Institute of Technology & Science
Mohan Nagar, Ghaziabad
<u>Minutes of Meeting</u>

Agenda: As specified in the notice of IQAC .

Date: 19/05/2023 (Friday)

Time: 3:00 p.m

Venue: UG – Board Room

Chaired by: Dr. Sunil Kumar Pandey, Director –UG

Members Present:-

Mr.Surinder Sood (Management Representative)

Prof. Nancy Sharma (Vice Principal-UG)

Dr.Sandeep Garg	Prof.Amit Sharma
Dr. Charu Malhotra	Mr.Vikas Tyagi
Prof.Aadil khan	Prof. Divya Gupta
Dr.Vidushi Singh	Mr. Gurpreet Singh
Dr. Manoj Kumar	Mr. Pratham Bhardwaj

In the beginning of the meeting Dr. Sandeep Garg (Co-ordinator, IQAC) welcomed all the members of IQAC committee. After this Director (UG) discussed agenda with the members presented in the meeting. Following points were discussed:

Agenda Points	Summary of Discussion
Confirmation of the minutes of the last meeting	Minutes of the previous IQAC meeting were discussed and confirmed by the members.
To discuss activities conducted under the aegis of IQAC	Prof. Amit Sharma discussed the various activities of NSS conducted . Brief of various other activities such as guest lectures, workshops , alumuni talk series is given by Course chairperson : Prof. Aadil Khan & Dr. Vidushi

	Singh.
To review record updation by Faculty	Record updation by faculty for appraisal and other purposes is summarised by Mr. Vikas Tyagi.
Academic Result & Action Plan for improvement	Academic result of both the courses i.e BBA & BCA is summarised by Prof.Nancy Sharma (Vice Principal) & steps to improvement with the regular conduct of tutorial classes and revision sessions is also discussed.
Outcome based activity reports	Prof.(Dr.) Sunil Kr. Pandey (Director) summarised about the outcome based activity reports.
Feed back analysis	Feedback of various stakeholders is discussed and reviewed by Dr. Sandeep Garg.

The Meeting ended with a vote of thanks to the Chair.

NOTICE

Date: 17/05/2023

A meeting of Internal Quality Assurance Cell (IQAC) will scheduled on 19 May 2023 (Friday) at 03:00 PM in UG Board Room. The Agenda of the meeting is listed below:

Item 1: To review & confirm the minutes of the last meeting held on 3 March 2023 and action taken thereof.

Item 2: To discuss activities conducted under the aegis of IQAC.

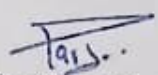Item 3: To review Faculty Updating record and Appraisal record.

Item 4: To Review Academic Result and Action plan for improvement.

Item 5: To discuss about the Outcome Based Activity Reports.

Item 6: Review of Feedback Analysis of all the stakeholders of our Institute.

Item 7: Any other item with the permission of the Chair.

All IQAC members are requested to attend the meeting with the requisite information and documents.

Dr. Sandeep Garg
(IQAC Coordinator)

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naac_ug ITS <naac_ug@its.edu.in>

IQAC Meeting on 19/05/2023
1 message

naac_ug ITS <naac_ug@its.edu.in>   Thu, May 18, 2023 at 12:10 PM
To: Sunil Pandey <sunilpandey@its.edu.in>, DIRECTOR UG ITS MN <dir.ug.mn@its.edu.in>, Vice Principal UG Campus
ITS MN <vprin.ug.mn@its.edu.in>, Sandeep Garg <sandeepgarg@its.edu.in>, CHARU MALHOTRA
<charumalhotra@its.edu.in>, Aadil Khan <chperson.bba@its.edu.in>, "Dr. Vidushi Singh" <chperson.bca@its.edu.in>, Dr
Manoj Kumar <manojkumarmk@its.edu.in>, Amit Sharma <amitsharma.as@its.edu.in>, Divya Gupta
<divyagupta@its.edu.in>, Registrar UG MN <reg.ug.mn@its.edu.in>, BARKHA KAKKAR <barkhakakkar@its.edu.in>

Greetings!!
This is for your kind information that a meeting of the Internal Quality Assurance Cell (IQAC) is scheduled on 19/05/23
(Friday) at 03:00 PM in UG-Board Room , the agenda for which is attached herewith.Kindly make it convenient to
attend the meeting.

Thanks and regards
--
Dr. Sandeep Garg
IQAC Coordinator
Institute of Technology & Science
NAAC 'A' Grade Institute
Mohan Nagar, Ghaziabad
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I.T.S - Management & IT Institute
I.T.S Mohan Nagar U.G Campus Facebook Page
I.T.S Guinness World Record Award
Web Address: www.its.edu.in , www.ug.its.edu.in

📄 **Agenda of IQAC Meeting - 19 May 2023.doc**
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Institute of Technology & Science
Mohan Nagar, Ghaziabad
Minutes of Meeting

Agenda: As specified in the notice of IQAC.

