



# I.T.S ENGINEERING COLLEGE GREATER NOIDA

The Education Group  
Ghaziabad • Greater Noida  
(Estd. 1995)

(A NAAC Accredited Engineering College)

**2021-22 (Even Semester)**  
**Department of Applied Science and Humanities**  
**Time Table (w.e.f 11/04/2022)**  
**II-Semester (Section-A)**  
**Room No. 216**

Day/Time	9:10-10:05	10:05-10:55	10:55-11:45	11:45-12:35	12:35-1:30	1:30-2:20	2:20-3:10	3:10-4:00	4:00-4:50
MON	EC (AAH)	ME (HG)	CH (DS)	MA (PK)	<b>LUNCH</b>	PDP (AK)		A2-CH Lab(DS)/A1-PC Lab(AR)	
TUE	MA (PK)	CH (DS)	ME (HG)	EC (AAH)		SS (AR)	ET (SN)	A2 -EC Lab (AAH)/ A1-CH Lab(DS)	
WED	EC (AAH)	MA (PK)	CH (DS)	ET (SN)		A2 -WS Lab (BK)/A1 -EC Lab (AAH)		ME (HG)	LIB/MENTOR Hr
THU	MA (PK)	ET (SN)	CH (DS)	ME (HG)		EC (AAH)	SS (AR)	MA (PK)	LIB/MENTOR Hr
FRI	ME (HG)	WS (BK)	EC (AAH)	CH (DS)		A2-PC Lab(AR)/A1 -WS Lab (BK)		MA (PK)	LIB/MENTOR Hr

Dr. P. C. Jha

Time Table Co-ordinator

Dr. O.P Chaudhary  
Head, ASH

Subject Name	Subject Code	Name of Faculty	Room No.
Engineering Mathematics-I (MA)	KAS203T	Mr. Prashant Kumar (PK)	216
Engineering Chemistry (CH)	KAS202T	Dr. Deepa Singh (DS)	216
Emerging Domain in Electronics Engineering (EC)	KEC201T	Mr Agha Asim Husain (AAH)	216
Fundamentals of Mechanical Engineering & Mechatronics (ME)	KME201T	Dr. Harsh Gupta (HG)	216
Soft Skill (SS)	KNC201	Mr Abhishek Rai (AR)	216
Emerging Technology for Engineering (ET)	KMC202	Sheenam Naaz (SN)	216
Mechanical Workshop Lecture (WS)	KWS251P	Mr Brijesh Kumar (BK)	216
Engg. Chemistry Lab (CH Lab)	KAS252P	Dr. Deepa Singh (DS)	118
Electronics Engineering Lab (EC Lab)	KEC251P	Mr Agha Asim Husain (AAH)	401
English Language Lab (PC Lab)	KAS254P	Mr Abhishek Rai (AR)	222
Mechanical Workshop Lab (WS Lab)	KWS251P	Mr Brijesh Kumar (BK)	LG-16
Professional Development Programme	PDP	Mr Alok Kumar (AK)	Naidu Hall

Director  
ITS Engineering College  
Greater Noida





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**2021-22 (Even Semester)**  
**Department of Applied Science and Humanities**  
**Time Table (w.e.f 11/04/2022)**  
**II-Semester (Section-B)**  
**Room No. 218**

Day/Time	9:10-10:05	10:05-10:55	10:55-11:45	11:45-12:35	12:35-1:30	1:30-2:20	2:20-3:10	3:10-4:00	4:00-4:50
MON	MA (RC)	CH (DS)	EC (CK)	ME (BO)	<b>LUNCH</b>	PDP (AK)		ET (SN)	LIB/MENTOR Hr
TUE	EC (CK)	MA (RC)	B2-WS Lab (BK)/B1-PC Lab (AR)			CH (DS)	WS (BK)	ME (BO)	LIB/MENTOR Hr
WED	CH (DS)	ME (BO)	SS (AR)	EC (CK)		MA (RC)	MA (RC)	B2 -CH Lab(DS)/B1-EC Lab (CK)	
THU	ME (BO)	CH (DS)	ET (SN)	MA (RC)		B1 -CH Lab(DS)/B2-PC Lab (DM)		EC (CK)	LIB/MENTOR Hr
FRI	ET (SN)	CH (DS)	SS (AR)	MA (RC)		ME (BO)	EC (CK)	B2-EC Lab (CK)/B1-WS Lab (BK)	

Dr. P. C. Jha

Time Table Co-ordinator

Dr. O.P Chaudhary  
Head, ASH

Subject Name	Subject Code	Name of Faculty	Room No.
Engineering Mathematics-I (MA)	KAS203T	Dr. Renu Chaudhary (RC)	218
Engineering Chemistry (CH)	KAS202T	Dr. Deepa Singh (DS)	218
Emerging Domain in Electronics Engineering (EC)	KEC201T	Mr Chandan Kumar (CK)	218
Fundamentals of Mechanical Engineering & Mechatronics (ME)	KME201T	Mr. Bhupesh Ojha (BO)	218
Soft Skill (SS)	KNC201	Mr Abhishek Rai (AR)	218
Emerging Technology for Engineering (ET)	KMC202	Sheenam Naaz (SN)	218
Mechanical Workshop Lecture (WS)	KWS251P	Mr Brijesh Kumar (BK)	218
Engg. Chemistry Lab (CH Lab)	KAS252P	Dr. Deepa Singh (DS)	118
Electronics Engineering Lab (EC Lab)	KEC251P	Mr Chandan Kumar (CK)	401
English Language Lab (PC Lab)	KAS254P	Mr Abhishek Rai (AR)/Dr Divya Mishra (DM)	222
Mechanical Workshop Lab (WS Lab)	KWS251P	Mr Brijesh Kumar (BK)	LG-16
Professional Development Programme	PDP	Mr Alok Kumar (AK)	Naidu Hall

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**2021-22 (Even Semester)**  
**Department of Applied Science and Humanities**  
**Time Table (w.e.f 11/04/2022)**  
**II-Semester (Section-C)**  
**Room No. 317**

Day/Time	9:10-10:05	10:05-10:55	10:55-11:45	11:45-12:35	12:35-1:30	1:30-2:20	2:20-3:10	3:10-4:00	4:00-4:50
MON	ME (BO)	EC (CK)	CH (PCJ)	ET (SN)	<b>LUNCH</b>	C2-EC Lab( CK)/ C1-WS Lab(BK)		MA (AD)	LIB/MENTOR Hr
TUE	MA (AD)	MA (AD)	EC (CK)	ME (BO)		C1-EC Lab(CK)/C2-PC Lab (DM)		CH (PCJ)	LIB/MENTOR Hr
WED	ME (BO)	EC (CK)	MA (AD)	CH (PCJ)		PDP (AK)		ET (SN)	LIB/MENTOR Hr
THU	SS (DM)	CH (PCJ)	WS (BK)	ME (BO)		MA (AD)	EC (CK)	C1-CH Lab(PCJ)/C2-WS Lab(BK)	
FRI	CH (PCJ)	EC (CK)	SS (DM)	MA (AD)		ET (SN)	ME (BO)	C2-CH Lab(PCJ)/C1-PC Lab (DM)	

