

**I.T.S Engineering College**  
**46, Knowledge Park III, Greater Noida**  
**NOTICE FOR IQAC MEETING 2019-2020**

Ref. No.: IQAC/ITSEC/2019/001

Date: July 2nd, 2019

The 1<sup>st</sup> quarterly IQAC Meeting for 2019-2020 has been scheduled for **July 5<sup>th</sup>, 2019 (Friday)** at **11:00AM** in CRC Board Room.

All department heads are requested to be prepared with department review preparation.

**AGENDA OF THIS MEETING:**

1. Discuss about departmental time table and faculty load distribution.
2. Library status to be reviewed and reports to be submitted to the Office of Dean Academics by HOD's.
3. Plans for the development of curriculum for add on/ certification course (such as training programs plans from COE/ NPTEL or other MOOCs).
4. Computer lab status to be reviewed (functionality test of each computer) and reports to be submitted to the Office of Dean Academics by all HOD's.
5. Plans for research publication: journals and patents.
6. Discussion on completion of lesson plans, PPTs and course files on the top priority, and satisfactory reports to be submitted to the Office of Dean Academics by all HOD's.
7. HOD's will show the plan of events for the forthcoming semester of their departments after consultation with their faculty members.
8. Every HOD will present lab functionality report of the all the Departmental Laboratories and other available infrastructures.
9. Internship report of previous semester by HOD's.
10. All HODs to submit the names of Class Representatives for each section.
11. Minimum two industrial visits to be arranged for the session 2019-2020 by all the departments for the students of 2<sup>nd</sup> and 3<sup>rd</sup> year.
12. Utilization report of all the COE's.
13. NAAC SSR preparation for 2<sup>nd</sup> cycle.
14. Any other matter with permission of chair.



(Dr. Ashish Gupta)  
IQAC Coordinator

CC: Director  
Chairman  
Vice Chairman

Secretary  
IQAC Members  
Registrar Office  
Administrator

**I.T.S Engineering College**  
**46, Knowledge Park III, Greater Noida**  
**MINUTES OF MEETING – IQAC: 2019-2020**

**Ref. No.:** IQAC/ITSEC/2019/002

**Location:** CRC Board Room

**Date:** July 5<sup>th</sup>, 2019

**Time:** 11:30 AM

**Members Present during QAC Meeting 2019-2020:**

- |                                       |   |  |
|---------------------------------------|---|--|
| 1. Chair Person                       | : | Dr. Sanjay Yadav (Director, DSW, HOD-ME & CE)      |
| 2. IQAC Coordinator                   | : | Dr. Ashish Gupta (IQAC Coordinator, Professor ECE) |
| 3. Faculty Members                    | : | Dr. Gagan Deep Arora (Dean-Academic)               |
|                                       |   | Dr. O. P. Chaudhary (HOD – Applied Science)        |
|                                       |   | Dr. Monika Jain (HOD-ECE)                          |
|                                       |   | Dr. Ashish Kumar (HOD-CSE)                         |
|                                       |   | Dr. Sunita Shukla (HOD-MBA)                        |
|                                       |   | Mr. Upendra Aggarwal (HOD- EEE)                    |
|                                       |   | Dr. P. C. Jha (Asst. Professor-ASH)                |
| 4. Administrative/<br>Technical Staff | : | Mr. Sukhpal Singh                                  |
| 5. Student Representative             | : | Ms. Madhvi Ranjan,<br>Mr. Deepak                   |
| 6. Management Representative          | : | Mr. Surinder Sood                                  |
| 7. Alumni Representative              | : | Ms. Bhumika Chaudhary,<br>Mr. Apoorv J. Bhaduriya  |
| 8. Community Representative           | : | Mr. Pawan Kohli, First Generation Entrepreneur     |
| 9. Employer/ Industrialist            | : | Mr. Sohil Chadha, Vice Chairman                    |
| 10. External Expert                   | : | Dr. S.K. Garg, Professor, DTU                      |

