

I.T.S Engineering College
46, Knowledge Park III, Greater Noida
NOTICE FOR IQAC MEETING 2020-2021

Ref. No.: IQAC/ITSEC/2020/001

Date: July 6th, 2020

The 1st quarterly IQAC Meeting for 2020-2021 has been scheduled for July 8th, 2020 (Wednesday) at 11:15AM 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. Every HOD will present lab functionality report of the all the Departmental Laboratories and other available infrastructures.
8. Internship report of previous semester by HOD's.
9. Utilization report of all the COE's.
10. NAAC SSR preparation for 2nd cycle.
11. Any other matter with permission of chair.

Ashish

(Dr. Ashish Gupta)
IQAC Coordinator

CC: Director
Chairman
Vice Chairman

Secretary
IQAC Members
Registrar Office
Administrator

Udayan
Director
ITS Engineering College
Greater Noida

I.T.S Engineering College
46, Knowledge Park III, Greater Noida
MINUTES OF MEETING – IQAC: 2020-2021

Ref. No.: IQAC/ITSEC/2020/002

Location: CRC Board Room

Date: July 8th, 2020

Time: 11:15 AM

Members Present during QAC Meeting 2020-2021:

- | | | |
|---------------------------------------|---|--|
| 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/
Technical Staff | : | Mr. Sukhpal Singh |
| 5. Student Representative | : | Ms. Lovely Gupta |
| | | Mr. Aashu Kumar Jha |
| 6. Management Representative | : | Mr. Surinder Sood |
| 7. Alumni Representative | : | Ms. Bhumika Chaudhary, |
| 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. All HODs should ensure that students result analysis work is done properly.
3. HoDs ensure that all students must come for online classes for that counselor must counsel students and motivate them to attend online classes.
4. Respective counselors should have close monitoring and supervision while online classes and monitor to the student time-to-time.
5. Counselors must aware about student's problem also about network issues in their respective area and understand their problems also during this pandemic.
6. HODs should take responsibility to manage the attendance of students during online classes.
7. All HoDs must conduct the online webinars and workshops for students so that in this pandemic student can learn some Value-added programs (VAP) also to grow their career in future.
8. To ensure timely monitoring of academic plan.
9. All HoDs ensure that students must attend online Laboratory to understand the practical/programs to understand the importance of laboratories and maintain their attendance also.
10. Alumni coordinator to initiate and coordinate alumni relationship.
11. To emphasis on NAAC SSR preparation for 2nd cycle.

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(Dr. Ashish Gupta)
IQAC Coordinator

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NOTICE FOR IQAC MEETING 2020-2021

Ref. No.: IQAC/ITSEC/2020/003

Date: October 6th, 2020

The 2nd Quarterly IQAC Meeting for 2020-2021 has been scheduled for **October 09th, 2020** (Friday) at **11:30 AM** in the **COE - Board Room**. All the HODs are requested to be prepared with their department review preparation.

AGENDA OF THIS MEETING:

1. Discussion over student online attendance.
2. Submission of lab assessment reports to the Office of Dean Academics by HODs.
3. Submission of course coverage report to the Office of Dean Academics by HODs.
4. Discussion over paper publications in journals of repute.
5. All departments should encourage students to actively participate in various competitions.
6. Conduction of FDP/Guest Lectures and sharing their outcome reports.
7. Student evaluation for Industry Readiness.
8. Non-Teaching Contribution by Faculty.
9. Monitoring of Innovative students' projects.