Dr. P. C. Jha  
Time Table Co-ordinator

Dr. O.P Chaudhary  
Head, ASH

Subject Name	Subject Code	Name of Faculty	Room No.
Engineering Mathematics-I (MA)	KAS203T	Dr. Arti Dua (AD)	317
Engineering Chemistry (CH)	KAS202T	Dr. P. C. Jha (PCJ)	317
Emerging Domain in Electronics Engineering (EC)	KEC201T	Mr Chandan Kumar (CK)	317
Fundamentals of Mechanical Engineering & Mechatronics (ME)	KME201T	Mr. Bhupesh Ojha (BO)	317
Soft Skill (SS)	KNC201	Dr Divya Mishra (DM)	317
Emerging Technology for Engineering (ET)	KMC202	Sheenam Naaz (SN)	317
Mechanical Workshop Lecture (WS)	KWS251P	Mr Brijesh Kumar (BK)	317
Engg. Chemistry Lab (CH Lab)	KAS252P	Dr. P. C. Jha (PCJ)	118
Electronics Engineering Lab (EC Lab)	KEC251P	Mr Chandan Kumar (CK)	401
English Language Lab (PC Lab)	KAS254P	Dr Divya Mishra (DM)	222
Mechanical Workshop Lab (WS Lab)	KWS251P	Mr Brijesh Kumar (BK)	LG-16
Professional Development Programme	PDP	Mr Alok Kumar (AK)	Naidu Hall

*W. Jayan*  
Director  
ITS Engineering College  
Greater Noida





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**2021-22 (Even Semester)**  
**Department of Applied Science and Humanities**  
**Time Table (w.e.f 11/04/2022)**  
**II-Semester (Section-F)**  
**Room No. 319**

Day/Time	9:10-10:05	10:05-10:55	10:55-11:45	11:45-12:35	12:35-1:30	1:30-2:20	2:20-3:10	3:10-4:00	4:00-4:50
MON	PH (SK)	EE (MS)	MA (AD)	MA (AD)	<b>LUNCH</b>	PPS (AKG)	AI (NK)	EGD LAB (AS/CD/RSR)	
TUE	PPS (AKG)	PH (SK)	AI (NK)	EGD (CD)		EE (MS)	MA (AD)	F1- EE Lab (MS)/ F2 -PHY Lab(VS)	
WED	EE (MS)	PPS (AKG)	PH (SK)	MA (AD)		PDP (AK)		SS (AR)	LIB/MENTOR Hr
THU	EE (MS)	SS (AR)	PPS (AKG)	MA (AD)		F2 - EE Lab (MS)/ F1 -PPS Lab (AKG)		PH (SK)	LIB/MENTOR Hr
FRI	PPS (AKG)	MA (AD)	PH (SK)	EE (MS)		F1-PHY Lab(VS)/ F2 -PPS Lab (AKG)		AI (NK)	LIB/MENTOR Hr

Dr. P. C. Jha

Time Table Co-ordinator

Dr. O.P Chaudhary  
Head, ASH

Subject Name (Abv.)	Subject Code	Name of Faculty (Abv.)	Room No.
Engineering Mathematics-I (MA)	KAS203T	Dr. Arti Dua (AD)	319
Engineering Physics (PH)	KAS201T	Dr. Shaweta Khanna (SK)	319
Soft Skill (SS)	KNC201	Mr Abhishek Rai (AR)	319
Basic Electrical Engg (EE)	KEE 201T	Mr. Mohit Saxena (MS)	319
Programming for Problem Solving (PPS)	KCS201T	Mr. Ashish Kumar Gupta (AKG)	319
AI For Engineering (AI)	KMC201	Nisha Kumari (NK)	319
Engg. Graph. & Design Lecture (EGD)	KCE251P	Mr. Chetan Dixit (CD)	319
Engg. Physics Lab (PHY Lab)	KAS251P	Dr Vikram Singh (VS)	416
Basic Electrical Engg Lab (EE Lab)	KEE251P	Mr. Mohit Saxena (MS)	323
Prog. For Problem Solving Lab (PPS Lab)	KCS251P	Mr. Ashish Kumar Gupta (AKG)	304
Engg. Graph. & Design Lab (EGD Lab)	KCE251P	Dr Akant Singh (AS)/ Mr. Chetan Dixit (CD) /Mr. Rohan Srivastav (RSR)	315
Professional Development Programme	PDP	Mr Alok Kumar (AK)	Naidu Hall

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**Department of Applied Science and Humanities**  
**Time Table (w.e.f 11/04/2022)**  
**II-Semester (Section-G)**  
**Room No. 418**

Day/Time	9:10-10:05	10:05-10:55	10:55-11:45	11:45-12:35	12:35-1:30	1:30-2:20	2:20-3:10	3:10-4:00	4:00-4:50
MON	PPS (SN)	SS (AR)	MA (OPC)	EE (UA)	<b>LUNCH</b>	G1-EE Lab(UA)/ G2- PHY Lab(VS)		PH (VS)	LIB/MENTOR Hr
TUE	AI (NK)	MA (OPC)	PH (VS)	PPS (SN)		EE (UA)	EGD LAB (AS/CD/RSR)		LIB/MENTOR Hr
WED	SS (AR)	EE (UA)	MA (OPC)	PH (VS)		AI (NK)	PPS (SN)	G2-EE Lab(UA)/ G1-PPS Lab(NK)	
THU	AI (NK)	PH (VS)	MA (OPC)	MA (OPC)		PPS (SN)	EE (UA)	G1- PHY Lab(VS)/ G2 -PPS Lab(SN)	
FRI	EGD (CD)	MA (OPC)	PPS (SN)	EE (UA)		PDP (AK)		PH (VS)	LIB/MENTOR Hr

Dr. P. C. Jha

Time Table Co-ordinator

Dr. O.P Chaudhary  
Head, ASH

Subject Name	Subject Code	Name of Faculty	Room No.
Engineering Mathematics-I (MA)	KAS203T	Dr. O. P. Chaudhary (OPC)	418
Engineering Physics (PH)	KAS201T	Dr Vikram Singh (VS)	418
Soft Skill (SS)	KNC201	Mr Abhishek Rai (AR)	418
Basic Electrical Engg (EE)	KEE 201T	Mr Upendra Aggrawal	418
Programming for Problem Solving (PPS)	KCS201T	Sheenam Naaz (SN)	418
AI For Engineering (AI)	KMC201	Nisha Kumari (NK)	418
Engg. Graph. & Design Lecture (EGD)	KCE251P	Mr. Chetan Dixit (CD)	418
Engg. Physics Lab (PHY Lab)	KAS251P	Dr Vikram Singh (VS)	416
Basic Electrical Engg Lab (EE Lab)	KEE251P	Mr Upendra Aggrawal	323
Prog. For Problem Solving Lab (PPS Lab)	KCS251P	Sheenam Naaz (SN)/Nisha Kumari (NK)	304
Engg. Graph. & Design Lab (EGD Lab)	KCE251P	Dr Akant Singh (AS)/ Mr. Chetan Dixit (CD)/ Mr. Rohan Srivastav (RSR)	315
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**Department of Applied Science and Humanities**  
**Time Table (w.e.f 11/04/2022)**  
**II-Semester (Section-H)**  
**Room No. 420**