**Issues Raised and Decisions Taken**

1. All HODs should ensure that the time-table coordinator of their respective department should prepare time table and upload the same in the College ERP.
2. Before uploading, the time table should be verified by the respective HODs.
3. All HODs should ensure that the teaching aids of their respective classrooms are fully functional.
4. All HODs must ensure that the issues related to CMS of students are quickly resolved.
5. Close monitoring and supervision by Anti Ragging Squad in the college and hostel premises.
6. HODs should take responsibility to manage the attendance of students during class
7. All HODs must ensure that the students of their respective department have availed the book bank facility.
8. To ensure students' participation for the MSME based projects.
9. To ensure timely monitoring of academic plan.
10. Laboratory equipment stock register should be checked and verified.
11. Alumni coordinator to initiate and coordinate alumni relationship.
12. To emphasis on NAAC SSR preparation for 2<sup>nd</sup> cycle
13. HODs should ensure maximum participation of students in campus placement drive.

(Dr. Ashish Gupta)  
IQAC Coordinator

CC:

Director  
Chairman  
Vice Chairman  
Secretary

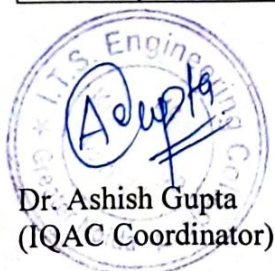
IQAC Members  
Registrar Office  
Administrator



Date: July 5<sup>th</sup>, 2019

**Attendance Sheet of IQAC Meeting**

S. No.	Designation	Member's Name	Signature
1	Chair Person	Dr. Sanjay Yadav	
2	IQAC Coordinator	Dr. Ashish Gupta	
3	Faculty Members	Dr. Gagan Deep Arora	
		Dr. O. P. Chaudhary	
		Dr. Monika Jain	
		Dr. Ashish Kumar	
		Dr. Sunita Shukla	
		Mr. Upendra Aggarwal	
		Dr. P. C. Jha	
4	Administrative/Technical Staff	Mr. Sukhpal Singh	
5	Student Representative	Ms. Madhvi Ranjan	
		Mr. Deepak	
6	Management Representative	Mr. Surinder Sood	
7	Alumni Representative	Ms. Bhumika Chaudhary	
		Mr. Apoorv J. Bhaduriya	
8	Community Representative	Mr. Pawan Kohli	ABSENT
9	Employer/ Industrialist	Mr. Sohil Chadha	
10	External Expert	Dr. S.K. Garg	ABSENT

  
Dr. Ashish Gupta  
(IQAC Coordinator)

**I.T.S Engineering College**  
**46, Knowledge Park III, Greater Noida**

**NOTICE FOR IQAC MEETING 2019-2020**

**Ref. No.: IQAC/ITSEC/2019/003**

**Date: October 4<sup>th</sup>, 2019**

The 2<sup>nd</sup> Quarterly IQAC Meeting for 2019-2020 has been scheduled for **October 12<sup>th</sup>, 2019** (Saturday) at **10:30 AM** in the **CRC Board Room**.

All the HODs are requested to be prepared with their department review preparation.

**AGENDA OF THIS MEETING:**

1. Discussion over student attendance.
2. Submission of lab assessment reports to the Office of Dean Academics by HODs.
3. Submission of book bank reports to Library Head by all HODs.
4. Submission of course coverage report to the Office of Dean Academics by HODs.
5. Discussion over paper publications in journals of repute.
6. All departments should encourage students to actively participate in various competitions and college technical fest.
7. Discussion for organizing CR meetings at departmental level in the presence of Director and Dean Academics.
8. Conduction of FDP/Guest Lectures and sharing their outcome reports.
9. Student evaluation for Industry Readiness.
10. Industrial Visit schedule/outcome /reports.
11. Non-Teaching Contribution by Faculty.
12. Discussion about PTM & parents attendance registers.
13. Monitoring of Innovative students' projects.
14. Any other matter with permission of chair.

