hard	4	No PTM but timely calling to parents is done
4	Action on Fortnightly Short Attendance Students (<75%)	Y	Soft	5	As Per college Policy
5	Display on Notice Board - Short Attendance List (Fortnightly)	Y	Hard	5	As Per college Policy
6	Display on Notice Board - Debarred List	Y	Hard	5	As Per college Policy
7	Display on Notice Board - Detained List	Y	Hard	5	As Per college Policy
9	Fee Notice	Y	Soft/ Hard	5	WhatsApp/Email through counselors
10	Fee Default cases	Y	Soft/ Hard	5	WhatsApp/Email/calling through counselor
11	AV Devices	Y			All working in class rooms
12	Class Infra status	Y		5	All OK
13	OD request forms + approvals	NR			Through application (By HOD through counselor)
14	Student counselling Session Report register	Y		4	available with counselor
15	Students Grievance file	Y	Hard	3	available as a part of Proctorial board
16	Cultural Activities	Y		4	Freshers, Farewell, computer day etc
17	Mentorship Scheme	Y	Soft	5	through counselor
18	Club Activities	Y	Soft	4	Numbers to be increased
19	CR Meetings	Y	NA	4	OK

Date: 14/11/2022

HOD: Dr. Ashish Kumar
Signature of HOD

I.T.S Engineering College

Sample Copies of Academic Audit Report Even Semester (2022-23)

Department of Mechanical Engineering

Internal Circular

Date: 13th Feb., 2023

All the faculty Members are requested to attend a meeting on 15th Feb., 2023 at 01:00 pm in ME Department CAD Lab. The purpose of the meeting is to discuss the necessary Actions to be taken against the Recommendations of IQAC during Departmental Academic Audit.

Chetan

Mr. Chetan Dixit

DAGC Coordinator.

S-17
Head of Department
MECHANICAL ENGINEERING

Kind Information

CC : HOD-ME

Department of Mechanical Engineering

MOM of Departmental Meeting held on 15th Feb., 2023 concerning IQAC Academic Audit recommendation.

Time: 01:00PM

Venue: ME CAD LAB

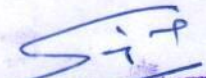
Members Present:

- 1) All Departmental Faculty
- 2) DAGC Coordinator
- 3) HOD-ME

The following points were discussed in the meeting:

1. The Meeting was Started by HOD-ME along with Mr. Chetan Dixit , DAGC Coordinator by discussing the points raised in Academic Audit held on 10th Feb., 2023.
- 2.. The major Points Highlighted by the IQAC Audit Team is as follows:

S.No	Points Highlighted	Responsibility Given
1	To motivate the students to undergo at least one MOOCS Course in an Academic Year.	Mr. Bhupesh Ojha (MOOCS Coordinator)
2	Pay more attention to weaker students to increase the pass percentage of students.	All Faculty Members
3	Mock tests & interviews are required for student's placements in industries.	Dr. Harsh Gupta and Mr. Rohan Srivastava
4	To Include Gate classes for Elite Students in Time-Table.	Mr. Bhupesh Ojha and Mr. Chetan Dixit
5	Students should be inspired to participate in various competitions.	Mr. Chetan Dixit and Ms. Neha Gupta
6	Conduct at least 2 Industrial Visit for students in a semester.	Mr. Rohan Srivastava
7	Increase the Number of Guest Lecture Conducted, so as reduce the Industry-Academia Gap.	Mr. Rohan Srivastava
8	Increase the number of NewGen IEDC Projects, Patents, Research Activity and FDP in the Department.	Mr. Chetan Dixit and Mr. Rohan Srivastava
9	To Sign Active MOU's with Industry for effective Student Training & Development.	Mr. Rohan Srivastava and Mr. Chetan Dixit
10	PTM to be arranged periodically.	All class counsellors

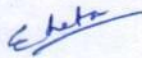

Head of Department
MECHANICAL ENGINEERING

3. Dr. Sanjay Yadav , HOD-ME advised :

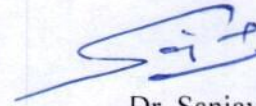
- All the faculties to take effective measures to reduce the Gap identified during Academic Audit.
- DAGC coordinator to include the major points in the DAGC Meeting and take Corrective Measures.
- Mr. Bhupesh Ojha, MOOCS Coordinator, was advised to motivate students to do more MOOCS Courses.

List of Attendees is attached.

S.No	Name	Qualification	Designation	Signature
1	Dr. Sanjay Yadav	Ph.D, M.Tech	Professor & Head-ME	
2	Dr. Harsh Gupta	Ph.D, M.Tech	Assistant Professor	
3	Mr. Bhupesh Ojha	M.Tech, Ph.D (P)	Assistant Professor	
4	Mr. Rohan Srivastava	M.Tech	Assistant Professor	
5	Mr. Chetan Dixit	M.Tech	Assistant Professor	
6	Ms. Neha Gupta	M.Tech	Assistant Professor	



Mr. Chetan Dixit
DAGC Coordinator



Dr. Sanjay Yadav
HOD-ME

Head of Department
MECHANICAL ENGINEERING

Department of Mechanical Engineering

Date: 20th Feb., 2023

Action Taken Report (ATR)

To,
Director, I.T.S Engineering College,
Chairman, IQAC

Dear Sir,

This is in Reference with the meeting held on 15th Feb., 2023 concerning the gaps indentified by IQAC Audit team during Academic Audit. The brief Action taken by the Faculty Members are as follows:

Agenda No-1 To motivate the students to undergo at least one MOOCS Course in a Academic Year.

Mr. Bhupesh Ojha (MOOCS Coordinator) was advised to keep an eye on the upcoming MOOCS courses, finalise them and circulate the list among students, so that the students can join the course as per there interest.

Agenda No-2 Pay more attention to weaker students to increase the pass percentage of students.

Faculties were advised to take extra classes to the Weaker Students in the Library Periods or in the free lectures in the Time tables. Rest Faculties were also instructed to take solved Question Paper from the Students those were absent in the Sessional Examination.