Date: 03/03/2023 (Friday)

Time: 11:00 am to 12:00 noon

Venue: UG – Board Room

Chaired by: Dr. Sunil Kumar Pandey, Director –UG

Members Present:-

Mr.Surinder Sood (Management Representative)

Prof. Nancy Sharma (Vice Principal-UG)

Dr.Sandeep Garg   Dr. Manoj Kumar

Dr. Charu Malhotra   Prof.Amit Sharma

Prof.Aadil khan   Mr.Vikas Tyagi

Dr.Vidushi Singh

In the beginning of the meeting Dr. Sandeep Garg (Co-ordinator, IQAC) welcomed all the members of IQAC committee. After this Director (UG) discussed agenda with the members presented in the meeting. Following points were discussed:

Agenda Points	Summary of Discussion
Confirmation of the minutes of the last meeting	Minutes of the previous IQAC meeting were discussed and confirmed by the members.
To Review Preparation of AQAR 21-22	Director – UG reviewed the files prepared for the uploading of AQAR for 21-22.
To Assign Responsibilities of NAAC Criteria	Responsibility of different NAAC criteria for filing and documentation is assigned as per the **Annexure A** attached herewith.

Review of Activities of last Semester	Vice-Principal-UG reviewed the activities of the last semester for which both the course Chairpersons specified about the course completion details, feedback meeting, workshops, guest lecture, seminar, industrial visits, club activities etc. (for their respective courses) conducted for the all-round development of the students. Couse chairpersons also briefed about the academic and extra-curricular activities planned for the next semester.
Meeting with stakeholders	It was suggested by Dr. Sandeep Garg to have the meeting with different stakeholders for their feedback in the coming semester.
New Members	Director-UG suggested name of Ms. Divya Gupta to be included as placement co-ordinator in IQAC.

The Meeting ended with a vote of thanks to the Chair.

Minutes of Meeting is compiled by: Dr. Charu Malhotra.

Fwd: IQAC - Minutes of Meeting
1 message

CHARU MALHOTRA <charumalhotra@its.edu.in>   Sat, Apr 1, 2023 at 12:50 PM
To: Director UG Office ITS MN <diroff.ug.mn@its.edu.in>

---------- Forwarded message ----------
From: **CHARU MALHOTRA** <charumalhotra@its.edu.in>
Date: Sat, Apr 1, 2023 at 12:49 PM
Subject: IQAC - Minutes of Meeting
To: DIRECTOR UG ITS MN <dir.ug.mn@its.edu.in>, Vice Principal UG Campus ITS MN <vprin.ug.mn@its.edu.in>,
Sandeep Garg <sandeepgarg@its.edu.in>, Aadil Khan <chperson.bba@its.edu.in>, Dr. Vidushi Singh
<chperson.bca@its.edu.in>, Dr Manoj Kumar <manojkumarmk@its.edu.in>, Amit Sharma
<amitsharma.as@its.edu.in>, BARKHA KAKKAR <barkhakakkar@its.edu.in>, Registrar UG MN
<reg.ug.mn@its.edu.in>
Cc: naac_ug ITS <naac_ug@its.edu.in>

Greetings!!
Kindly find attached the minutes of the meeting held on 3/3/23 for your reference.

--
With Regards,
 CS(Dr.)Charu Malhotra CFP^CM
Associate Professor
Institute of Technology & Science
NAAC 'A' Grade Institute
Mohan Nagar, Ghaziabad
Mobile:9810557363 , 8368954179
Ext: 173
Web Address: www.its.edu.in

NOTICE

Date: 2/3/2023

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on 3 March 2023 (Friday) at 11:00 AM in UG Board Room. The Agenda of the meeting is listed below:

Item 1: To confirm the minutes of the last meeting held and action taken thereof.

Item 2 : To review AQAR 2021-22

Item 3 : To assign responsibilities for NAAC criteria.

Item 4: To review the working of last Semester.

Item 5: To review the planning of current semester

Item 6: Any other item with the permission of the Chair.

All IQAC members are requested to attend the meeting with the requisite information and documents.