Day/Time	9:10-10:05	10:05-10:55	10:55-11:45	11:45-12:35	12:35-1:30	1:30-2:20	2:20-3:10	3:10-4:00	4:00-4:50
MON	PPS (AKG)	AI (NK)	PH (SK)	EE (MS)	<b>LUNCH</b>	MA (RC)	MA (RC)	H1 -EE Lab (MS)/ H2 -PPS Lab (NK)	
TUE	EE (MS)	PPS (AKG)	PH (SK)	MA (RC)		H2-PHY Lab (SK)/ H1-PPS Lab (NK)		SS (AR)	LIB/MENTOR Hr
WED	AI (NK)	MA (RC)	EE (MS)	PH (SK)		PPS (AKG)	EGD LAB (AS/CD/RSR)		LIB/MENTOR Hr
THU	MA (RC)	PPS (AKG)	AI (NK)	SS (AR)		PH (SK)	EGD (AS)	EE (MS)	LIB/MENTOR Hr
FRI	MA (RC)	EE (MS)	PPS (AKG)	PH (SK)		PDP (AK)		H1-PHYLab(SK)/ H2-EE Lab(MS)	

Dr. P. C. Jha

Time Table Co-ordinator

Dr. O.P Chaudhary  
Head, ASH

Subject Name	Subject Code	Name of Faculty	Room No.
Engineering Mathematics-I (MA)	KAS203T	Dr. Renu Chaudhary (RC)	420
Engineering Physics (PH)	KAS201T	Dr. Shaweta Khanna (SK)	420
Soft Skill (SS)	KNC201	Mr Abhishek Rai (AR)	420
Basic Electrical Engg (EE)	KEE 201T	Mr. Mohit Saxena (MS)	420
Programming for Problem Solving (PPS)	KCS201T	Mr. Ashish Kumar Gupta (AKG)	420
AI For Engineering (AI)	KMC201	Nisha Kumari (NK)	420
Engg. Graph. & Design Lecture (EGD)	KCE251P	Dr Akant Singh (AS)	420
Engg. Physics Lab (PHY Lab)	KAS251P	Dr. Shaweta Khanna (SK)	416
Basic Electrical Engg Lab (EE Lab)	KEE251P	Mr. Mohit Saxena (MS)	323
Prog. For Problem Solving Lab (PPS Lab)	KCS251P	Nisha Kumari (NK)	304
Engg. Graph. & Design Lab (EGD Lab)	KCE251P	Dr Akant Singh (AS)/ Mr. Chetan Dixit (CD) /Mr. Rohan Srivastav (RSR)	315
Professional Development Programme	PDP	Mr Alok Kumar (AK)	Naidu Hall

Director  
ITS Engineering College  
Greater Noida



Dated: 05/07/2022

**INTER OFFICE NOTE**

To : Director, I.T.S Engineering College  
From : Head- ASH Department, I.T.S Engineering College

Subject: Regarding Payment of Mr. Alok Kumar (PDP Trainer)

Dear Sir,

With the reference to letter dated 29<sup>th</sup> March, 2022 regarding approval of Mr. Alok Kumar as Soft-skill trainer for B.Tech first year students by CRC Team. The details of lectures conducted in the month of June, 2022 are as follows-

S.No.	Date	Class Duration	Total Time	Total Attendance
1	06-06-2022	1:30 – 3:10 pm	100 minutes	76
2	08-06-2022	1:30 – 3:10 pm	100 minutes	69
3	10-06-2022	1:30 – 3:10 pm	100 minutes	42
4	15-06-2022	1:30 – 3:10 pm	100 minutes	54
5	17-06-2022	1:30 – 3:10 pm	100 minutes	41
6	20-06-2022	1:30 – 3:10 pm	100 minutes	74
7	24-06-2022	1:30 – 3:10 pm	100 minutes	33
Grand Total			700/60=11.67 Hours	

Total lecture hours by Mr. Alok Kumar in the month of June =11.67 hours

Kindly process his payment for the month of June, 2022 for 11.67 hours@600/- per hour = Rs7000/- only. The details of his bank account are as follows:

Name of account holder: Alok Kumar  
Bank name: CANARA BANK  
Bank a/c no: 94512010010149  
IFSC Code: CNRB0000033

Please accord your approval for the payment.

*Dhand*  
05/07/22  
Dr. O P Chaudhary  
Head-ASH Department  
I.T.S Engineering College, G.Noida

*K. Jayaram*  
Director  
ITS Engineering College  
Greater Noida

Enclosures: 1. Photocopy of approval cum payment rate letter (Dated 29<sup>th</sup> March, 2022)  
2- Attendance sheet

Accounts  
Please make the payment of Rs 7000.00  
to Mr Alok Kumar.  
*K. Jayaram*  
05/07/22



From:-  
CRC Dept.

To  
Director/Secretary  
(For Approval)

Date: 29<sup>th</sup> March 2022

**Subject: Appointment of Mr. Alok Kumar as a freelancer for PDP (B.Tech).**

Respected Sir,

Looking forward to the requirement of a PDP trainer for our students of MBA & B.Tech (1<sup>st</sup> Year) we had already extended freelancing to Mr. Alok Kumar for our MBA department (1<sup>st</sup> year & 2<sup>nd</sup> Year) w.e.f. 10<sup>th</sup> December 2021.

We are looking forward to extend his contract for B.Tech 1<sup>st</sup> year students as well. Mr. Alok Kumar is Speaker, Corporate Trainer, NLP Practitioner, English and IAS coach. Complete details about his current engagement and his past engagements are being enclosed.

Enclosing the following for your reference:

- 1) Profile of Mr. Alok Kumar
- 2) Content to be taken up by him with little add-on for B.Tech 1<sup>st</sup> Yr.

We understand the need to train our students on softskills and with this our current requirement could be easily met. Enclosing his charges post negotiation.

For B.Tech- Rs 600 per hour

Total No.of Hrs - 5 hrs (1hr 40 min each for 3 sections in week) in 2<sup>nd</sup> Semester from 11<sup>th</sup> April 2022.

Days: Monday, Wednesday and Friday

Timing: 1:30 PM to 3:10 PM

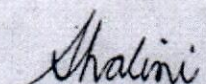
Payment Mode: RTGS monthly attendance to be provided by department through HOD (CRC)

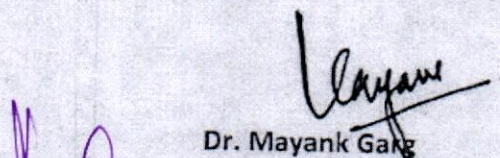
We shall extend his time/ branches/ batch as per the students feedback generated and our requirements.