Agenda No-3 Mock tests & interviews are required for student's placements in industries.


Dr. Harsh Gupta and Mr. Rohan Srivastava were advised to conduct Mock tests & interviews for student's placements in industries.

Agenda No-4 To Include Gate classes for Elite Students in Time-Table.

Mr. Bhupesh Ojha and Mr. Chetan Dixit were instructed to take in-House Gate classes for Elite Students. Mr. Bhupesh Ojha, Time-Table Coordinator has made provision for Gate classes in the Time Table.

Agenda No-5 Students should be inspired to participate in various competitions.

Mr. Chetan Dixit and Ms. Neha Gupta were instructed to encourage the Students to participate in various competitions.


Head of Department
MECHANICAL ENGINEERING

Agenda No-6 To conduct at least 2 Industrial Visit for Students in a Semester.

Mr. Rohan Srivastava, Industrial Visit Coordinator was advised to plan the two Industrial Visits in the Coming Month for the 3rd & 2nd Year Students.

Agenda No-7 To Increase the Number of Guest Lecture Conducted, so as to reduce the Industry-Academia Gap.

Mr. Rohan Srivastava was advised to talk to the experts in the various fields of Mechanical Engineering and Invite them for the guest lectures and to share the schedule for the same.

Agenda No-8 Increase the number of NewGen IEDC Projects, Patents, Research Activity and FDP in the Department.

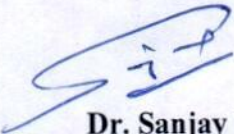
Mr. Chetan Dixit and Mr. Rohan Srivastava were instructed to inspire the students for their active participation in NewGen IEDC Projects, Patents, Research Activity and FDP.

Agenda No-9 Sign Active MOU's with Industry for effective Student Training & Development.

Department has discussed to focus on Industrial Collaboration with Academic Institution for Signing functional MOU'S. Mr. Rohan Srivastava and Mr. Chetan Dixit were advised to keep the records.

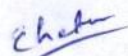
Agenda No-10 PTM to be arranged periodically.

All class counsellors are advised to conduct parents teachers meeting periodically and keep the records.


Dr. Sanjay Yadav

HOD-ME

Head of Department
MECHANICAL ENGINEERING


Mr. Chetan Dixit
DAGC Coordinator

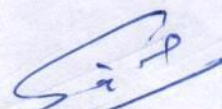
I.T.S Engineering College, Greater Noida
IQAC Mid-Semester Academic Audit
(Even Semester, 2022-23)

Department: Mechanical Engg.

Head of Department: Dr. Sanjay Yadav

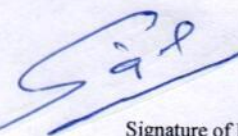
Part -A : Academic & Examination					
S. No.	Item	Status (Y/N/ NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks
1	Non Teaching Credit Course (NTCC) + COE + Moocs	Yes	Available	4	More Courses to be done
2	GSSC :- Fee + Registration	N.A	N.A	—	OK
3	Manual Attendance Register	Y	Available	5	OK
4	Time Table Tracking + Weekly academic progress Report	Y	Available	5	OK
5	Internal Assessment Schedule	Y	Available	5	OK
6	Faculty Feedback and follow up action	Yes	Available	4	Extra classes to weak students
7	HOI actions based on Faculty Feedback	Y	Available	5	OK
8	NTCC - Result upload	Yes	COE done	4	More MOOCS courses to be done
9	Lab Result upload	Y	Hard & Soft copy	5	OK
10	Date Sheet :- Notification	Y	Hard & Soft copy	5	OK
11	Result Pass & Fail % analysis	Yes	Yes	4	Less Pass % of students

Date: 10/2/23


 Signature of HOD.....
 Head of Department
 MECHANICAL ENGINEERING

Part - B: Faculty Readiness, Training and CRC Activities					
S. No.	Item	Status (Y/N/ NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks
1	Vacant Positions + Course Allocation + Work Load	Yes	Available	4	More faculty are reqd.
2	Core: Visiting faculty Ratio	N.A.	N.A.	—	OK
3	Course File + PPTs	Y	Soft copy	5	OK
4	Session Plan	Y	Soft copy	5	OK
5	Case Studies	N.A.	N.A.	—	OK
6	Labs Equipment List	Y	Available	5	OK
7	Labs Equipment Damage Register	Y	Available	5	OK
8	Consumable Usage Register	Y	Available	5	OK
9	Quality and Quantity of Training	Y	Available	5	OK
10	Student Evaluation for Industry Readiness	Y	Available	4	More Mock Test & Interviews reqd.
11	Activities for Elite students	Yes	Available	4	More Mech Impulse Activities reqd.
12	Participation of students in various competitions	Yes	Available	4	Encourage the students for it
13	SIP/Dissertation/Summer Training Reports	Y	Available	5	
14	Industrial Visits Reports	Yes	Available	4	More Ind. Visits are reqd.
15	Guest Lecture Outcome Reports	Yes	Available	4	More guest lect are reqd.
16	Innovation Activities	Yes	Available	4	more New Gen IER Projects are reqd.
17	IPR Creation (Journals, Newsletters, Patents)	Yes	Available	4	More Patents to be filed
18	Non-Teaching Contribution by Faculty	Yes	Available	5	— OK —
19	FDP conduct and Outcome report	Yes	Available	3	FDP to be done

Date: 10/2/23


 Signature of HOD.....
 Head of Department
 MECHANICAL ENGINEERING

Part - C: Students Servicing & Welfare					
S. No.	Item	Status (Y/N/ NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks
1	Dossier (Students file)	Y	Hard copy	5	OK
2	Communication to parents	Y	Call details	5	OK
3	PTM Report & Parents Attendance register	Yes	Call details	4	more PTM are required
4	Action on Fortnightly Short Attendance Students (<75%)	Y	Detained List	5	OK
5	Display on Notice Board - Short Attendance List (Fortnightly)	Y	Yes	5	OK
6	Display on Notice Board - Debarred List	Y	Yes	5	OK
7	Display on Notice Board - Detained List	Y	Yes	5	OK
9	Fee Notice	Y	By counselor	5	OK
10	Fee Default cases	Y	By counselor	5	OK
11	AV Devices	Y	Available	5	OK
12	Class Infra status	Y	Available	5	OK
13	OD request forms + approvals	Y	Not for students	5	OK
14	Student counselling Session Report register	Y	N.A.	—	—
15	Students Grievance file	Y	N.A.	—	—
16	Cultural Activities	Y	Available	5	OK
17	Mentorship Scheme	Y	By counselor	5	OK
18	Club Activities	Y	Available	5	OK
19	CR Meetings	Y	Available	5	OK

Date: 10/2/23

Signature of HOD.....
 Head of Department
 MECHANICAL ENGINEERING

I.T.S Engineering College, Greater Noida
IQAC Mid-Semester Academic Audit
(Even Semester, 2022-23)

Department:ECE.....

