

<b>Criteria 6</b>	Governance, Leadership and Management
<b>Key Indicator 6.1</b>	Institutional Vision and Leadership
<b>Matrix 6.1.1</b>	The institutional governance and leadership are in accordance with the vision and mission of the Institution and it is visible in various institutional practices such as NEP implementation, sustained institutional growth, decentralization, participation in the institutional governance and in their short term and long term Institutional Perspective Plan.

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ITSEC/RO/Committee/22/2022-23/03

Dated: 04-Nov-2022

**OFFICE ORDER**

The following Institute Level Committees have been re-constituted/modified with immediate effect for smooth functioning of the Institute.

Institute Level Committees:

S.No.	Committee	Coordinating Members	Committee Members
1.	<b>Administrative Committee</b>	Mr. Surender Sood (Director Admin.) Dr. Mayank Garg (Director)	Dr. Sanjay Yadav – Head, ME Mr. Vinod Chand – Administrator
2.	<b>Anti-Ragging Committee</b>	Dr. Sanjay Yadav - Head, ME (Chairman) Dr. Ashish Kumar - Head, CSE	Dr. Monika Jain – Head, ECE/EEE Dr. O.P. Chaudhary – Head, ASH Mr. Sachin Sinha – Head, MBA Dr. Deepa Singh - Professor ASH Dr. Mohit Saxena - EEE Mr. Abhishek Shivhare – CSE Mr. Prabhakar Sharma – ECE Mr. Rohan Srivastava -ME
3.	<b>Internal Quality Assurance</b>	Dr. Mayank Garg (Director)  Mr. Rakesh Kumar Garg - ASH (Coordinator)  All Head of the Departments	Dr. Praveen Chandra Jha - ASH Dr. Rajeev Ranjan– EEE Dr. Vrinda Sachdeva – CSE Mr. Navneet Kumar– ECE Mr. Sachin Sinha – MBA Mr. Tarun Chugh - CSE Ms. Niharika Shukla - CE Mr. Praveen Bhola – EEE Mr. Chetan Dixit – ME Mr. Abhishek Rai – ASH
4.	<b>Examination Committee</b>	Mr. Abhishek Shivhare - CSE (Head Examination)	Dr. Mohit Saxena - EEE Mr. Agha Asim Husain - ECE Mr. Brijesh Kumar - ME Mr. Yogesh Sharma – CSE Mr. Sameer Kumar Singh - CE Ms. Akansha Sharma- CSE Mr. Pratik Dwivedi- MBA
5.	<b>Proctorial Board</b>	Dr. Sanjay Yadav - Head, ME (Chief Proctor) Dr. O.P. Chaudhary - Head, ASH (Coordinator)	Dr. Mohit Saxena – EEE Mr. Bhupesh Ojha – ME Mr. Abhishek Shivhare - CSE Mr. Navneet Chaudhary - ECE Mr. Aditya Dayal Tyagi - CSE Ms. Rashmi Kaushik – MBA

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04/11/22

6.	<b>Games and Sports Committee</b>	Mr. Agha Asim Husain - ECE (Convener) Mr. Aditya Dayal Tyagi - CSE (Co-Convener) Mr. Nitin Tonger - PTI	Dr. Deepa Singh – ASH Dr. Vikram Singh – ASH Dr. Mohit Saxena – EEE Mr. Abhishek Shivhare - CSE Mr. Yogesh Sharma - CSE Ms. Niharika Shukla - CE Mr. Sachin Sinha – MBA Mr. Chandan Kumar - ASH
7.	<b>Internal Complaint Committee (ICC)</b>	Dr. Deepa Singh - ASH (Presiding Officer) Dr. Setu Garg – ECE (Coordinator) Dr. Upasana Singh (External Member) President, Human Touch Foundation (NGO), Greater Noida	Dr. Vrinda Sachdeva – CSE Dr. Renu Chaudhary – ASH Ms. Sana Vakeel – MBA Mr. Rohan Srivastava - ME Mr. Yogendra Saraswat - ME Staff Ms. Anju Rajput - ECE Staff Ms. Prakarti Goel - Student CSE (2002220100118) Mr. Lucky Choudhary - Student CSE (2002220100085) Mr. Aman Pratap Singh - Student ECE (2002220310003) Deepanjan- Student ME (2002220400004) Ankit Yadav - Student CE (2002220000002)
8.	<b>Student Grievance Cell</b>	Dr. Sanjay Yadav - Head, ME (Convener)	Dr. Deepa Singh (Female Rep.) – ASH Mr. Yogesh Kumar Sharma - CSE Ms. Akansha Sharma - CSE Mr. Praveen Bhola – EEE Mr. Chetan Dixit – ME Mr. Praveen Yadav – CE Mr. Nitin Tonger - PTI
9.	<b>Alumni Committee</b>	Dr. Sanjay Yadav (DSW) (Convener) Mr. Abhishek Shivhare - CSE (Coordinator)	Mr. Yogesh Kumar Sharma – CSE Mr. Aditya Dayal Tyagi – CSE Ms. Roobal Yadav – CSE Dr. Harsh Gupta – ME Mr. Rohan Srivastava – ME Ms. Niharika Shukla – CE Mr. Parveen Bhola – EEE Ms. Prabhakar Sharma– ECE Mr. Sachin Sinha - MBA