Requesting you to kindly approve so that the process could be streamlined as per our current requirement.

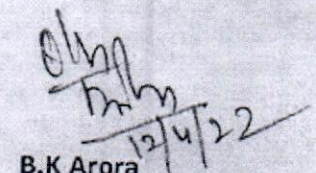
Enclosed: Request letter for PDP Trainer by HOD ASH Dr. O.P. Chaudhary

Regards

  
Shalini Khatri  
CRC Head

  
Dr. Mayank Gang  
Director

Director  
ITS Engineering College  
Greater Noida

  
B.K Arora  
Secretary



Dated: 06/01/2022

**INTER OFFICE NOTE**

To : Director, I.T.S Engineering College  
Through : CRC -Head, ITS engineering College  
From : Head- Department of MBA, I.T.S. Engineering College

**Subject: Regarding Payment of Mr. Alok Kumar (PDP Trainer-MBA)**

Respected Sir,

With reference to letter dated 15<sup>th</sup> December, 2021 regarding approval of Mr. Alok Kumar as Soft-skills trainer for MBA students by CRC Team. The details of lectures conducted in the month of December, 2021 as are follows:

S. No.	Date	Time	Year	Total Attendance
1	10 <sup>th</sup> December, 2021	09:15AM to 11:15AM	MBA - 1 <sup>st</sup> & 2 <sup>nd</sup> Year	37
2	16 <sup>th</sup> December, 2021	09:30AM to 11:30AM	MBA - 1 <sup>st</sup> & 2 <sup>nd</sup> Year	34
3	23 <sup>rd</sup> December, 2021	09:30AM to 11:30AM	MBA - 1 <sup>st</sup> & 2 <sup>nd</sup> Year	30
4	30 <sup>th</sup> December, 2021	09:30AM to 11:30AM	MBA - 1 <sup>st</sup> Year	15

**Total lecture hours by Mr. Alok Kumar in the month of December, 2021 = 8 hours (Eight hours)**

Kindly, process his payment for the month of December, 2021 for 8 hrs @ 800per hour = Rs. 6,400/- only. The details of his bank accounts are as follows:

Name of account holder: ALOK KUMAR

Bank name: CANARA BANK

Bank a/c no.: 94512010010149

IFSC Code: CNRB0000033

Please accord your approval for the payment.

*Sunita*  
Dr. Sunita Shukla

Head-Department of MBA  
ITS Engineering College

Enclosures: 1. Photocopy of approval cum payment rates letter (Dated 15<sup>th</sup> December, 2021)  
2. Photocopy of attendance sheet (Date-wise)

*K. Jayans*  
Director  
I.T.S Engineering College  
Greater Noida  
06/01/2022

*Recommended and  
kindly release  
the payment of  
Rs 64  
K. Jayans  
6/01/2022*

Date: 06/01/22

S. No.



From:- CRC Dept.	To Director/Secretary (For Approval)
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Date: 15<sup>th</sup> December 2021

Subject: Appointment of Mr. Alok Kumar as a freelancer for PDP.

Respected Sir,

Looking forward to the requirement of a PDP trainer for our students of MBA & B.Tech (1<sup>st</sup> Year) we wish to extend freelancing to Mr. Alok Kumar, he is Speaker, Corporate Trainer, NLP Practitioner, English and IAS coach. Complete details about his current engagement and his past engagements are being enclosed.

Enclosing the following for your reference:

- 1) Profile of Mr. Alok Kumar
- 2) Content to be taken up by him with little add-on for MBA & B.Tech 1<sup>st</sup> Yr.

We understand the need to train our students on softskills and with this our current requirement could be easily met. Enclosing his charges post negotiation.

For MBA - Rs 800 per hour (40 hours)

Total No. of Hrs- Min 2 and Max 3 per week (Immediate effect) w.e.f. 18/12/21. (already held under IAS). Lecture

\*\* Combined classes for 1<sup>st</sup> Yr & Final Yr.

For B.Tech- Rs 600 per hour

Total No. of Hrs - 6 hrs (1hr each for 6 sections in week) in 2<sup>nd</sup> Semester.

Timing: As per the department requirement

Payment Mode: RTGS every 15 days / monthly Attendance to be provided by Dept. Amount HOD (CRC)

We shall extend his time/ branches/ batch as per the students feedback generated and our requirements.

Requesting you to kindly approve so that the process could be streamlined as per our current requirement.

Regards

*Shalini*  
Shalini Khatri  
CRC Head

*Dr. B.C Sharma*  
Dr. B.C Sharma  
Director

Director  
ITS Engineering College  
Greater Noida

Pl. Start for MBA students and put up again for B.Tech offer their first exam

B.K Arora  
Secretary

*17/12/21*





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# I.T.S ENGINEERING COLLEGE GREATER NOIDA (A NAAC Accredited Engineering College)

Dated: 05/05/2022

## INTER OFFICE NOTE

To : Director, I.T.S Engineering College  
From : Head- Department of MBA, I.T.S. Engineering College

**Subject: Regarding Payment of Mr. Alok Kumar (PDP Trainer-MBA)**

Dear Sir,

With the reference to letter dated 15<sup>th</sup> Dec. 2021 regarding approval of Mr. Alok Kumar as Soft-skill trainer for MBA students by CRC Team. The details of lectures conducted in the month of April 2022 are as follows-

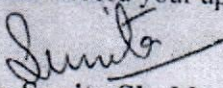
S.No	Date	Time	Year	Total Attendance
1	12/04/2022	1 Hour	MBA 1 <sup>st</sup> & 2 <sup>nd</sup> Year	10
2	13/04/2022	1 Hour	MBA 1 <sup>st</sup> & 2 <sup>nd</sup> Year	12
3	21/04/2022	1 Hour	MBA 1 <sup>st</sup>	16
4	22/04/2022	1 Hour	MBA 1 <sup>st</sup>	13
5	28/04/2022	1 Hour	MBA 1 <sup>st</sup>	21
6	29/04/2022	1 Hour	MBA 1 <sup>st</sup>	18

Total lecture hours by Mr. Alok Kumar in the month of April 2022- 6 only

Kindly process his payment for the month of April 2022 for - 6hrs@800 per hour—4800/- Rs. only. The details of his bank account are as follows:

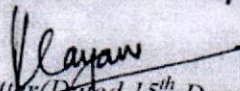
Name of account holder: Alok Kumar  
Bank name: CANARA BANK  
Bank a/c no: 94512010010149  
IFSC Code: CNRB0000033

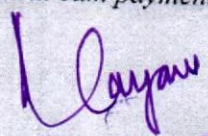
Please accord your approval for the payment.

  
**Dr. Sunita Shukla**  
Head-Department of MBA  
ITS Engineering College, G.Noida

Accounts

Please make payments.