Head of Department: ...Dr. Monika Jain.....

Part -A : Academic & Examination

S. No.	Item	Status (Y/N/ NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks by the Auditor
1	Non Teaching Credit Course (NTCC) + COE + Moocs	Yes	Available	5	Motivate student for comp. at least-01 course
2	GSSC :- Fee + Registration	NA	-	-	OK
3	Manual Attendance Register	Yes	Available	5	OK
4	Time Table Tracking + Weekly academic progress Report	Yes	Available	5	OK
5	Internal Assessment Schedule	Yes	Available	5	OK
6	Faculty Feedback and follow up action	Yes	Available	5	OK
7	HOI actions based on Faculty feedback	Yes	Available	5	OK
8	NTCC - Result upload	Yes	MOOCS Done	5	OK
9	Lab Result upload	Yes	Yes	5	OK
10	Date Sheet :- Notification	Yes	Yes	5	OK
11	Result Pass & Fail % analysis	Yes	Yes	5	Pay more attention to weaker students

Rakesh
27/04/23

Singh
27/04/23

Head of Department
 Electronics & Communication Engineering
 Signature of HOD.....
 I.T.S. Engineering College, Greater Noida

Part - B: Faculty Readiness, Training and CRC Activities

S. No.	Item	Status (Y/N/NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks
1	Vacant Positions + Course Allocation + Work Load	Yes	Available	5	OK
2	Core: Visiting faculty Ratio	NA	No VF	NA	OK
3	Course File + PPTs	Yes	Available	5	OK
4	Session Plan	Yes	Available	5	OK
5	Case Studies	NA	NO	NA	OK
6	Labs Equipment List	Yes	Available	5	OK
7	Labs Equipment Damage Register	Yes	Available	5	OK
8	Consumable Usage Register	Yes	Available	5	OK
9	Quality and Quantity of Training	Yes	Available	5	OK
10	Student Evaluation for Industry Readiness	Yes	Available	5	OK
11	Activities for Elite students	Yes	Available	5	OK
12	Participation of students in various competitions	Yes	Available	5	OK
13	SIP/Dissertation/Summer Training Reports	Yes	Available	5	OK
14	Industrial Visits Reports	Yes	Available	5	Signal a drive MOU with industry for effective students training
15	Guest Lecture Outcome Reports	Yes	Available	5	Increase guest lectures to reduce gap b/w industry & Academia
16	Innovation Activities	NO	Available	5	OK
17	IPR Creation (Journals, Newsletters, Patents)	Yes	Available	4	OK
18	Non-Teaching Contribution by Faculty	Yes	Available	5	OK
19	FDP conduct and Outcome report	Yes	Available	5	Department should increase research and FDP programmes

Rakesh
27/04/23

Sanjiv
27/04/23

Head of Department
Signature of HOD
Electronics & Communication Engineering
I.T.S. Engineering College Greater Noida

Part - C: Students Servicing & Welfare

S. No.	Item	Status (Y/N/ NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks
1	Dossier (Students file)	Yes	As per college policy	5	OK
2	Communication to parents	Yes	Call details-counselor	5	OK
3	PTM Report & Parents Attendance register	Yes	Call details-counselor	5	Counselor should arrange PTM for weak students
4	Action on Fortnightly Short Attendance Students (<75%)	Yes	Detained list prepared	5	OK
5	Display on Notice Board - Short Attendance List (Fortnightly)	Yes	Yes	5	OK
6	Display on Notice Board - Debarred List	Yes	Yes	5	OK
7	Display on Notice Board - Detained List	Yes	Yes	5	OK
9	Fee Notice	Yes	Counselor-Circulated	5	OK
10	Fee Default cases	Yes	Counselor-Prepared	5	OK
11	AV Devices	Yes	OK	5	OK
12	Class Infra status	Yes	OK	5	OK
13	OD request forms + approvals	Yes	No provision for studfents	5	OK
14	Student counselling Session Report register	Yes	NIL	5	OK
15	Students Grievance file	Yes	Yes	5	OK
16	Cultural Activities	Yes	Yes	5	OK
17	Mentorship Scheme	Yes	By counselor	5	OK
18	Club Activities	Yes	Done	5	OK
19	CR Meetings	Yes	Done	5	OK

Date:

Rakesh
27/04/23

Saija
27/04/23

Head of Department
Electronics & Communication Engineering
Signature of HOD
L.T.S. Engineering College, Greater Noida

DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

INTERNAL CIRCULAR

Date:09/05/2023

All faculty members are requested to attend a meeting on dated 12/05/2023 at 4:00 pm in department CAD Lab.

Agenda:

1. Action to be taken as per the recommendation of IQAC (Ref: ITS/IQAC-05 dated: 27/04/2023).

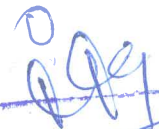

Mr. AGHA A. HUSAIN

(DAGC Coordinator)

Kind information

CC:

1. HOD (ECE)
2. Director office


Head of Department
Electronics Engineering
I.T.S. Engineering College
Greater Noida

DEPARTMENT OF ELECTRONICS & COMMUNICATION ENGINEERING

A meeting was held in department ECE CAD Lab (Room No. 423), the details of the meeting are as following:

Time and Date of Meeting:	12/04/2023, 04:00 PM
Place of meeting:	Room No. 423 (ECE Cad Lab)
Chaired by:	Dr. Monika Jain, HOD-ECE
Attendees:	All ECE Faculties
MOM prepared by:	Mr. Agha A Husain, DAGC Coordinator

Agenda:

1. Action to be taken as per the recommendation of Dr. Sanjay Yadav (HOD-ME) along with Dr. Rakesh Garg (IQAC-Head) (Ref: dated 26/07/2022).