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09/11/22

10.	<b>Value Education Cell</b>	Dr. Praveen Chandra Jha – ASH (Coordinator) Mr. Prabhakar Sharma - ECE (Co-Coordinator)	Dr. Mohit Saxena – EEE Dr. Kuldeep Malik - CSE Mr. Chandan Kumar – ASH Mr. Sachin Sinha - MBA Mr. Praveen Yadav - CE Mr. Brijesh Kumar – ME
11.	<b>Cultural Committee</b>	Dr. Deepa Singh - ASH (Coordinator) Mr. Rohan Srivastava -ME (Co-coordinator)	Dr. Vasudha Arora – CSE Ms. Sheenam Naaz- CSE Ms. Nisha Vashishtha- CSE Ms. Manju Singh – ECE Dr. Garima Singh – ASH Mr. Abhishek Rai – ASH Ms. Niharika Shukla - CE Mr. AungkarBhagat – CE Ms. Neha Gupta - ME Ms. Rashmi Kaushik - MBA Student Members
12.	<b>Innovation and Entrepreneurship Development Cell</b>	Mr. Upendra Kumar Agarwal – EEE (Coordinator) Mr. Chetan Dixit – ME (Co-Coordinator) Dr. Rajiv Ranjan - EEE (Co-Coordinator)	Dr. Mohit Saxena – EEE Dr. Harsh Gupta - ME Dr. Vasudha Arora - CSE Mr. Aditya Dayal Tyagi – CSE Mr. Agha Asim Hussain - ECE Mr. Aungkar Bhagat - CE Ms. Sana Vakeel - MBA Student Members
13.	<b>Incubation Centre Advisory Board</b>	Dr. Mayank Garg - Director (Chairman) Mr. Upendra Kumar Agarwal - EEE (Coordinator) All Head of the Departments	Dr. Naveen Vasistha (Scientist 'f' DST) External Member Mr. Raghav Agarwal (Director- Strategy and Business Development, Totomag Motors and Control Ltd.) External Member Mr. VedRatan, LDM, Canara Bank Mr. Anuj Katiyar, Alumni IRRICLAY Technologies LLP Mr. Deepak, Alumni IRRICLAY Technologies LLP Dr. Mohit Saxena – EEE Dr. Harsh Gupta - ME Dr. Vasudha Arora - CSE Mr. Agha Asim Hussain – ECE Mr. Sachin Sinha - MBA Mr. Varun Dhawan -Social Media