Garima
(Dr. Garima Chandel)
IQAC Coordinator

CC: Director
Chairman
Vice Chairman

Secretary
IQAC Members
Registrar Office
Administrator

Gayam
Director
ITS Engineering College
Greater Noida

I.T.S Engineering College
46, Knowledge Park III, Greater Noida
MINUTES OF MEETING – IQAC: 2020-2021

Ref. No.: IQAC/ITSEC/2020/004

Location: COE - Board Room

Date: October 09th, 2020

Time: 11:30 AM

Members Present during IQAC Meeting 2020-2021:

- | | | |
|---------------------------------------|---|---|
| 1. Chair Person | : | Dr. Sanjay Yadav (Director, DSW, HOD-ME & CE) |
| 2. IQAC Coordinator | : | Dr. Garima Chandel (IQAC Coordinator, Asst. Professor ECE) |
| 3. Faculty Members | : | All Head of Department
Dr. Gagan Deep Arora (Dean-Academic)
Dr. Aseem Kumar Mishra (ME)
Dr. S. K. Mishra (ASH)
Dr. Kamal Gupta (MBA)
Mr. Navneet Kumar (ECE)
Mr. Tarun Chugh (CSE)
Mr. Praveen Bholra (EEE)
Mr. Niharika Shukla (CE)
Mr. Rakesh Garg (ASH) |
| 4. Administrative/
Technical Staff | : | Mr. Sukhpal Singh |
| 5. Student Representative | : | Ms. Lovely Gupta
Mr. Aashu Kumar Jha |
| 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 |

Issues Raised and Decisions Taken

1. HODs along with all the faculty members, and counselors of the department should take responsibility to manage regular online attendance of students during the online classes.
2. Encourage students to avail maximum use of notes, ppts, and provided question bank facility.
3. To ensure students' participation for the online project classes.
4. HODs should ensure all faculty members of their department would publish one research paper in a journal of repute.
5. To ensure timely monitoring of academic plan.
6. Laboratory equipment should be used while online lab classes and maintain by lab technicians and faculty in-charge.
7. HODs should ensure maximum participation of students during online campus placement drives.

Garima
(Dr. Garima Chandel)
IQAC Coordinator

CC:

Director
Chairman
Vice Chairman
Secretary

IQAC Members
Registrar Office
Administrator

Sanjay
Director
I.T.S Engineering College
Greater Noida

I.T.S Engineering College
46, Knowledge Park III, Greater Noida
NOTICE FOR IQAC MEETING 2020-2021

Ref. No.: IQAC/ITSEC/2021/005

Date: January 4th, 2021

The 3rd Quarterly IQAC Meeting for 2020-2021 has been scheduled for **January 8th, 2021** (Friday) at **11:00AM** in **CRC 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. All HODs will submit the Odd Semester events report and give the names of upcoming events.
4. Discussion and analysis of placement status/report department wise.
5. Discussion related to faculty feedback of previous semester.
6. Industrial visit reports and feedback by students.
7. Student Projects/competitions: Review of previous semester.

Garima

(Dr. Garima Chandel)
IQAC Coordinator

CC:

Director
Chairman
Vice Chairman
Secretary

IQAC Members
Registrar Office
Administrator

Udayan

Director
ITS Engineering College
Greater Noida

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

MINUTES OF MEETING – IQAC: 2020-2021

Ref. No.: IQAC/ITSEC/2021/006

Location: CRC Board Room

Date: January 8th, 2021

Time: 11.00 AM

Members Present during IQAC Meeting 2020-2021:

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|---------------------------------------|---|--|
| 1. Chair Person | : | Dr. Sanjay Yadav (Director, DSW, HOD-ME & CE) |
| 2. IQAC Coordinator | : | Dr. Garima Chandel (IQAC Coordinator, Asst. Professor ECE) |
| 3. Faculty Members | : | All Head of Department
Dr. Aseem Kumar Mishra (ME)
Dr. S. K. Mishra (ASH)
Dr. Kamal Gupta (MBA)
Mr. Navneet Kumar (ECE)
Mr. Tarun Chugh (CSE)
Mr. Praveen Bhola (EEE)
Mr. Niharika Shukla (CE)
Mr. Rakesh Garg (ASH) |
| 4. Administrative/
Technical Staff | : | Mr. Sukhpal Singh |
| 5. Student Representative | : | Ms. Lovely Gupta
Mr. Aashu Kumar Jha |
| 6. Management Representative | : | Mr. Surinder Sood |
| 7. Alumni Representative | : | Ms. Bhumika Chaudhary,
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. HODs should ensure the proper placement records of placed students of their respective departments.
2. Ensuring the teaching aids of online classrooms is fully functional and maintained properly by faculty in-charge.
3. HODs should take responsibility to manage proper attendance of students during online class.
4. Faculty feedback should be analyzed by HODs and report should be submitted to the director office.
5. Record of faculty online attendance by HoDs along with an appropriate report.
6. Ensuring the task given by faculty member such as assignment completion, online ppts, notes, and question bank facilities should be used by the students.
7. HODs should ensure the to plan the industrial visit as per the previous feedback from the students.