The meeting was started by Dr. Monika Jain, HOD-ECE and chairman DAGC with a formal welcome of all faculty members. The following are the minutes of the meeting.

2. The meeting was started by Dr. Monika Jain, HOD-ECE with discussion about the points raised by the IQAC audit report. Mr. Agha A. Husain, DAGC Coordinator is requested to discuss the point-by-point issues raised with the concerned committees.

3. The salient features outlined in the IQAC report are listed in the table below:

S. No.	Highlighted Points	Responsibility
1.	Motivate the students to under-go at least one MOOCs Course in an Academic Year.	Mr. Prabhakar Sharma
2.	Increase the Pass percentage of students, by paying more attention to weaker Students.	All faculties
3.	Increase the number of guest lecture conducted, so as reduce the industry-academia gap.	Mr. Navneet Kumar
4.	Increase the no. of Research activity and FDP in the Department.	Dr. Setu Garg
5.	Sign Active MoU's with Industry for effective Student Training & Development.	Dr. Monika Jain (HOD)
6.	PTM to be arranged periodically.	All class counsellors.


Agha A Husain
Coordinator of Department
Electronics & Communication Engineering
I.T.S. Engineering College Greater Noida

4. HOD ECE instructed all the faculties to take effective measures to reduce the gap identified during IQAC academic audit.
5. HOD ECE advised all the faculty members to focus on research and FDP work.
6. HOD ECE also advised DAGC coordinator to include the major points in the DAGC Meeting and take corrective measures.

The meeting ended with vote of thanks by H.O.D (ECE)







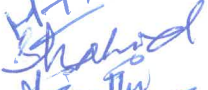

*List of all attendees is attached

Mr. Agha A. Husain
DAGC Coordinator

Dr. Monika Jain
HOD-ECE

**DEPARTMENT OF ELECTRONICS & COMMUNICATION
ENGINEERING**

LIST OF FACULTY MEMBERS PRESENT

1. Dr. Monika Jain (HOD) 
2. Dr. Setu Garg (DAGC Member) 
3. Mr. Agha A. Husain (DAGC Coordinator) 
4. Mr. Navneet Kumar (DAGC Member) 
5. Mr. Prabhakar Sharma 
6. Ms. Manju Singh 
7. Mr. Shahid Khan 
8. Ms. Pragati Tripathi 


Head of Department
Electronics & Communication Engineering
I.T.S. Engineering College Greater Noida

**DEPARTMENT OF ELECTRONICS & COMMUNICATION
ENGINEERING**

Date: 18/05/2023

Action Taken Report (ATR)

To
The Director, ITS Engineering College
Chairman IQAC

Dear Sir,

This is in reference to your instruction, IQAC (Ref: ITS/IQAC-05 dated: 27/04/2023) issued in the meeting to me on 09.05.2023 (Ref: ITS/NOTICE/IQAC-5/2022-23) regarding the brief actions taken by the faculty members assigned with different tasks.

Action 1: Motivate the students to Under-go at least one MOOCs Course in an Academic Year.

Mr. Prabhakar Sharma, the MOOCs coordinator, was instructed to monitor the upcoming MOOCs courses, finalize them, and provide the list to students. This will allow students to enroll in courses based on their interests.

Action 2: Increase the Pass percentage of students, by paying more attention to weaker Students.

The faculty was urged to provide additional classes to the students who were struggling during library periods or during the free lectures that were scheduled. The faculty members were also directed to collect solved question papers from students who were absent during the sessional examination.

Action 3: Increase the number of guest lecture conducted, so as reduce the industry-academia gap.

Mr. Navneet Kumar was recommended to consult with specialists in the field of Digital Signal Processing Technology, which is being taught in the 6th semester. He was encouraged to invite these professionals to give a guest lecture and to provide them with the timetable for the event.

Action 4: Increase the no. of Research activity and FDP in the Department.

Dr. Setu Garg was requested to provide an update on the current state of research activities as well as a plan for the remaining semester.


Electronics & Communic
I.T.S. Engineering College
Greater Noida

Action 5: Sign Active MoU's with Industry for effective Student Training & Development.

The department has considered on prioritizing industrial collaboration with academic institutions for the purpose of signing functional MOUs. Dr. Monika Jain has personally decided to maintain the records.

Action 6: PTM to be arranged periodically.

All class counsellors should hold regular parent-teacher meeting specially for weak students and maintain their detailed minutes.



Mr. Agha A. Husain
DAGC Coordinator



Dr. Monika Jain
HOD-ECE

Head of Department
Department of Computer Engineering
I.T.S. Engineering College, Greater Noida

Department of Civil Engineering

Internal Circular

Date: 04th April, 2023

All the faculty Members are requested to attend a Meeting on 05th April, 2023 at 04:00 pm in Department CAD Lab (Room No-137). The purpose of the meeting is to discuss the necessary Actions to be taken against the Recommendations of IQAC during Departmental Academic Audit.



Mr. Aungkar Bhagat

DAGC Coordinator.

Kind Information

CC : HOD-CE

Department of Civil Engineering

MOM of Departmental Meeting Held on 05th April,2023 Concerning IQAC Academic Audit recommendation.