*Kalyan*  
04/11/22

14.	<b>Library Committee</b>	Dr. O. P. Chaudhary - Head, ASH (Coordinator) Mr. Manish Kushwaha – Librarian	Dr. Kaushlendra Pratap Singh – ASH Mr. Bhupesh Ojha - ME Mr. Sameer Kumar – CE Mr. Tarun Kumar Chugh - CSE Mr. Navneet Kumar - ECE Ms. Rashmi Kaushik - MBA Two student members
15.	<b>Research and Development Committee</b>	Dr. Ashish Kumar - Head, CSE (Coordinator) Dr. Monika Jain, Head-ECE/EEE	Dr. Vasudha Arora – CSE Dr. Vrinda Sachdeva – CSE Dr. Praveen Chandra Jha – ASH Dr. Harsh Gupta – ME Mr. Rakesh Kumar Garg - ASH Mr. Navneet Kumar - ECE
16.	<b>Training and Placement Committee</b>	Mr. Sunil Kumar (Head-CRC)  Mr. Somesh Nath (Manager-Training and Placement)	Mr. Abhishek Shivhare– CSE Ms. Nisha Vashishtha - CSE Ms. Prachi Jain- CSE Mr. Rohan Srivastava - ME Ms. Niharika Shukla - CE Mr. Prabhakar Sharma – ECE Mr. Praveen Bhola – EEE Mr. Sachin Sinha – MBA
17.	<b>Website Committee</b>	Mr. Rakesh Kumar – Social Media (Coordinator)	Mr. Bhupesh Ojha – ME Ms. Manju Singh - ECE Mr. Pratik Dwivedi - MBA Ms. Niharika Shukla – CE Mr. Ashish Kumar Gupta – ASH Ms. Roobal Yadav - CSE Ms. Varsha Singh - CSE Mr. Prem Chand - System Admin Mr. Varun Dhawan -Social Media
18.	<b>ERP Committee</b>	Mr. Nitin Gupta – Registrar (Coordinator) Mr. Prasanna Mohanty – IT Manager	Dr. Setu Garg - ECE Dr. Vikram Singh - ASH Mr. Bhupesh Ojha – ME Mr. Yogesh Kumar Sharma – CSE Mr. Parveen Bhola – EEE Mr. Sameer Kumar Singh– CE Mr. Sachin Sinha – MBA
19.	<b>Hostel &amp; Mess Committee</b>	Dr. Sanjay Yadav (DSW) Mr. Abhishek Shivhare - CSE	Mr. Tarun Chugh– CSE Ms. Akansha Sharma - CSE Mr. Rakesh Kumar Garg – ASH Mr. Chandan Kumar – ASH Student Members

*Kalyan*  
04/11/22

20.	CSR Committee	Mr. Sachin Sinha – MBA (Coordinator)	Mr. Manik Chandra Pandey - CSE Mr. Prabhakar Sharma - ECE Mr. Praveen Bhola - EEE Mr. Sameer Kumar Singh– CE Mr. Brajesh Kumar– ME Mr. Ashish Kumar Gupta - ASH Student Members (25 members)
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*Mayank*  
07/11/22

Prof.(Dr.) Mayank Garg  
Director

# MOM of Institutional Level Committee



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# I.T.S ENGINEERING COLLEGE GREATER NOIDA

(A NAAC Accredited Engineering College)

Phone: (0120) 2331039, Mob. 9582647620 E-mail: libr.engg@its.edu.in  
Website: <http://www.its.edu.in>

Ref no ITS/LIB/2023/02

Date: 07.02.23

## Minutes of The Meeting-Library Committee

Members : Nominated faculty from all Department of the Institute and The Director  
Venue : Library (Room No. LG-08)  
Date : Tuesday, 07 February 2023  
Time : 01.00 pm

Present:-

- |  |                  |                |
|--|------------------|----------------|
| 1. Dr. O. P. Chaudhary (Head) ASH      | - Coordinator    | <i>Okhans</i>  |
| 2. Mr. Manish Kushwaha (Librarian)     | - Co-Coordinator | <i>Manish</i>  |
| 3. Dr. Mohit Saxena ( AP-EEE)          | - Member         | <i>M</i>       |
| 4. Ms. Rashmi Kaushik (AP-MBA)         | - Member         | <i>Absent</i>  |
| 5. Mr. Devesh Garg ( AP-CSE)           | - Member         | <i>Absent</i>  |
| 6. Mr. Bhupesh Ojha (AP-ME)            | - Member         | <i>mer</i>     |
| 7. Mr Navneet Kumar (AP-ECE)           | - Member         | <i>Navneet</i> |
| 8. Mr. Sameer Kumar (AP-CE)            | - Member         | <i>Sameer</i>  |
| 9. Mr. Aditya Jha (Student-CS)         | - Member         |                |
| 10. Miss Vishakha Mishra (Student-CSE) | - Member         |                |