  
(Dr. Ashish Gupta)  
IQAC Coordinator

CC: Director  
Chairman  
Vice Chairman

Secretary  
IQAC Members  
Registrar Office  
Administrator



**I.T.S Engineering College**  
**46, Knowledge Park III, Greater Noida**  
**MINUTES OF MEETING – IQAC: 2019-2020**

**Ref. No.:** IQAC/ITSEC/2019/004

**Date:** October 12<sup>th</sup>, 2019

**Location:** CRC Board Room

**Time:** 10:30 AM

**Members Present during IQAC Meeting 2019-2020:**

- |                                       |   |  |
|---------------------------------------|---|--|
| 1. Chair Person                       | : | Dr. Sanjay Yadav (Director, DSW, HOD-ME & CE)      |
| 2. IQAC Coordinator                   | : | Dr. Ashish Gupta (IQAC Coordinator, Professor ECE) |
| 3. Faculty Members                    | : | Dr. Gagan Deep Arora (Dean-Academic)               |
|                                       |   | Dr. O. P. Chaudhary (HOD – Applied Science)        |
|                                       |   | Dr. Monika Jain (HOD-ECE)                          |
|                                       |   | Dr. Ashish Kumar (HOD-CSE)                         |
|                                       |   | Dr. Sunita Shukla (HOD-MBA)                        |
|                                       |   | Mr. Upendra Aggarwal (HOD- EEE)                    |
|                                       |   | Dr. P. C. Jha (Asst. Professor-ASH)                |
| 4. Administrative/<br>Technical Staff | : | Mr. Sukhpal Singh                                  |
| 5. Student Representative             | : | Ms. Madhvi Ranjan,                                 |
|                                       |   | Mr. Deepak   |
| 6. Management Representative          | : | Mr. Surinder Sood                                  |
| 7. Community Representative           | : | Mr. Pawan Kohli, First Generation Entrepreneur     |
| 8. Employer/ Industrialist            | : | Mr. Sohil Chadha, Vice Chairman                    |
| 9. External Expert                    | : | Dr. S.K. Garg, Professor, DTU                      |

**Non Attendees:** Alumni Representative

**Issues Raised and Decisions Taken**

1. Close monitoring and supervision by Anti Ragging Squad (ARS) in the college and hostel premises.
2. HODs along with all the faculty members of the department should take responsibility to manage regular attendance of students during the classes.
3. Encourage students to avail maximum use of book bank facility.
4. To ensure students' participation for the MSME based projects.
5. To ensure timely monitoring of academic plan.
6. Laboratory equipments stock register should be checked and verified by lab technicians and faculty in-charge.
7. Alumni coordinator to initiate and coordinate alumni relationship.
8. HODs should ensure maximum participation of students during campus placement drives.

(Dr. Ashish Gupta)  
IQAC Coordinator



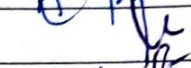
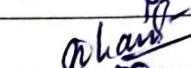




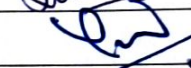
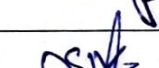

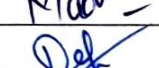
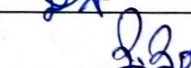
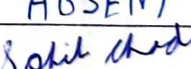
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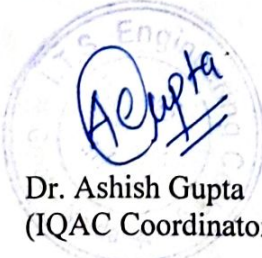
Director  
Chairman  
Vice Chairman  
Secretary