Time: 04:00PM

Venue: CAD LAB – Room No:137

Members Present:

- 1) All Departmental Faculty
- 2) DAGC Coordinator
- 3) HOD-CE

The following points were discussed in the meeting:


1. The Meeting was Started by HOD-CE along with Mr. Aungkar Bhagat , DAGC Coordinator by discussing the points raised in Academic Audit held on 03rd April,2023.
2. The major Points Highlighted by the IQAC Audit Team is as follows:

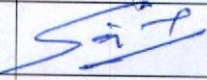

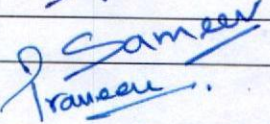
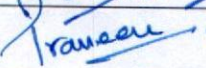
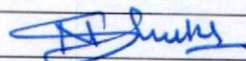
S.No	Points Highlighted	Responsibility Given
1	No MOOCS Certification done in Even Semester as well. The Faculty incharge to taken this seriously and encourage students to get Enrolled in MOOCs.	Ms. Niharika Shukla (MOOCS Coordinator)
2	No Guest Lecture was conducted in Even Semester as well. Guest Lectures and Fdp Conduction to be taken seriously by the Department so as to reduce the Industry-Academia Gap.	Mr. Aungkar Bhagat
3	Gate classes were included now in the Time Table for Elite Students.	Mr. Praveen Kumar Yadav and Mr. Sameer Kumar Singh
4	2 Industrial Visit were planned but not executed.	Mr. Praveen Kumar Yadav
5	1 Patent was filed by students under the Mentorship of Mr. Aungkar Bhagat	

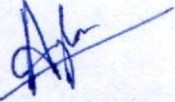
3. Dr. Sanjay Yadav , HOD-CE advised

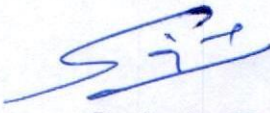
- (a) All the faculties to take the assigned responsibilities seriously, so that the Gap indentified by the Audit Members can be Reduced.
- (b) DAGC coordinator to include the major points in the DAGC Meeting and take Corrective Measures.
- (c) Ms. Niharika Shukla, MOOCS Coordinator, was advised to motivate students to do more MOOCS Courses.

List of Attendees is attached.


H.O.D
Dept. of Civil Engineering
I.T.S Engineering College
Greater Noida

S.No	Name	Qualification	Designation	Signature
1	Dr. Sanjay Yadav	Ph.D,M.Tech	Professor & Head-CE	
2	Mr. Aungkar Bhagat	M.Tech	Assistant Professor & DAGC Coordinator	
3	Mr. Sameer kr Singh	M.Tech	Assistant Professor	
4	Mr. Praveen kumar Yadav	M.Tech	Assistant Professor	
5	Ms. Niharika Shukla	M.Tech	Assistant Professor	


Mr. Aungkar Bhagat
DAGC Coordinator


Dr. Sanjay Yadav
H.O.D
Dept. of Civil Engineering
I.T.S Engineering College
Greater Noida

Department of Civil Engineering

Date: 08th April,2023

Action Taken Report (ATR)

To,
Director, I.T.S Engineering College,
Chairman, IQAC

Dear Sir,

This is in Reference with the meeting held on 05th April,2023 concerning the gaps indentified by IQAC Audit team during Academic Audit. The brief Action taken by the Faculty Members are as follows:

Agenda No-1 No MOOCs Certification done in Even Semester as well.

Ms. Niharika Shukla (MOOCS Coordinator) has not put any effort in getting Students Enrolled for MOOCs.She was Advised to take this seriously and keep an eye on the upcoming MOOCS Certificate, finalise them and circulate the list among students, so that the students can join the course as per there Interest.

Agenda No-2 No Guest Lecture & FDP was conducted in Even Semester as well.

Faculty In-Charge was strictly advised to immediately plan the Guest Lecture and FDP Plan for the upcoming Semester.

Agenda No-4 To conduct at least 2 Industrial Visit for Students in a Semester.

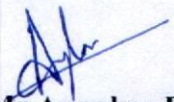
Mr. Praveen Kumar Yadav, Industrial Visit Coordinator was Strictly advised to plan the two Industrial Visits in the Coming Month for the 3rd & 2nd Year Students.


Dr. Sanjay Yadav

HOD-CE

H.O.D

Dept. of Civil Engineering
I.T.S Engineering College
Greater Noida


Mr.Aungkar Bhagat

DAGC Coordinator

I.T.S Engineering College, Greater Noida
IQAC Mid-Semester Academic Audit
(Even Semester, 2022-23)

Department: Civil Engineering

Head of Department: Dr. Sanjay Yadav

Part -A : Academic & Examination

S. No.	Item	Status (Y/N/ NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks
1	Non Teaching Credit Course (NTCC) + COE + Moocs	Y	Soft	3	STAAD Pro and AutoCAD trainings run in department No MOOCs courses done.
2	GSSC :- Fee + Registration	NA			
3	Manual Attendance Register	Y	Hard copy	5	OK, properly maintained
4	Time Table Tracking + Weekly academic progress Report	Y	Soft	5	Done through course coverage report
5	Internal Assessment Schedule	Y	Soft	5	Done.
6	Faculty Feedback and follow up action	Y	Soft	5	Done.
7	HOI actions based on Faculty Feedback	NA			
8	NTCC - Result upload	NA			
9	Lab Result upload	Y	Soft	5	Done.
10	Date Sheet :- Notification	Y	Soft	5	Notice board, mail to students.
11	Result Pass & Fail % analysis	Y	Soft	5	Done.

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Date:

03/04/23

Signature of HOD.....