S No	Issue	Actionable Points	Responsibility/ Committee/Person	Target Date/Frequency
1	Information about Book Bank	Mail to be sent again to all students that the Library is issuing books of even semester.	Librarian	10.02.23
2	Status of issue of Books from Book Bank	Inform all HODs of respected Department about the latest status of issue of books from Book Bank.	Librarian	17.02.23
3	Return of Book Bank by Students	A list of students who have not returned books to the Book Bank is to be forwarded to HODs	Librarian	10.02.23
4	Regarding status of Journals	We have received 32 Journals out of 54 for the year 2023.Reminder for half year Journals to be sent.	Librarian	17.02.23

*Manish*  
**MANISH KHUSHWAHA**  
Librarian





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

Ref no ITS/LIB/2023/01

Date: 06.02.23

**Library Notice**

The meeting of library committee will be scheduled on Tuesday, 07 February 2023 at 01.00 pm in room no LG 08 in library section to discuss book bank distribution, book bank report, journals status , requirement of books for even semester and general issues from library.

All members are requested to attend the same.

A handwritten signature in blue ink, appearing to read 'Manish'.

Manish Kushwah  
(Librarian)

# I.T.S ENGINEERING COLLEGE GREATER NOIDA

(A NAAC Accredited Engineering College)

Phone: (0120) 2331039, Mob. 9582647620 E-mail: libr.engg@its.edu.in  
Website: <http://www.its.edu.in>

Ref no ITS/LIB/2022/17

Date: 20.09.22

## Minutes of Meeting-Library Committee

Members : Nominated faculty from all department of the institute and Director  
Venue : Library (Room No. LG-08)  
Date : Tuesday, 20 September 2022  
Time : 03.30 pm

**Present:-**

- |  |                  |
|--|------------------|
| 1. Dr. O. P. Chaudhary (Head) ASH      | - Coordinator    |
| 2. Mr. Manish Kushwaha (Librarian)     | - Co-Coordinator |
| 3. Dr. Mohit Saxena ( AP-EEE)          | - Member         |
| 4. Ms. Rashmi Kaushik (AP-MBA)         | - Member         |
| 5. Mr. Devesh Garg ( AP-CSE)           | - Member         |
| 6. Mr. Bhupesh Ojha (AP-ME)            | - Member         |
| 7. Mr Navneet Kumar (AP-ECE)           | - Member         |
| 8. Mr. Sameer Kumar (AP-CE)            | - Member         |
| 9. Mr. Aditya Jha (Student-CS)         | - Member         |
| 10. Miss Vishakha Mishra (Student-CSE) | - Member         |

S No	Issue/Area of Concern	Actionable Points	Responsibility/ Follow-up	Target Date
1	1 <sup>st</sup> year book bank distribution	Arrange the book bank set and distribute to 1 <sup>st</sup> year students	Library Assistant (Atar & Munendra)	18.10.22
2	1 <sup>st</sup> year ID card preparation	By Filling the ID card form from the students, send the details to the vendor.	Library Assistant (Anuj)	18.10.22
3	Book Bank issue report	Inform all HODs of respected Department about the latest status of issue of books from Book Bank.	Librarian	11.10.22

*Manish*  
MANISH KUSHWAHA  
Librarian

S No	Issue/Area of Concern	Actionable Points	Responsibility/ Follow-up	Target Date
4	Books overdue status	Books overdue list download and call to all students.	Library Assistant (Atar & Munendra)	29.10.22
5	College event report status	Check the mail on daily basic and arrange the files	Library Assistant (Munendra)	11.10.22
6	Back volume journals status	Check the journals registrar and prepared the list.	Library Assistant (Atar)	18.10.22

*Manish*  
*20.9.22*  
Manish Kushwah  
(Librarian) **MANISH KHUSHWAHA**  
Librarian



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

Ref no ITS/LIB/2022/16

Date: 19.09.22

## Library Notice

The meeting of library committee will be scheduled on Tuesday, 20 September 2022 at 03.30 pm in room no LG 08 in library section to discuss 1<sup>st</sup> year book bank distribution , 1<sup>st</sup> year ID card preparation , Book Bank issue report, Books overdue status, College event report status, Back volume journals status and general issues from library.

All members are requested to attend the same.