  
Enclosures: 1. Photocopy of approval cum payment rate letter (Dated 15<sup>th</sup> December, 2021)  
2- Attendance sheet



**Director**  
ITS Engineering College  
Greater Noida



From:- CRC Dept.	To Director/Secretary (For Approval)
---------------------	--

Date: 15<sup>th</sup> December 2021

Subject: Appointment of Mr. Alok Kumar as a freelancer for PDP.

Respected Sir,

Looking forward to the requirement of a PDP trainer for our students of MBA & B.Tech (1<sup>st</sup> Year) we wish to extend freelancing to Mr. Alok Kumar, he is Speaker, Corporate Trainer, NLP Practitioner, English and IAS coach. Complete details about his current engagement and his past engagements are being enclosed.

Enclosing the following for your reference:

- 1) Profile of Mr. Alok Kumar
- 2) Content to be taken up by him with little add-on for MBA & B.Tech 1<sup>st</sup> Yr.

We understand the need to train our students on softskills and with this our current requirement could be easily met. Enclosing his charges post negotiation.

For MBA - Rs 800 per hour

(40 hours)

Total No. of Hrs- Min 2 and Max 3 per week (Immediate effect) w.e.f. 15/12/21. (already held under IAS Lectures)

\*\* Combined classes for 1<sup>st</sup> Yr & Final Yr.

For B.Tech- Rs 600 per hour

Total No. of Hrs - 6 hrs (1hr each for 6 sections in week) in 2<sup>nd</sup> Semester.

Timing: As per the department requirement

Payment Mode: RTGS every 15 days/monthly Attendance to be provided by Dept. through HOD (CRC)

We shall extend his time/ branches/ batch as per the students feedback generated and our requirements.

Requesting you to kindly approve so that the process could be streamlined as per our current requirement.

Regards

Shalini  
Shalini Khatri  
CRC Head

Dr. B.C. Sharma  
Director

Director  
ITS Engineering College  
Greater Noida

Pl. start for MBA students and put up again after their offer letter is received.  
B.K Arora  
Secretary

17/12





**The Education Group**  
Ghaziabad • Greater Noida  
(Estd. : 1995)

# I.T.S ENGINEERING COLLEGE GREATER NOIDA

(A NAAC Accredited Engineering College)

Dated: 06/06/2022

## INTER OFFICE NOTE

To : Director, I.T.S Engineering College  
From : Head- Department of MBA, I.T.S. Engineering College

**Subject: Regarding Payment of Mr. Alok Kumar (PDP Trainer-MBA)**

Dear Sir,

With the reference to letter dated 15<sup>th</sup> Dec. 2021 regarding approval of Mr. Alok Kumar as Soft-skill trainer for MBA students by CRC Team. The details of lectures conducted in the month of May 2022 are as follows-

S.No	Date	Time	Year	Total Attendance	Remarks
1	5 <sup>th</sup> May 2022	10-11 AM	MBA- 1 <sup>st</sup> Year	16	
2	12 <sup>th</sup> May 2022	10:00-12:00 PM	MBA- 1 <sup>st</sup> Year	16	
3	20 <sup>th</sup> May 2022	10:00-12:00 PM	MBA- 1 <sup>st</sup> Year	15	

Total lecture hours by Mr. Alok Kumar in the month of May 2022- 5 only

Kindly process his payment for the month of May 2022 for 5 hrs@800 per hour-4000/- Rs. only. The details of his bank account are as follows:

Name of account holder: Alok Kumar  
Bank name: CANARA BANK  
Bank a/c no: 94512010010149  
IFSC Code: CNRB0000033

APPROVED IN ZOHO  
(FOR ON LINE PAYMENT)

Please accord your approval for the payment.

*Sachin Sinha*  
6/6/22

**Mr Sachin Sinha (Assistant Professor)**  
ITS Engineering College, G.Noida

Sign..... Sign.....  
Date..... Date.....  
S No..... Amount Rs.....

Enclosures: 1. Photocopy of approval cum payment rate letter (Dated 15<sup>th</sup> December, 2021)  
2- Attendance sheet

*K. Jayaram*  
Director  
ITS Engineering College  
Greater Noida

Accounts

Please make the payment.

*K. Jayaram*  
8/6/22



From:- CRC Dept.	To Director/Secretary (For Approval)
---------------------	--

Date: 15<sup>th</sup> December 2021

Subject: Appointment of Mr. Alok Kumar as a freelancer for PDP.

Respected Sir,

Looking forward to the requirement of a PDP trainer for our students of MBA & B.Tech (1<sup>st</sup> Year) we wish to extend freelancing to Mr. Alok Kumar, he is Speaker, Corporate Trainer, NLP Practitioner, English and IAS coach. Complete details about his current engagement and his past engagements are being enclosed.

Enclosing the following for your reference:

- 1) Profile of Mr. Alok Kumar
- 2) Content to be taken up by him with little add-on for MBA & B.Tech 1<sup>st</sup> Yr.

We understand the need to train our students on softskills and with this our current requirement could be easily met. Enclosing his charges post negotiation.

For MBA - Rs 800 per hour

(40 hours)

Total No. of Hrs- Min 2 and Max 3 per week (Immediate effect) w.e.f. 15/12/21. (already held under (P) Lecture

\*\* Combined classes for 1<sup>st</sup> Yr & Final Yr.

For B.Tech- Rs 600 per hour

Total No. of Hrs - 6 hrs (1hr each for 6 sections in week) in 2<sup>nd</sup> Semester.

Timing: As per the department requirement

Payment Mode: RTGS every 15 days.

Attendance to be provided by Dept. through HOD (CRC)

We shall extend his time/ branches/ batch as per the students feedback generated and our requirements.

Requesting you to kindly approve so that the process could be streamlined as per our current requirement.

Regards

Shalini  
Shalini Khatri  
CRC Head

Dr. B.C Sharma  
Director

K. Jayan

Director  
ITS Engineering College  
Greater Noida

Pl. Start for MBA students and put up again for B.Tech. offer their first 20 names

B.K Arora  
Secretary

17/12/21



Dated: 05/05/2022

**INTER OFFICE NOTE**

To : Director, I.T.S Engineering College  
From : Head- ASH Department, I.T.S Engineering College

Subject: Regarding Payment of Mr. Alok Kumar (PDP Trainer)

Dear Sir,

With the reference to letter dated 29<sup>th</sup> March, 2022 regarding approval of Mr. Alok Kumar as Soft-skill trainer for B.Tech first year students by CRC Team. The details of lectures conducted in the month of April, 2022 are as follows-

S.No.	Date	Class Duration	Total Time	Total Attendance
1	11-04-2022	1:30 – 3:10 pm	100 minutes	156
2	13-04-2022	1:30 – 3:10 pm	100 minutes	52
3	18-04-2022	1:30 – 3:10 pm	100 minutes	72
4	20-04-2022	1:30 – 3:10 pm	100 minutes	75
5	22-04-2022	1:30 – 3:10 pm	100 minutes	31
6	25-04-2022	1:30 – 3:10 pm	100 minutes	83
7	27-04-2022	1:30 – 3:10 pm	100 minutes	59
8	29-04-2022	1:30 – 3:10 pm	100 minutes	37
Grand Total			800/60=13 Hours (Approx)	

Total lecture hours by Mr. Alok Kumar in the month of April =13 hours

Kindly process his payment for the month of April, 2022 for 13 hours @600 per hour =Rs 7800/- only. The details of his bank account are as follows:

Name of account holder: Alok Kumar  
Bank name: CANARA BANK  
Bank a/c no: 94512010010149  
IFSC Code: CNRB0000033

Please accord your approval for the payment.