IQAC Members  
Registrar Office  
Administrator

Date: October 12<sup>th</sup>, 2019

**Attendance Sheet of IQAC Meeting**

S. No.	Designation	Member's Name	Signature
1	Chair Person	Dr. Sanjay Yadav	
2	IQAC Coordinator	Dr. Ashish Gupta	
3	Faculty Members	Dr. Gagan Deep Arora	
		Dr. O. P. Chaudhary	
		Dr. Monika Jain	
		Dr. Ashish Kumar	
		Dr. Sunita Shukla	
		Mr. Upendra Aggarwal	
		Dr. P. C. Jha	
4	Administrative/Technical Staff	Mr. Sukhpal Singh	
5	Student Representative	Ms. Madhvi Ranjan	
		Mr. Deepak	
6	Management Representative	Mr. Surinder Sood	
7	Alumni Representative	Ms. Bhumika Chaudhary	ABSENT
		Mr. Apoorv J. Bhaduriya	ABSENT
8	Community Representative	Mr. Pawan Kohli	ABSENT
9	Employer/ Industrialist	Mr. Sohil Chadha	
10	External Expert	Dr. S.K. Garg	ABSENT

  
Dr. Ashish Gupta  
(IQAC Coordinator)



**I.T.S Engineering College**  
**46, Knowledge Park III, Greater Noida**  
**NOTICE FOR IQAC MEETING 2019-2020**

Ref. No.: IQAC/ITSEC/2020/005

Date: January 2<sup>nd</sup>, 2020

The 3<sup>rd</sup> Quarterly IQAC Meeting for 2019-2020 has been scheduled for **January 6<sup>th</sup>, 2020 (Monday)** at **10:30AM in COE Board Room.**

All the department heads are requested to be prepared with their department review preparation.

**AGENDA OF THE MEETING:**

1. Discussion about departmental time table and faculty load distribution.
2. Discussion about preparation of lesson plan of all faculty members which will be presented by the respective HOD.
3. Discussion about Library status to be reviewed.
4. All HODs will submit the Odd Semester events report and give the names of upcoming events.
5. Discussion about organizing CR meetings at departmental level.
6. Ensuring of physical check of all laboratory equipment's/machines by HODs.
7. Discussion for paper publications in journals of repute.
8. Discussion and analysis of placement status/report department wise.
9. Discussion and planning for college cultural fest.
10. Discussion related to faculty feedback of previous semester.
11. Industrial visit reports and feedback by students.
12. PTM report and Parent's attendance register.
13. Student Projects/competitions: Review of previous semester.
14. Any other matter with permission of chair.

  
(Dr. Ashish Gupta)  
IQAC Coordinator

CC:

Director  
Chairman  
Vice Chairman  
Secretary

IQAC Members  
Registrar Office  
Administrator

**I.T.S Engineering College**  
**46, Knowledge Park III, Greater Noida**

**MINUTES OF MEETING – IQAC: 2019-2020**

**Ref. No.:-** IQAC/ITSEC/2020/006

**Date:** January 6<sup>th</sup>, 2020

**Location:** COE - Board Room

**Time:** 10.30 AM

**Members Present during IQAC Meeting 2019-2020:**

- |                                       |   |  |
|---------------------------------------|---|--|
| 1. Chair Person                       | : | Dr. Sanjay Yadav (Director, DSW, HOD-ME & CE)      |
| 2. IQAC Coordinator                   | : | Dr. Ashish Gupta (IQAC Coordinator, Professor ECE) |
| 3. Faculty Members                    | : | Dr. Gagan Deep Arora (Dean-Academic)               |
|                                       |   | Dr. O. P. Chaudhary (HOD – Applied Science)        |
|                                       |   | Dr. Monika Jain (HOD-ECE)                          |
|                                       |   | Dr. Ashish Kumar (HOD-CSE)                         |
|                                       |   | Dr. Sunita Shukla (HOD-MBA)                        |
|                                       |   | Mr. Upendra Aggarwal (HOD- EEE)                    |
|                                       |   | Dr. P. C. Jha (Asst. Professor-ASH)                |
| 4. Administrative/<br>Technical Staff | : | Mr. Sukhpal Singh                                  |
| 5. Student Representative             | : | Ms. Madhvi Ranjan,<br>Mr. Deepak                   |
| 6. Management Representative          | : | Mr. Surinder Sood                                  |
| 7. Alumni Representative              | : | Ms. Bhumika Chaudhary,<br>Mr. Apoorv J. Bhaduriya  |
| 8. Community Representative           | : | Mr. Pawan Kohli, First Generation Entrepreneur     |
| 9. Employer/ Industrialist            | : | Mr. Sohil Chadha, Vice Chairman                    |