Part - B: Faculty Readiness, Training and CRC Activities

S. No.	Item	Status (Y/N/NA)	Status of Documentary Records (Hard Copy / Soft copy / Not Available / Incomplete)	Self-Assessment (On 5 point scale)	Remarks
1	Vacant Positions + Course Allocation + Work Load	Y	Soft	5	Done.
2	Core: Visiting faculty Ratio	Y	Soft	3	100% core faculties
3	Course File + PPTs	Y	Soft	5	maintained on google drive
4	Session Plan	Y	Soft	5	maintained on google drive
5	Case Studies	NA			
6	Labs Equipment List	Y	Hard Copy File	5	Done
7	Labs Equipment Damage Register	NR	Hard Copy File	5	Done
8	Consumable Usage Register	NR	Hard Copy File	5	Done.
9	Quality and Quantity of Training	Y	Soft	5	Done through STAAD Pro and autocad training.
10	Student Evaluation for Industry Readiness	Y	Soft	4	Done by CRC dept.
11	Activities for Elite students	Y	Soft	3	Crack classes.
12	Participation of students in various competitions	Y	Soft	3	Active participation in UPHG, HOSH and cultural and sports event
13	SIP/Dissertation/Summer Training Reports	Y	Hard copy	5	Done
14	Industrial Visits Reports	N	NA	0	NA
15	Guest Lecture Outcome Reports	N	NA	0	NA
16	Innovation Activities	Y		4	Students attend IIC events.
17	IPR Creation (Journals, Newsletters, Patents)	N	NA	5	1 patent filed.
18	Non-Teaching Contribution by Faculty	Y	Soft	5	Additional responsibilities to all faculty.
19	FDP conduct and Outcome report	N	NA	0	NA

Date: 03/04/23

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Signature of HOD.....

Part - C: Students Servicing & Welfare					
S. No.	Item	Status (Y/N/ NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self - Assessment (On 5 point scale)	Remarks
1	Dossier (Students file)	Y	Hard	5	Done
2	Communication to parents	Y	Soft	5	Done.
3	PTM Report & Parents Attendance register	NA	Hard	4	No PTM but communication through call.
4	Action on Fortnightly Short Attendance Students (<75%)	Y	Soft	5	Done.
5	Display on Notice Board - Short Attendance List (Fortnightly)	Y	Hard	5	Done.
6	Display on Notice Board - Debarred List	Y	Hard	5	Done.
7	Display on Notice Board - Detained List	Y	Hard	5	Done.
9	Fee Notice	Y	Soft/ Hard	5	Done.
10	Fee Default cases	Y	Soft/ Hard	5	Done.
11	AV Devices	Y			All ok.
12	Class Infra status	Y		5	All ok.
13	OD request forms + approvals	NR			Done through HRMS software.
14	Student counselling Session Report register	Y		4	ok.
15	Students Grievance file	Y	Hard	3	It is with Grievance Cell (No grievance found)
16	Cultural Activities	Y		4	farewell organised.
17	Mentorship Scheme	Y	Soft	5	done through counsellor.
18	Club Activities	N	NA	0	No event till now.
19	CR Meetings	Y	NA	4	ok.

→ There were no efforts were made to enhance the MOOCs, Industrial Visit, Guest Lecture and FDP.

Date: 03/04/23

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Signature of HOD.....

Department of MBA

Internal Circular

Date: 10th April, 2023

All the faculty Members are requested to attend a Meeting on 11th April, 2023, at 03:30 pm in MBA HoD Cabin (Room No-305). The purpose of the meeting is to discuss the necessary actions to be taken against the Recommendations of IQAC during Departmental Academic Audit.



Ms. Sana Vakeel

DQAC Coordinator

Kind Information

CC : HOD-MBA

Department of MBA

MOM of the departmental Meeting held on 11th April, 2023, concerning IQAC Academic Audit recommendation.

Time: 03:30 PM

Venue: MBA HoD Cabin (Room No-305)

Members Present:

1. Dr. A.K. Misra, HOD- MBA
2. Ms. Sana Vakeel, DQAC Coordinator
3. Ms. Rashmi Kaushik
4. Mr. Pratik Dwivedi
5. Ms. Shalu Tyagi

The following points were discussed in the meeting:


1. The Meeting was started by HOD-MBA and DQAC Coordinator by discussing the points raised in Academic Audit held on.
2. The major Points Highlighted by the IQAC Audit Team is as follows:

S.No	Points Highlighted	Responsibility Given
1	To increase the Pass percentage of students by paying more attention to weaker Students.	All Faculty Members
2	To motivate the students to undergo at least one MOOCS Course in each Academic Year.	Ms. Sana Vakeel (MOOCS Coordinator)
3	To increase the number of class representative (CR) meetings to take up student grievances more effectively.	Ms. Sana Vakeel and Mr. Pratik Dwivedi
4	To motivate faculty members to take up IPR creation (Journals, Newsletters, Patents)	All Faculty Members
5	To conduct at least 2 Industrial Visit for students in each semester.	Mr. Pratik Dwivedi
6	To monitor mentor mentee system more effectively	Ms. Sana Vakeel and Mr. Pratik Dwivedi
7	To Increase the number of expert lectures conducted, so as to reduce the Industry-Academia Gap.	Mr. Rashmi Kaushik

3. Dr. Misra, HOD-MBA advised
- (a) All the faculties to take effective measures to reduce the Gap identified during Academic Audit.
 - (b) DQAC coordinator to include the major points in the DQAC Meeting and take Corrective Measures.
 - (c) Ms. Sana Vakeel, MOOCS Coordinator, was advised to motivate students to do more MOOCS Courses.



Ms. Sana Vakeel
DQAC Coordinator



HOD - MBA
ITS Engineering College

Dr. AK Misra
HOD-MBA

Department of MBA

Date: 13th April, 2023

Action Taken Report (ATR)

To,
Director, I.T.S Engineering College
Chairman, IQAC

Dear Sir,

This is in Reference with the meeting held on **11th April, 2023**, concerning the gaps indentified by IQAC Audit team during Academic Audit. The brief Action taken by the Faculty Members are as follows:

Agenda No-1 To increase the pass percentage of students, by paying more attention to weaker Students.

Faculties were advised to Give Extra Classes to the Weaker Students in the Library Periods or in the free lectures in the Timetables. Rest Faculties were also instructed to take solved Question Paper from the Students those were absent in the Sessional Examination.

Agenda No-2 To motivate the students to Under-go At least one MOOCS Course in a Academic Year.

Ms. Sana Vakeel (MOOCS Coordinator) was Advised to keep an eye on the upcoming MOOCS Certificate, finalise them and circulate the list among students, so that the students can join the course as per there Interest.

Agenda No-3 To increase the number of CR meetings to take up student grievances more effectively.