*Dhans*  
05/05/22  
Dr. O P Chaudhary  
Head-ASH Department  
I.T.S Engineering College, G.Noida

Enclosures: 1. Photocopy of approval cum payment rate letter (Dated 29<sup>th</sup> March, 2022)  
2- Attendance sheet

*Accounts*  
Please make the payment.  
*Dhans*  
05/05/22

*Dhans*  
Director  
I.T.S Engineering  
Greater Noida



**From:-**  
CRC Dept.

**To**  
Director/Secretary  
(For Approval)

Date: 29<sup>th</sup> March 2022

**Subject: Appointment of Mr. Alok Kumar as a freelancer for PDP (B.Tech).**

Respected Sir,

Looking forward to the requirement of a PDP trainer for our students of MBA & B.Tech (1<sup>st</sup> Year) we had already extended freelancing to Mr. Alok Kumar for our MBA department (1<sup>st</sup> year & 2<sup>nd</sup> Year) w.e.f. 10<sup>th</sup> December 2021.

We are looking forward to extend his contract for B.Tech 1<sup>st</sup> year students as well. Mr. Alok Kumar is Speaker, Corporate Trainer, NLP Practitioner, English and IAS coach. Complete details about his current engagement and his past engagements are being enclosed.

Enclosing the following for your reference:

- 1) Profile of Mr. Alok Kumar
- 2) Content to be taken up by him with little add-on for B.Tech 1<sup>st</sup> Yr.

We understand the need to train our students on softskills and with this our current requirement could be easily met. Enclosing his charges post negotiation.

For B.Tech- Rs 600 per hour

Total No.of Hrs - 5 hrs (1hr 40 min each for 3 sections in week) in 2<sup>nd</sup> Semester from 11<sup>th</sup> April 2022.

Days: Monday, Wednesday and Friday

Timing: 1:30 PM to 3:10 PM

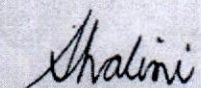
Payment Mode: RTGS monthly attendance to be provided by department through HOD (CRC)

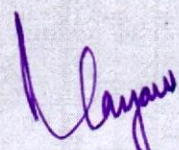
We shall extend his time/ branches/ batch as per the students feedback generated and our requirements.

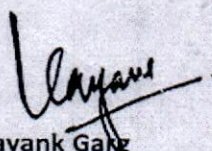
Requesting you to kindly approve so that the process could be streamlined as per our current requirement.

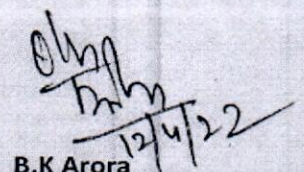
Enclosed: Request letter for PDP Trainer by HOD ASH Dr. O.P. Chaudhary

Regards

  
Shalini Khatri  
CRC Head

  
Dr. Mayank Gang  
Director  
ITS Engineering College  
Greater Noida

  
B.K Arora  
Secretary

  
B.K Arora  
Secretary  
12/4/22







From:-  
CRC Dept.

To  
Director/Secretary  
(For Approval)

Date: 29<sup>th</sup> March 2022

**Subject: Appointment of Mr. Alok Kumar as a freelancer for PDP (B.Tech).**

Respected Sir,

Looking forward to the requirement of a PDP trainer for our students of MBA & B.Tech (1<sup>st</sup> Year) we had already extended freelancing to Mr. Alok Kumar for our MBA department (1<sup>st</sup> year & 2<sup>nd</sup> Year) w.e.f. 10<sup>th</sup> December 2021.

We are looking forward to extend his contract for B.Tech 1<sup>st</sup> year students as well. Mr. Alok Kumar is Speaker, Corporate Trainer, NLP Practitioner, English and IAS coach. Complete details about his current engagement and his past engagements are being enclosed.

Enclosing the following for your reference:

- 1) Profile of Mr. Alok Kumar
- 2) Content to be taken up by him with little add-on for B.Tech 1<sup>st</sup> Yr.

We understand the need to train our students on softskills and with this our current requirement could be easily met. Enclosing his charges post negotiation.

For B.Tech- Rs 600 per hour

Total No.of Hrs - 5 hrs (1hr 40 min each for 3 sections in week) in 2<sup>nd</sup> Semester from 11<sup>th</sup> April 2022.

Days: Monday, Wednesday and Friday

Timing: 1:30 PM to 3:10 PM

Payment Mode: RTGS monthly attendance to be provided by department through HOD (CRC)

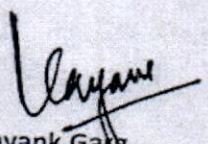
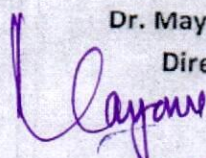
We shall extend his time/ branches/ batch as per the students feedback generated and our requirements.

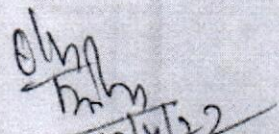
Requesting you to kindly approve so that the process could be streamlined as per our current requirement.

Enclosed: Request letter for PDP Trainer by HOD ASH Dr. O.P. Chaudhary

Regards

  
Shalini Khatri  
CRC Head

  
Dr. Mayank Garg  
Director  
  
Director  
ITS Engineering College  
Greater Noida

  
B.K Arora  
Secretary  
12/4/22



To  
**ALOK KUMAR (PDP Tranier)**

**STATEMENT OF ACCOUNTS**

01/04/2021 To 31/03/2022

**Account Summary**

Opening Balance	0.00
Billed Amount	15,200.00
Amount Paid	15,200.00
Balance Due	0.00

Date	Transactions	Details	Amount	Payments	Balance
01/04/2021	***Opening Balance***		0.00		0.00
06/01/2022	Bill	06.01.2022 - due on 06/01/2022	6,400.00		6,400.00
06/01/2022	Payment Made	6,400.00 for payment of 06.01.2022		6,400.00	0.00
09/02/2022	Bill	09.02.2022 for( PDP Traner-MBA) - due on 09/02/2022	6,400.00		6,400.00
12/02/2022	Payment Made	6,400.00 for payment of 09.02.2022 for( PDP Traner-MBA)		6,400.00	0.00
22/03/2022	Bill	04.03.2022 - due on 22/03/2022	2,400.00		2,400.00
24/03/2022	Payment Made	2,400.00 for payment of 04.03.2022		2,400.00	0.00
		<b>Balance Due</b>			<b>0.00</b>