Garima

(Dr. Garima Chandel)

IQAC Coordinator

CC:

Director
Chairman
Vice Chairman
Secretary

IQAC Members
Registrar Office
Administrator

Sanjay
Director
ITS Engineering College
Greater Noida

I.T.S Engineering College
46, Knowledge Park III, Greater Noida
NOTICE FOR IQAC MEETING 2020-2021

Ref. No.: IQAC/ITSEC/2021/007

Date: April 6th, 2021

The 4th Quarterly IQAC Meeting for 2020-2021 has been scheduled for **April 12th, 2021** (Monday) at **11:30AM** 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 Google classroom.
2. Discussion about the online class monitoring.
3. Submission of laboratory assessment reports by all HODs.
4. Status of the registration of faculty and students in MOOCs such as Coursera.
5. Monitoring scheme for Summer Internship and Projects using online mode.
6. Report submission of placement by departmental HODs.
7. Discussion about conduction of Webinars/Online STTPs/Online FDP etc.
8. Details of COE activities planned.
9. Student Projects/ competitions planned.
10. Any other matter with permission of chair.
11. Submission of reports of paper publications in journals of repute.

Garima

(Dr. Garima Chandel)
IQAC Coordinator

CC:

Director
Chairman
Vice Chairman
Secretary

IQAC Members
Registrar Office
Administrator

Clayans

Director
ITS Engineering College
Greater Noida

I.T.S Engineering College
46, Knowledge Park III, Greater Noida
MINUTES OF MEETING – IQAC: 2020-21

Ref. No.: IQAC/ITSEC/2021/008

Location: COE Board Room

Date: April 12th, 2021

Time: 11:30 AM

Members Present during IQAC Meeting 2020-2021:

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|---------------------------------------|---|--|
| 1. Chair Person | : | Dr. B. C. Sharma (Director) |
| 2. IQAC Coordinator | : | Dr. Garima Chandel (IQAC Coordinator, Asst. Professor ECE) |
| 3. Faculty Members | : | All Head of Department
Dr. Akant Kumar Singh (ME)
Dr P.C. Jha (ASH)
Dr. Kamal Gupta (MBA)
Mr. Navneet Kumar (ECE)
Mr. Tarun Chugh (CSE)
Mr. Praveen Bhola (EEE)
Mr. Niharika Shukla (CE)
Mr. Rakesh Garg (ASH) |
| 4. Administrative/
Technical Staff | : | Mr. Sukhpal Singh |
| 5. Student Representative | : | Ms. Lovely Gupta
Mr. Aashu Kumar Jha |
| 6. Management Representative | : | Mr. Surinder Sood |
| 7. Alumni Representative | : | Ms. Bhumika Chaudhary,
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 Google Classroom.
2. HODs should take responsibility to advise the lab technicians for monitoring of online classes and to take screenshots of class.
3. HODs should ensure that all faculty members must maintain Google classroom attendance sheet shared by registrar's office regularly.
4. To ensure regular project presentations by PPTs and submission of soft copy of project reports by 4th year students.
5. HODs will ensure 2nd and 3rd-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.

Garima
(Dr. Garima Chandel)
IQAC Coordinator

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Chairman
Vice Chairman
Secretary

IQAC Members
Registrar Office
Administrator

W. Jayaram
Director
I.T.S Engineering College
Greater Noida