Class Coordinators MBA I and II Year, Ms. Sana Vakeel and Mr. Pratik Dwivedi were instructed to increase the number of CR meetings to take up student grievances more effectively.

Agenda No-4 To motivate faculty members to take up IPR creation (Journals, Newsletters, Patents).

All faculty members were advised to increase IPR creation (Journals, Newsletters, Patents).

Department of Computer Science and Engineering

Internal Circular

Date: 5th April, 2023

All the faculty Members are requested to attend a Meeting on 6th April, 2023 at 03:00 PM in Room No-130. The purpose of the meeting is to discuss the necessary Actions to be taken against the Recommendations of IQAC during Departmental Academic Audit.



Mr. Arun Kumar

DAGC Coordinator.



Kind Information

HOD - CSE
I.T.S. Engineering College

Department of Computer Science and Engineering

MOM of Departmental Meeting Held on 6th April, 2023 Concerning IQAC Academic Audit recommendation.

Time: 03:00PM

Venue: Room No:130

Members Present:

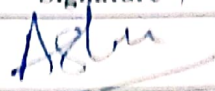
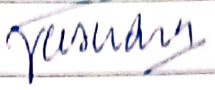
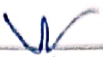
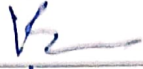
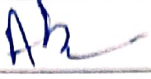


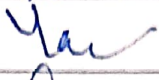


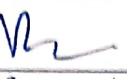
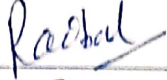

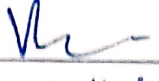
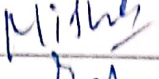
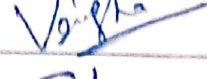



- 1) All Departmental Faculty
- 2) DAGC Coordinator
- 3) HOD-CSE


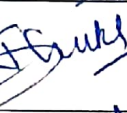
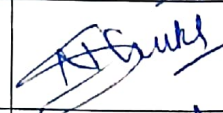
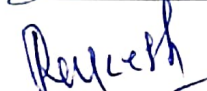
The following points were discussed in the meeting:


1. The Meeting was Started by HOD-CSE along with Mr. Arun Kumar, DAGC Coordinator by discussing the points raised in Academic Audit held on 4th April, 2023.
2. The major Points Highlighted by the IQAC Audit Team is as follows:

S.No	Points Highlighted	Responsibility Given
1	Increase the frequency of experiential learning.	Mr. Arun Kumar
2	Motivate students for Higher studies (GATE etc.)	Mr. Yogesh Sharma
3	To train students on industry relevant skills	Dr. Vrinda Sachdeva and Mr. Tarun Kumar Chugh
4	To motivate the students to Under- go At least one MOOCS Course in an Academic Year.	Mr. Arun Kumar

3. Dr. Ashish Kumar, HOD-CSE advised
 - (a) All the faculties to take effective measures to Fulfil the Gap identified during Academic Auditcommittee.
 - (b) The faculty to focus on research and consultancy work.
 - (c) Mr. Yogesh Sharma, Department sports-in charge to involve the students in the sports and extracurricular activities.
 - (d) DAGC coordinator to include the major points in the DAGC Meeting and take Corrective Measures.
 - (e) Dr. Arun Kumar was advised to motivate students to do more MOOCS Courses.List of Attendees is attached.

S.No	Name	Qualification	Designation	Signature
1	Dr.Ashish Kumar	Ph.D,	Professor & Head-CSE	
2	Dr.Vasudha Arora	Ph.D,	Associate Professor CSE	
3	Dr.Vrinda Sachdeva	Ph.D,	Associate Professor CSE	
4	Dr..Kuldip Malik	Ph.D,	Assistant Professor CSE	
5	Mr. Ahnishek Shivhare	M.Tech	Assistant Professor CSE	
6	Mr. Tarun Kumar Chugh	M.Tech	Assistant Professor CSE and Member Audit	
7	Mr. Aditya Dayal Tyagi	M.Tech	Assistant Professor CSE	
8	Mr. Yogesh Sharma	M.Tech	Assistant Professor CSE	
9	Mr. Arun Kumar	M.Tech	Assistant Professor CSE and DAGC Coordinator	
10	Ms. Rakhi Puri	M.Tech	Assistant Professor CSE	
11	Ms. Prachi Jain	M.Tech	Assistant Professor CSE	
12	Ms. Roobal Yadav	M.Tech	Assistant Professor CSE	
13	Ms. Simranpreet Kaur	M.Tech	Assistant Professor CSE	
14	Ms. Akansha Sharma	M.Tech	Assistant Professor CSE	
15	Ms. Nisha Vahistha	M.Tech	Assistant Professor CSE	
16	Ms. Varsha Kumari	M.Tech	Assistant Professor CSE	
17	Ms. Shailja Varshney	M.Tech	Assistant Professor CSE	
18	Mr. Mayank Raj	M.Tech	Assistant Professor CSE	
19	Mr. Manik Chandra Pandey	M.Tech	Assistant Professor CSE and Criterion-In-Charge	

20	Mr. Prashant Kumar	M.Tech	Assistant Professor CSE	
21	Mr. Kuldeep Kumar	M.Tech	Assistant Professor CSE	
22	Ms. Niharika Shukla	M.Tech	Assistant Professor CE and Member Audit	
23	Mr. Rakesh Garg	MSc	Assistant Professor ASH and IQAC Head	


Mr. Arun Kumar
DAGC Coordinator


Dr. Ashish Kumar
HOD - CSE
HOD - CSE
I.T.S. Engineering College

Department of Computer Science and Engineering

Date: 11th April, 2022

Action Taken Report (ATR)

To,
Director, I.T.S Engineering College,
Chairman, IQAC

Dear Sir,

This is in Reference with the meeting held on 6th April, 2023 concerning the gaps identified by IQAC Audit team during Academic Audit. The brief Action taken by the Faculty Members are as follows:

Agenda No-1 Increase the frequency of experiential learning

The department has planned to increase the involvement of student in the activities like seminar, workshop, training and research based learning. DAGC Coordinator (Mr. Arun Kumar) requested to provide the status of experiential learning and plan for upcoming semester.