**Non-Attendees:** External Expert

**Issues Raised and Decisions Taken**

1. Ensuring the teaching aids of all classrooms is fully functional.
2. HODs should take responsibility to manage proper attendance of students during class.
3. Record faculty attendance by event coordinator for every event conducted along with event reports.
4. Ensuring issuance and uses of book bank facility by the students.
5. To ensure students' participation for the MSME based projects.
6. Administrator will ensure the hostel amenities are fully functional.
7. HODs should ensure all faculty members of their department would publish one research paper in a journal of repute.

  
(Dr. Ashish Gupta)  
IQAC Coordinator

**CC:**

Director  
Chairman  
Vice Chairman  
Secretary

IQAC Members  
Registrar Office  
Administrator



Date: January 6<sup>th</sup>, 2020

**Attendance Sheet of IQAC Meeting**

S. No.	Designation	Member's Name	Signature
1	Chair Person	Dr. Sanjay Yadav	
2	IQAC Coordinator	Dr. Ashish Gupta	
3	Faculty Members	Dr. Gagan Deep Arora	
		Dr. O. P. Chaudhary	
		Dr. Monika Jain	
		Dr. Ashish Kumar	
		Dr. Sunita Shukla	
		Mr. Upendra Aggarwal	
		Dr. P. C. Jha	
4	Administrative/Technical Staff	Mr. Sukhpal Singh	
5	Student Representative	Ms. Madhvi Ranjan	
		Mr. Deepak	
6	Management Representative	Mr. Surinder Sood	
7	Alumni Representative	Ms. Bhumika Chaudhary	
		Mr. Apoorv J. Bhaduriya	
8	Community Representative	Mr. Pawan Kohli	
9	Employer/ Industrialist	Mr. Sohil Chadha	
10	External Expert	Dr. S.K. Garg	ABSENT

  
Dr. Ashish Gupta  
(IQAC Coordinator)

**I.T.S Engineering College**  
**46, Knowledge Park III, Greater Noida**  
**NOTICE FOR IQAC MEETING 2019-2020**

**Ref. No.: IQAC/ITSEC/2020/007**

**Date: April 3<sup>rd</sup>, 2020**

The 4<sup>th</sup> Quarterly IQAC Meeting for 2019-2020 has been scheduled for **April 11<sup>th</sup>, 2020** (Saturday) at **10:30AM** in **COE Board Room**.

All the department heads are requested to be prepared with their department review preparation.

**AGENDA OF THE MEETING:**

1. Discussion about conduction of online classes using ZOOM software.
2. Discussion about the online class monitoring.
3. Submission of laboratory assessment reports by all HODs.
4. Submission of course coverage reports to Dean-AA office by all HODs.
5. Submission of reports of paper publications in journals of repute.
6. Status of the registration of faculty and students in MOOCs such as Coursera.
7. Monitoring scheme for Summer Internship and Projects using online mode.
8. Report submission of placement by departmental HODs.
9. Discussion about conduction of Webinars/Online STTPs/Online FDP etc.
10. Details of COE activities planned.
11. Student Projects/ competitions planned.
12. Any other matter with permission of chair.