*K. Jayas*

Director  
 ITS Engineering College  
 Greater Noida





## ITS ENGINEERING COLLEGE

PLOT NO 46  
KNOWLEDGE PARK-III  
GREATER NOIDA Uttar Pradesh 201308  
India

### PAYMENTS MADE

Payment# **6068**

Payment Date **13/06/2022**

Reference Number \_\_\_\_\_

Paid To **ALOK KUMAR (PDP Tranier)**

Payment Mode **Cash**

Paid Through **ICICI Bank Limited**

Amount Paid In Words **Rupees Seven Thousand Eight Hundred Only**

Amount Paid  
**₹7,800.00**

Paid To  
**ALOK KUMAR (PDP Tranier)**

### Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
07.06.2022	09/06/2022	₹7,800.00	₹7,800.00

*K. Jayas*  
Director  
ITS Engineering College  
Greater Noida





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# I.T.S ENGINEERING COLLEGE GREATER NOIDA (A NAAC Accredited Engineering College)

Dated: 09/02/2022

## INTER OFFICE NOTE

To : Director, I.T.S Engineering College  
From : Head- Department of MBA, I.T.S. Engineering College

**Subject: Regarding Payment of Mr. Alok Kumar (PDP Trainer-MBA)**

Dear Sir,

With the reference to letter dated 15<sup>th</sup> Dec. 2021 regarding approval of Mr. Alok Kumar as Soft-skill trainer for MBA students by CRC Team. The details of lectures conducted in the month of January 2022 are as follows-

S.No	Date	Time	Year	Total Attendance
1	6 <sup>th</sup> January 2022	10:05-10:55 AM	MBA-1 <sup>st</sup> & 2 <sup>nd</sup> Year	17
2	13 <sup>th</sup> January 2022	10:05-10:55 AM	MBA-1 <sup>st</sup> & 2 <sup>nd</sup> Year	19
3	14 <sup>th</sup> January 2022	10:05-10:55 AM	MBA-1 <sup>st</sup> & 2 <sup>nd</sup> Year	13
4	20 <sup>th</sup> January 2022	10:05-10:55 AM	MBA-1 <sup>st</sup> & 2 <sup>nd</sup> Year	26
5	21 <sup>st</sup> January 2022	10:05-10:55 AM	MBA-1 <sup>st</sup> & 2 <sup>nd</sup> Year	22
6	27 <sup>th</sup> January 2022	10:05-10:55 AM	MBA-1 <sup>st</sup> & 2 <sup>nd</sup> Year	21
7	28 <sup>th</sup> January 2022	10:05-10:55 AM	MBA-1 <sup>st</sup> & 2 <sup>nd</sup> Year	18

Total lecture hours by Mr. Alok Kumar in the month of January 2022- 8 hours.

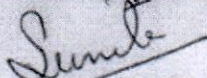
Kindly process his payment for the month of January 2022 for 8 hrs@800 per hour-6400/- Rs. only. The details of his bank account are as follows:

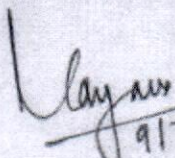
Name of account holder: Alok Kumar ✓  
Bank name: CANARA BANK  
Bank a/c no: 94512010010149  
IFSC Code: CNRB0000033

Accounts

Please make the payments.  
Rs 6400/-

Please accord your approval for the payment.

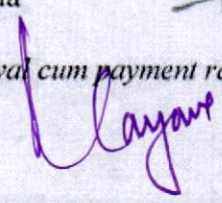
  
**Dr. Sunita Shukla**  
Head-Department of MBA  
ITS Engineering College, G.Noida

  
9/2/22

APPROVED IN ZOHO  
(FOR ON LINE PAYMENT)

Sign..... Sign.....  
Date 09/02/22

Enclosures: 1. Photocopy of approval cum payment rate letter (Dated 15<sup>th</sup> December, 2021) and Rs. (6400/-)  
2- Attendance sheet



Director  
ITS Engineering College  
Greater Noida



From:- CRC Dept.	To Director/Secretary (For Approval)
---------------------	--

Date: 15<sup>th</sup> December 2021

Subject: Appointment of Mr. Alok Kumar as a freelancer for PDP.

Respected Sir,

Looking forward to the requirement of a PDP trainer for our students of MBA & B.Tech (1<sup>st</sup> Year) we wish to extend freelancing to Mr. Alok Kumar, he is Speaker, Corporate Trainer, NLP Practitioner, English and IAS coach. Complete details about his current engagement and his past engagements are being enclosed.

Enclosing the following for your reference:

- 1) Profile of Mr. Alok Kumar
- 2) Content to be taken up by him with little add-on for MBA & B.Tech 1<sup>st</sup> Yr.

We understand the need to train our students on softskills and with this our current requirement could be easily met. Enclosing his charges post negotiation.

For MBA - Rs 800 per hour (40 hours)

Total No. of Hrs- Min 2 and Max 3 per week (Immediate effect) w.e.f. 15/12/21. (already held under RFP). Lecturo

\*\* Combined classes for 1<sup>st</sup> Yr & Final Yr.

For B.Tech- Rs 600 per hour

Total No. of Hrs - 6 hrs (1hr each for 6 sections in week) in 2<sup>nd</sup> Semester.

Timing: As per the department requirement

Payment Mode: RTGS every 15 days / monthly Attendance to be provided by Dept. through HOD (CRC)

We shall extend his time/ branches/ batch as per the students feedback generated and our requirements.

Requesting you to kindly approve so that the process could be streamlined as per our current requirement.

Regards

*Shalini*  
Shalini Khatri  
CRC Head

*B.C Sharma*  
Dr. B.C Sharma  
Director

*Kayans*  
Director  
ITS Engineering College  
Greater Noida

*Pl. start for MBT and put up again for B.Tech. offer c. in list.*  
B.K Arora  
Secretary

*17/12/21*





## ITS ENGINEERING COLLEGE

PLOT NO 46  
KNOWLEDGE PARK-III  
GREATER NOIDA Uttar Pradesh 201308  
India

### PAYMENTS MADE

Payment# **5409**

Payment Date **12/02/2022**

Reference Number **7xi4T2M3EQ6TXPPHwCQxpT628676**

Paid To **ALOK KUMAR (PDP Tranier)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **204310819504**

Amount Paid In Words **Rupees Six Thousand Four Hundred Only**

Amount Paid  
₹6,400.00

Paid To  
**ALOK KUMAR (PDP Tranier)**

### Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
09.02.2022 for( PDP Traner-MBA)	09/02/2022	₹6,400.00	₹6,400.00

Director  
ITS Engineering College  
Greater Noida





The Education Group  
Ghaziabad • Greater Noida  
(Estd. : 1995)

# I.T.S ENGINEERING COLLEGE GREATER NOIDA (A NAAC Accredited Engineering College)

Dated: 04/03/2022

## INTER OFFICE NOTE

To : Director, I.T.S Engineering College  
From : Head- Department of MBA, I.T.S. Engineering College