Agenda No-2 Motivate students for Higher studies (GATE etc.)

Department conduct the GATE classes for students by in-house faculties. Mr. Yogesh Sharma, Time Table in-charge has made provision of GATE classes in the Time Table for smooth and regular conduct.

Agenda No-3 To train students on industry relevant skills

Dr. Vrinda Sachdeva (in-charge Apple iOS), Mr. Tarun Kumar Chugh (in-charge CISCO Net Acad.), Dr. Vasudha Arora (in-charge AWS academy), Mr. Prachi Jain (in-charge SALT COE) were advised to planned the value added courses for learning and strengthening the industry ready skills.

Agenda No-4 To motivate the students to Under-go At least one MOOCS Course in an Academic Year.

Dr. Arun Kumar was advised to keep an eye on the upcoming MOOCS Certificate, finalise them and circulate the list among students, so that the students can join the course as per there Interest.



Dr. Ashish Kumar



Dr. Arun Kumar

DAGC Coordinator


HOD/CSE
I.T.S Engineering College

IQAC Mid-Semester Academic Audit

(Even Semester, 2022-23)

Department: Computer Science and Engineering					
Head of Department: Dr Ashish Kumar					
Part -A : Academic & Examination					
S. No.	Item	Status (Y/N/ NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self-Assessment (On 5 point scale)	Remarks
1	Non Teaching Credit Course (NTCC) + COE + Moocs	Y	Soft	3	moocs courses to be included for life long learning of students, it will be included
2	GSSC :- Fee + Registration	NA			
3	Manual Attendance Register	Y	Hard copy	4	available with concerned faculty
4	Time Table Tracking + Weekly academic progress Report	Y	Soft	4	Done through course coverage report.
5	Internal Assessment Schedule	Y	Soft	4	Done (ST1, ST2 & PUT, unit wise assignment)
6	Faculty Feedback and follow up action	Y	Soft	4	Done
7	HOI actions based on Faculty Feedback	NA			
8	NTCC - Result upload	NA			
9	Lab Result upload	Y	Soft	5	Done
10	Date Sheet :- Notification	Y	Soft	5	Done (notice board, Email, whatsapp)
11	Result Pass & Fail % analysis	Y	Soft	5	Done

Date: 4/4/2023


 HOD, CSE
 Signature of HOD
 I.T.S. Engineering College

IQAC Mid-Semester Academic Audit

(Even Semester, 2022-23)

Department: Computer Science and Engineering

Head of Department: Dr Ashish Kumar

Part - B: Faculty Readiness, Training and CRC Activities

S. No.	Item	Status (Y/N/ NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self -Assessment (On 5 point scale)	Remarks
1	Vacant Positions + Course Allocation + Work Load	Y	Soft	5	OK, course allocation and work load is prepared
2	Core: Visiting faculty Ratio	Y	Soft	3	All core faculty
3	Course File + PPTs	Y	Soft	5	Done (Google drive)
4	Session Plan	Y	Soft	5	Done (Google drive)
5	Case Studies	NA			Not available
6	Labs Equipment List	NR			with IT Department
7	Labs Equipment Damage Register	NR			with IT Department
8	Consumable Usage Register	NR			with IT Department
9	Quality and Quantity of Training	Y	Soft	4	Done through COE and numbers to be increased
10	Student Evaluation for Industry Readiness	Y	Soft	4	Done to CRC Department and numbers to be increased
11	Activities for Elite students	Y	Soft	3	Promote them to participate in various competitions
12	Participation of students in various competition	Y	Soft	3	Promote them to participate in various competitions
13	SIP/Dissertation/Summer Training Reports	Y	Hard copy	5	At the end semester may, 2023
14	Industrial Visits Reports	NR			
15	Guest Lecture Outcome Reports	Y	Soft	3	Guest lectures to be increased
16	Innovation Activities	Y		2	OK (IIC activities)
17	IPR Creation (Journals, Newsletters, Patents)	Y	Soft	2	Patents by some faculty
18	Non-Teaching Contribution by Faculty	Y	Soft	5	Additional responsibilities
19	FDP conduct and Outcome report	Y	Soft	5	FDP and numbers to be increased

Date: 4/4/2023

 Signature of HOD
 I.T.S. Engineering College

IQAC Mid-Semester Academic Audit

(Even Semester, 2022-23)

Department: Computer Science and Engineering

Head of Department: Dr Ashish Kumar

Part - C: Students Servicing & Welfare

S. No.	Item	Status (Y/N/ NA)	Status of Documentary Records (Hard Copy / Soft copy/ Not Available/ Incomplete)	Self -Assessment (On 5 point scale)	Remarks
1	Dossier (Students file)	Y	Hard	5	available with concerned faculty
2	Communication to parents	Y	Soft	5	available with counselor
3	PTM Report & Parents Attendance register	NA	Hard	4	No PTM, but timely calling to parents is done
4	Action on Fortnightly Short Attendance Students (<75%)	Y	Soft	5	OK
5	Display on Notice Board - Short Attendance List (Fortnightly)	Y	Hard	5	OK
6	Display on Notice Board - Debarred List	Y	Hard	5	OK
7	Display on Notice Board - Detained List	Y	Hard	5	OK
9	Fee Notice	Y	Soft/ Hard	5	OK
10	Fee Default cases	Y	Soft/ Hard	5	calling through counselor
11	AV Devices	Y			
12	Class Infra status	Y		5	All OK
13	OD request forms + approvals	NR			Through application (By HOD through counselor)
14	Student counselling Session Report register	Y		4	available with counselor
15	Students Grievance file	Y	Hard	3	available as a part of Proctorial board
16	Cultural Activities	Y		4	farewell at college level.
17	Mentorship Scheme	Y	Soft	5	Through counselor
18	Club Activities	Y	Soft	4	Numbers to be increased
19	CR Meetings	Y	NA	4	OK

Date: 4/4/2023


 HOD - CSE
 Signature of HOD
 I.T.S Engineering College