Dr. Charu Malhotra
(Associate Professor)

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Sandeep Garg <sandeepgarg@its.edu.in>

IQAC - Meeting
2 messages

CHARU MALHOTRA <charumalhotra@its.edu.in>   Thu, Mar 2, 2023 at 12:58 PM
To: DIRECTOR UG ITS MN <dir.ug.mn@its.edu.in>, Vice Principal UG Campus ITS MN <vprin.ug.mn@its.edu.in>,
Sandeep Garg <sandeepgarg@its.edu.in>, Aadil Khan <chperson.bba@its.edu.in>, "Dr. Vidushi Singh"
<chperson.bca@its.edu.in>, Dr Manoj Kumar <manojkumarmk@its.edu.in>, Amit Sharma <amitsharma.as@its.edu.in>,
BARKHA KAKKAR <barkhakakkar@its.edu.in>, Registrar UG MN <reg.ug.mn@its.edu.in>

Greetings!!
This is for your kind information that a meeting of Internal Quality Assurance Cell (IQAC) is scheduled on 3/03/23
(Friday) at 11:00 AM in UG-Board Room , the agenda for which is attached herewith.Kindly make it convenient to
attend the meeting. Also find attached the minutes of the last meeting for your reference.

--

With Regards,

CS(Dr.)Charu Malhotra CFP^CM
Associate Professor
Institute of Technology & Science
NAAC 'A' Grade Institute
Mohan Nagar, Ghaziabad
Mobile:9810557363 , 8368954179
Ext: 173
Web Address: www.its.edu.in

Follow I.T.S UG Campus:

2 attachments

Agenda of IQAC Meeting - 3 March 2023.doc
28K

📄 **MOM - 29.10.2022 - IQAC.doc**
54K

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chperson.bca <chperson.bca@its.edu.in>   Fri, Mar 3, 2023 at 7:45 AM
To: CHARU MALHOTRA <charumalhotra@its.edu.in>
Cc: DIRECTOR UG ITS MN <dir.ug.mn@its.edu.in>, Vice Principal UG Campus ITS MN <vprin.ug.mn@its.edu.in>,
Sandeep Garg <sandeepgarg@its.edu.in>

Dear Mam

This is bring to your kind information that I am on leave today. Kindly consider.
Best Regards
[Quoted text hidden]
[Quoted text hidden]

Institute of Technology & Science

Mohan Nagar, Ghaziabad

Minutes of Meeting

Agenda: As specified in the notice of IQAC.

Date: 29/10/2022 (Saturday)

Time: 3:00 pm to 4:30 pm

Venue: UG – Board Room

Chaired by: Dr. Sunil Kumar Pandey, Director –UG

Members Present: -

Mr.Surinder Sood (Management Representative)

Prof. Nancy Sharma (Vice Principal-UG)

Dr. Charu Malhotra   Prof.Amit Sharma

Dr.Sandeep Garg   Prof.Chanda Jain

Prof.Aadil khan   Prof. Barkha Kakkar

Dr.Vidushi Singh   Mr. Ritik Maheshwari

Dr. Manoj Kumar

In the beginning of the meeting Dr. Charu Malhotra (Secretary, IQAC) & Dr. Sandeep Garg (Member, IQAC) welcomed all the members of IQAC committee. After this Director (UG) discussed agenda with the members presented in the meeting. Following points were discussed:

Agenda Points	Summary of Discussion
Confirmation the minutes of the last meeting	Minutes of the previous IQAC meeting were discussed and confirmed by the members.
Review of Activities of Current Semester	Vice-Principal-UG reviewed the activities of the current semester for which both the course Chairpersons

	specified about the course completion details, feedback meeting, workshops, guest lecture, seminar, industrial visits, club activities etc. (for their respective courses) conducted for the all-round development of the students.
Preparation for file updating	Director (UG) & Vice Principal analysed the ongoing preparations for file updating for the year 2021 - 2022
New Members	Director-UG suggested name of Dr. Sandeep Garg as a Coordinator of IQAC Cell.
Placement Activities	Prof. Chanda Jain briefed for various placement opportunities provided to the students.

The Meeting ended with a vote of thanks to the Chair.

Minutes of Meeting is compiled by: Dr. Charu Malhotra.

<u>NOTICE</u>

Date: 20/10/2022

A meeting of Internal Quality Assurance Cell (IQAC) is scheduled on 29 October 2022 (Saturday) at 03:00 PM in UG Board Room. The Agenda of the meeting is listed below:

Item 1: To confirm the minutes of the last meeting held and action taken thereof.

Item 2: To Review the working of Current Semester.

Item 3: To discuss the preparations of file updating

Item 4: To nominate new member as IQAC coordinator.

Item 5: Any other item with the permission of the Chair.

All IQAC members are requested to attend the meeting with the requisite information and documents.

Dr. Charu Malhotra
(Associate Professor)