

**I.T.S Engineering College**  
**46, Knowledge Park III, Greater Noida**  
**NOTICE FOR IQAC MEETING 2018-2019**

Ref. No.:- IQAC/ITSEC/2018/001

Date: August 20, 2018

The 1<sup>st</sup> quarterly IQAC Meeting for 2018-2019 has been scheduled for **August 24, 2018** (Saturday) at **10:30AM** 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. 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.
4. Discussion on compilation of lesson plans, PPTs and course files on top priority, and satisfactory/not satisfactory reports to be submitted to the Office of Dean Academics by all the HOD's.
5. HOD's will present the action plan of all the events for the forthcoming semester of their departments after consultation with their faculty members.
6. Every HOD will submit lab functionality report of the all the Departmental Laboratories and other available infrastructures.
7. Internship report of previous semester to be submitted by all the HOD's.
8. All HODs to submit the names of Class Representatives for each section.
9. Minimum two industrial visits (one in each semester) are to be arranged for the academic session 2018-2019 by all the departments for the students of 2<sup>nd</sup> and 3<sup>rd</sup> year respectively.
10. Utilization report of all the COE's.
11. Any other matter with the 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: 2018-2019**

**Ref. No.:** IQAC/ITSEC/2018/002

**Date:** August 24, 2018

**Location:** CRC Board Room

**Date:** August 24, 2018

**Time:** 10:30 AM

**Members Present in Meeting 2018-2019:**

- |                                       |   |   |
|---------------------------------------|---|---|
| 1. Chair Person                       | : | Dr. Sanjay Yadav (Director, DSW, HOD-ME & CE)       |
| 2. IQAC Coordinator                   | : | Dr. Ashish Gupta (IQAC Coordinator, ECE Department) |
| 3. Faculty Members                    | : | Dr. Gagan Deep Arora (Dean-Academic Administration) |
|                                       |   | Dr. O. P. Chaudhary (HOD – Applied Science)         |
|                                       |   | Prof. Dinesh Chandra (HOD-ECE)                      |
|                                       |   | Dr. Monika Jain (HOD- EEE)                          |
|                                       |   | Dr. Ashish Kumar (HOD-CSE)                          |
|                                       |   | Dr. Sunita Shukla (HOD-MBA)                         |
|                                       |   | Mr. Vijay Shukla (Asst. Professor-CSE)              |
| 4. Administrative/<br>Technical Staff | : | Mr. Sukhpal Singh                                   |
| 5. Student Representative             | : | Ms. Pooja Rai, Mr. Himalaya Gupta                   |
| 6. Management Representative          | : | Mr. Surinder Sood                                   |
| 7. Employer/ Industrialist            | : | Mr. Sohil Chadha, Vice Chairman                     |

**Members Absent:** Alumni Representative, Community Representative and External Expert

**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. HODs should ensure maximum participation of students in campus placement drive.

(Dr. Ashish Gupta)

**IQAC Coordinator**

**CC:**

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Chairman  
Vice Chairman  
Secretary

**IQAC Members**  
Registrar Office  
Administrator



**I.T.S Engineering College**  
**46, Knowledge Park III, Greater Noida**  
**NOTICE FOR IQAC MEETING 2018-2019**

**Ref. No.:** IQAC/ITSEC/2018/003

**Date:** October 22, 2018

The 2<sup>nd</sup> Quarterly IQAC Meeting for 2018-2019 has been scheduled for **October 26, 2018** (Saturday) at **10:30AM** 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 the 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)  
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**I.T.S Engineering College**  
**46, Knowledge Park III, Greater Noida**

**MINUTES OF MEETING – IQAC: 2018-2019**

**Ref. No.:** IQAC/ITSEC/2018/004

**Date:** October 26, 2018

**Location:** CRC Board Room

**Date:** October 26, 2018

**Time:** 10:30 AM

**Members Present in the Meeting 2018-2019:**

- |                                       |   |   |
|---------------------------------------|---|---|
| 1. Chair Person                       | : | Dr. Sanjay Yadav (Director, DSW, HOD-ME & CE)       |
| 2. IQAC Coordinator                   | : | Dr. Ashish Gupta (IQAC Coordinator, ECE Department) |
| 3. Faculty Members                    | : | Dr. Gagan Deep Arora (Dean-Academic Administration) |
|                                       |   | Dr. O. P. Chaudhary (HOD – Applied Science)         |
|                                       |   | Prof. Dinesh Chandra (HOD-ECE)                      |
|                                       |   | Dr. Monika Jain (HOD- EEE)                          |
|                                       |   | Dr. Ashish Kumar (HOD-CSE)                          |
|                                       |   | Dr. Sunita Shukla (HOD-MBA)                         |
|                                       |   | Mr. Vijay Shukla (Asst. Professor-CSE)              |
| 4. Administrative/<br>Technical Staff | : | Mr. Sukhpal Singh                                   |
| 5. Student Representative             | : | Ms. Pooja Rai, Mr. Himalaya Gupta                   |
| 6. Management Representative          | : | Mr. Surinder Sood                                   |
| 9. Employer/ Industrialist            | : | Mr. Sohil Chadha, Vice Chairman                     |

**Members Absent:** Alumni Representative, Community Representative and External Expert

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

**NOTICE FOR IQAC MEETING 2018-2019**

**Ref. No.:** IQAC/ITSEC/2019/005

**Date:** January 21, 2019

The 3<sup>rd</sup> Quarterly IQAC Meeting for 2018-2019 has been scheduled for **January 25, 2019 (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 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 Parents attendance register.
13. Student Projects/competitions: Review of previous semester.
14. Any other matter with permission of chair.