(Dr. Ashish Gupta)  
IQAC Coordinator

CC:

Director  
Chairman  
Vice Chairman  
Secretary

IQAC Members  
Registrar Office  
Administrator



**I.T.S Engineering College**  
**46, Knowledge Park III, Greater Noida**  
**MINUTES OF MEETING - IQAC**

Ref. No.: IQAC/ITSEC/2020/008

Date: April 11<sup>th</sup>, 2020

Location: Board Room


Time: 10:30 AM

**Members Present during IQAC Meeting 2019-2020:**

- |                                       |   |  |
|---------------------------------------|---|--|
| 1. Chair Person                       | : | Dr. Sanjay Yadav (Director, DSW, HOD-ME & CE)      |
| 2. IQAC Coordinator                   | : | Dr. Ashish Gupta (IQAC Coordinator, Professor ECE) |
| 3. Faculty Members                    | : | Dr. Gagan Deep Arora (Dean-Academic)               |
|                                       |   | Dr. O. P. Chaudhary (HOD – Applied Science)        |
|                                       |   | Dr. Monika Jain (HOD-ECE)                          |
|                                       |   | Dr. Ashish Kumar (HOD-CSE)                         |
|                                       |   | Dr. Sunita Shukla (HOD-MBA)                        |
|                                       |   | Mr. Upendra Aggarwal (HOD- EEE)                    |
|                                       |   | Dr. P. C. Jha (Asst. Professor-ASH)                |
| 4. Administrative/<br>Technical Staff | : | Mr. Sukhpal Singh                                  |
| 5. Student Representative             | : | Ms. Madhvi Ranjan,<br>Mr. Deepak                   |
| 6. Management Representative          | : | Mr. Surinder Sood                                  |
| 7. Alumni Representative              | : | Ms. Bhumika Chaudhary,<br>Mr. Apoorv J. Bhaduriya  |
| 8. Community Representative           | : | Mr. Pawan Kohli, First Generation Entrepreneur     |
| 9. Employer/ Industrialist            | : | Mr. Sohil Chadha, Vice Chairman                    |
| 10. External Expert                   | : | Dr. S.K. Garg, Professor, DTU                      |

**Issues Raised and Decisions Taken**

1. To ensure smooth conduction of online classes using ZOOM software.
2. HODs should take responsibility to advise the lab technicians for monitoring of online classes and to take screen shots of class.
3. HODs should ensure that all faculty members must fill zoom attendance sheet shared by registrar office regularly.
4. To ensure regular project presentations and submission of soft copy of project reports by 4<sup>th</sup> year students.
5. HODs will ensure 2<sup>nd</sup> and 3<sup>rd</sup> year students to complete at least one MOOCs such as coursera to full fill the requirement of 4 week or 6-week summer internship.
6. Discussion and analysis of placement status/report department wise.
7. To ensure the conduction of Webinars/Online STTPs/Online FDP etc.
8. HODs motivate all faculty to publish papers in reputed journals.

  
(Dr. Ashish Gupta)  
IQAC Coordinator

CC: Director  
Chairman  
Vice Chairman  
Secretary

IQAC Members  
Registrar Office  
Administrator

Date: April 11<sup>th</sup>, 2020

**Attendance Sheet of IQAC Meeting**

S. No.	Designation	Member's Name	Signature
1	Chair Person	Dr. Sanjay Yadav	
2	IQAC Coordinator	Dr. Ashish Gupta	
3	Faculty Members	Dr. Gagan Deep Arora	
		Dr. O. P. Chaudhary	
		Dr. Monika Jain	
		Dr. Ashish Kumar	
		Dr. Sunita Shukla	
		Mr. Upendra Aggarwal	
		Dr. P. C. Jha	
4	Administrative/Technical Staff	Mr. Sukhpal Singh	
5	Student Representative	Ms. Madhvi Ranjan	
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6	Management Representative	Mr. Surinder Sood	
7	Alumni Representative	Ms. Bhumika Chaudhary	
		Mr. Apoorv J. Bhaduriya	
8	Community Representative	Mr. Pawan Kohli	
9	Employer/ Industrialist	Mr. Sohil Chadha	
10	External Expert	Dr. S.K. Garg	

  
Dr. Ashish Gupta  
(IQAC Coordinator)