Subject: Regarding Payment of Mr. Alok Kumar (PDP Trainer-MBA)

Dear Sir,

With the reference to letter dated 15<sup>th</sup> Dec. 2021 regarding approval of Mr. Alok Kumar as Soft-skill trainer for MBA students by CRC Team. The details of lectures conducted in the month of February 2022 are as follows-

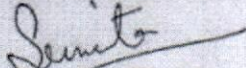
S.No	Date	Time	Year	Total Attendance	Remarks
1	18 <sup>th</sup> Feb 2022	1:30-2:30 PM	MBA-1 <sup>st</sup> & 2 <sup>nd</sup> Year	8	Less attendance in 1 <sup>st</sup> offline PDP session after resuming offline classes
2	25 <sup>th</sup> Feb 2022	10:00-12:00 PM	MBA- 2 <sup>nd</sup> Year	13	Session was organized on request of MBA 2 <sup>nd</sup> year students for preparation of placement interview

Total lecture hours by Mr. Alok Kumar in the month of February 2022- 3 only

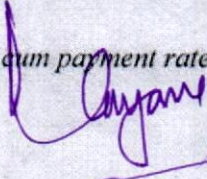
Kindly process his payment for the month of February 2022 for 3 hrs@800 per hour-2400/- Rs. only. The details of his bank account are as follows:

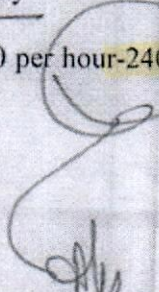
Name of account holder: Alok Kumar  
Bank name: CANARA BANK  
Bank a/c no: 94512010010149  
IFSC Code: CNRB0000033

Please accord your approval for the payment.

  
Dr. Sunita Shukla  
Head-Department of MBA  
ITS Engineering College, G.Noida

Enclosures: 1. Photocopy of approval cum payment rate letter (Dated 15<sup>th</sup> December, 2021)  
2- Attendance sheet

  
Director  
ITS Engineering College  
Greater Noida

  
Pl. Process for  
payment.  
22/3/22



From:- CRC Dept.	To Director/Secretary (For Approval)
---------------------	--

Date: 15<sup>th</sup> December 2021  
 Subject: Appointment of Mr. Alok Kumar as a freelancer for PDP.

Respected Sir,

Looking forward to the requirement of a PDP trainer for our students of MBA & B.Tech (1<sup>st</sup> Year) we wish to extend freelancing to Mr. Alok Kumar, he is Speaker, Corporate Trainer, NLP Practitioner, English and IAS coach. Complete details about his current engagement and his past engagements are being enclosed.

Enclosing the following for your reference:

- 1) Profile of Mr. Alok Kumar
- 2) Content to be taken up by him with little add-on for MBA & B.Tech 1<sup>st</sup> Yr.

We understand the need to train our students on softskills and with this our current requirement could be easily met. Enclosing his charges post negotiation.

For MBA - Rs 800 per hour (40 hours)

Total No. of Hrs- Min 2 and Max 3 per week (Immediate effect) w.e.f. 15/12/21. (already held under IAS Lectur)

\*\* Combined classes for 1<sup>st</sup> Yr & Final Yr.

For B.Tech- Rs 600 per hour

Total No. of Hrs - 6 hrs (1hr each for 6 sections in week) in 2<sup>nd</sup> Semester.

Timing: As per the department requirement

Payment Mode: RTGS every 15 days/monthly Attendance to be given by Dept. Amount HOD (CRC)  
 We shall extend his time/ branches/ batch as per the students feedback generated and our requirements.

Requesting you to kindly approve so that the process could be streamlined as per our current requirement.

Regards

*Shalini*  
 Shalini Khatri  
 CRC Head

*B. C. Sharma*  
 Dr. B. C. Sharma  
 Director

*K. Jayan*  
 Director  
 ITS Engineering College  
 Greater Noida

Pl. start for students a up again after B.K Arora Secretary

*17/12*





## ITS ENGINEERING COLLEGE

PLOT NO 46  
KNOWLEDGE PARK-III  
GREATER NOIDA Uttar Pradesh 201308  
India

### PAYMENTS MADE

Payment# **5548**

Payment Date **24/03/2022**

Reference Number **2Wfa0nR1kjo8smMURakOGj228564**

Paid To **ALOK KUMAR (PDP Tranier)**

Payment Mode **ICICI Bank**

Paid Through **ICICI Bank Limited**

UTR Number **208311224263**

Amount Paid In Words **Rupees Two Thousand Four Hundred Only**

Amount Paid  
₹2,400.00

Paid To  
**ALOK KUMAR (PDP Tranier)**

### Payment for

Bill Number	Bill Date	Bill Amount	Payment Amount
04.03.2022	22/03/2022	₹2,400.00	₹2,400.00

*Rayans*  
Director  
ITS Engineering College  
Greater Noida



Dated: 06/01/2022

**INTER OFFICE NOTE**

To : Director, I.T.S Engineering College  
Through : CRC –Head, ITS engineering College  
From : Head- Department of MBA, I.T.S. Engineering College

**Subject: Regarding Payment of Mr. Alok Kumar (PDP Trainer-MBA)**

Respected Sir,

With reference to letter dated 15<sup>th</sup> December, 2021 regarding approval of Mr. Alok Kumar as Soft-skills trainer for MBA students by CRC Team. The details of lectures conducted in the month of December, 2021 as are follows:

S. No.	Date	Time	Year	Total Attendance
1	10 <sup>th</sup> December, 2021	09:15AM to 11:15AM	MBA – 1 <sup>st</sup> & 2 <sup>nd</sup> Year	37
2	16 <sup>th</sup> December, 2021	09:30AM to 11:30AM	MBA – 1 <sup>st</sup> & 2 <sup>nd</sup> Year	34
3	23 <sup>rd</sup> December, 2021	09:30AM to 11:30AM	MBA – 1 <sup>st</sup> & 2 <sup>nd</sup> Year	30
4	30 <sup>th</sup> December, 2021	09:30AM to 11:30AM	MBA – 1 <sup>st</sup> Year	15

**Total lecture hours by Mr. Alok Kumar in the month of December, 2021 = 8 hours (Eight hours)**

Kindly, process his payment for the month of December, 2021 for 8 hrs @ 800per hour = Rs. 6,400/- only. The details of his bank accounts are as follows:

**Name of account holder: ALOK KUMAR**

**Bank name: CANARA BANK**

**Bank a/c no.: 94512010010149**

**IFSC Code: CNRB0000033**

Please accord your approval for the payment.

*Sunita*

**Dr. Sunita Shukla**

Head-Department of MBA  
ITS Engineering College

**Enclosures: 1. Photocopy of approval cum payment rates letter (Dated 15<sup>th</sup> December, 2021)**

**2. Photocopy of attendance sheet (Date-wise)**

*Kindly process the payment  
Shahini  
06/01/2022*

*Recommended and  
kindly release  
the payment of  
Rs 6400  
Kalyan  
6/01/2022*