(Dr. Ashish Gupta)  
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**I.T.S Engineering College**  
**46, Knowledge Park III, Greater Noida**

**MINUTES OF MEETING – IQAC: 2018-2019**

**Ref. No.:-** IQAC/ITSEC/2019/006

**Date:** January 25, 2019

**Location:** COE - Board Room

**Date:** January 25, 2019

**Time:** 10.30AM

**Members for the IQAC Meeting 2018-2019:**

- |                                       |   |   |
|---------------------------------------|---|---|
| 1. Chair Person                       | : | Dr. Sanjay Yadav (Director, DSW, HOD-ME & CE)       |
| 2. IQAC Coordinator                   | : | Dr. Ashish Gupta (IQAC Coordinator, ECE Department) |
| 3. Faculty Members                    | : | Dr. Gagan Deep Arora (Dean-Academic Administration) |
|                                       |   | Dr. O. P. Chaudhary (HOD – Applied Science)         |
|                                       |   | Prof. Dinesh Chandra (HOD-ECE)                      |
|                                       |   | Dr. Monika Jain (HOD- EEE)                          |
|                                       |   | Dr. Ashish Kumar (HOD-CSE)                          |
|                                       |   | Dr. Sunita Shukla (HOD-MBA)                         |
|                                       |   | Mr. Vijay Shukla (Asst. Professor-CSE)              |
| 4. Administrative/<br>Technical Staff | : | Mr. Sukhpal Singh                                   |
| 5. Student Representative             | : | Ms. Pooja Rai, Mr. Himalaya Gupta                   |
| 6. Management Representative          | : | Mr. Surinder Sood                                   |
| 7. Employer/ Industrialist            | : | Mr. Sohil Chadha, Vice Chairman                     |

**Members Absent:** Alumni Representative, Community Representative and 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

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

**NOTICE FOR IQAC MEETING 2018-2019**

**Ref. No.:** IQAC/ITSEC/2019/007


**Date:** March 25, 2019

The 4<sup>th</sup> Quarterly IQAC Meeting for 2017-2018 has been scheduled for **March 29, 2019** (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 attendance of students.
2. Submission of laboratory assessment reports by all HODs.
3. Submission of book bank reports to Dean-AA office from Library Head.
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. Submission of reports of participation in college technical fest.
7. Mentorship scheme for Summer Internship and Projects.
8. Report submission of placement by departmental HODs.
9. Discussion about industrial internship for 2<sup>nd</sup> and 3<sup>rd</sup> year students.
12. Details of COE activities planned.
13. Student Projects/ competitions planned.
14. Any other matter with permission of chair.

  
(Dr. Ashish Gupta)  
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**I.T.S Engineering College**  
**46, Knowledge Park III, Greater Noida**

**MINUTES OF MEETING – IQAC 2018-2019**

**Ref. No.:** IQAC/ITSEC/2019/008

**Date:** March 29, 2019

**Location:** Board Room

**Date:** March 29, 2019

**Time:** 10:30 AM

**Members Present in the Meeting 2018-2019:**

- |                                       |   |   |
|---------------------------------------|---|---|
| 1. Chair Person                       | : | Dr. Sanjay Yadav (Director, DSW, HOD-ME & CE)       |
| 2. IQAC Coordinator                   | : | Dr. Ashish Gupta (IQAC Coordinator, ECE Department) |
| 3. Faculty Members                    | : | Dr. Gagan Deep Arora (Dean-Academic Administration) |
|                                       |   | Dr. O. P. Chaudhary (HOD – Applied Science)         |
|                                       |   | Prof. Dinesh Chandra (HOD-ECE)                      |
|                                       |   | Dr. Monika Jain (HOD-EEE)                           |
|                                       |   | Dr. Ashish Kumar (HOD-CSE)                          |
|                                       |   | Dr. Sunita Shukla (HOD-MBA)                         |
|                                       |   | Mr. Vijay Shukla (Asst. Professor-CSE)              |
| 4. Administrative/<br>Technical Staff | : | Mr. Sukhpal Singh                                   |
| 5. Student Representative             | : | Ms. Pooja Rai, Mr. Himalaya Gupta                   |
| 6. Management Representative          | : | Mr. Surinder Sood                                   |
| 7. Employer/ Industrialist            | : | Mr. Sohil Chadha, Vice Chairman                     |

**Members Absent:** Alumni Representative, Community Representative and External Expert

**Issues Raised and Decisions Taken**

1. To ensure the teaching aids of all classrooms are fully functional.
2. HODs should take responsibility to manage attendance of students during class.
3. To ensure issuance and uses of book bank facility by the students.
4. To ensure submission of full functional projects along with reports by 4<sup>th</sup> year students.
5. HODs will ensure all 2<sup>nd</sup> and 3<sup>rd</sup> year students will join 4 week or 6 week summer internship programs.
6. Discussion and analysis of placement status/report department wise.
7. HODs should ensure all faculty members of their department will publish one research paper in the College journal.

  
(Dr. Ashish Gupta)  
IQAC Coordinator

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