*Manish*  
*19.09.22*  
Manish Kushwah  
(Librarian)

MANISH KUSHWAHA  
Librarian

## IIC 6.0 (2023-24)

### List of Committee Members

Sr. No.	Name of Member	Member Type (Teaching/ Nonteaching /Student/External Expert)	Key Role/ Position assigned in IIC
1.	Dr. Mayank Garg	Teaching	President
2.	Dr. Ashish Kumar	Teaching	Vice President
3.	Dr. Rajiv Ranjan	Teaching	Convener
4.	Dr. Arun Kumar	Teaching	Start up Activity Coordinator
5.	Dr. Praveen Bhola	Teaching	Internship Coordinator
6.	Dr. Praveen Chandra Jha	Teaching	IPR Activity Coordinator
7.	Ms. Sana Vakeel	Teaching	Social Media Coordinator
8.	Dr. Arun Kumar	Teaching	ARIIA Coordinator
9.	Ms. Roobal Yadav	Teaching	Innovation Activity Coordinator
10.	Mr. Nitin Gupta	Non Teaching/Registrar	NIRF Coordinator
11.	Dr. Vrinda Sachdeva	Teaching	Member
12.	Mr. Agha Asim Hussain	Teaching	Member
13.	Mrs. Shalu Tyagi	Teaching	Member
14.	Mr. Bhupesh Ojha	Teaching	Member
15.	Mr. Sameer Kumar	Teaching	Member
16.	Mr. Abhishek Rai	Teaching	Member
17.	Ms. Nisha Vashistha	Teaching	Member
18.	Mrs. Pooja Kumar	External Expert	Patent Agent/Startup Facilitator
19.	Mr. Anuj Katiyar	External Expert	Alumni Entrepreneur
20.	Mr. Raghav Agarwal	External Expert	Industry Expert
21.	Mr. S.P. Sharma	External Expert	Industry Expert
22.	Mr. Chirag Choudhary	External Expert	Industry Expert
23.	Mr. Vidur Bhalla	Financial Advisor	Bank Representative
24.	Dr. Amit Sehgal	Incubation Expert	Expert, Incubation Centre, Director Sharda Launchpad, Sharda University, Gr. Noida

*Dr. Rajiv Ranjan*  
Director  
ITS Engineering College  
Greater Noida

**Institution's Innovation Council (IIC)**

**IIC 5.0 (Session 2022-23)**

**Q1 Council Meeting**

**MINUTES OF MEETING**

**Agenda** : IIC 5.0 Council Meeting for Quarter 1 (Session 2022-23) for panning and progress review

**VENUE** : CRC Board Room

**Date** : 18.10.2022

**Time** : 3:00 PM

**Following actionable points had been discussed:**

S. No.	Issue/Area of concern/ Actionable Points	Action/ Follow-up	Target date
1.	To organize IIC activities	Convener, IIC	As per schedule
2.	Appointment of IIC Innovation activity coordinator, Mr. Kuldeep Kumar, Assistant Prof. CSE	Vice- President, IIC	Session 2022-23
3.	To conduct all departmental technical events under IIC Banner	HODs	Session 2022-23
4.	To make compulsory to submit VII Semester Projects on YUKTI-NIR Portal	HODs	15 November 2022
5.	To make compulsory to submit VIII Semester Projects on YUKTI-NIR Portal	HODs	15 March 2022
6.	To motivate 1 <sup>st</sup> , 2 <sup>nd</sup> and 3 <sup>rd</sup> Year students to submit their innovative ideas on YUKTI-NIR Portal.	IIC Departmental coordinators	Session 2022-23
7.	Demo Day / Exhibition/Poster Presentation of Ideas/PoC	IIC & NewGen	28 Nov 2022
8.	Exposure and field visit for problem identification	IIC & NewGen	16 November 2022

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9.	Organize an Inter/Intra Institutional Idea Competition and Reward Best Ideas - Codethon	CSE Dept.	25 Nov 2022
10.	Completion of IA certification	IAs	25 Oct 2022
11.	IIC Referral Activity	HODs	Session 2022-23
12.	Participation of IIC Members compulsorily in IIC activities	HODs	Session 2022-23
13.	At least one activity as Self Driven Activities from each department	HODs & IIC Departmental coordinators	Oct- November 2022
14.	Participation certificate to participants for IIC activities	Convener-IIC	Session 2022-23
15.	To start Students Innovation Club	IIC Departmental coordinators	20 November 2022
16.	Robotics Workshop as self driven activities	HOD- ECE	26 November 2022

**Activities Schedule**

S.N.	Name of Activity	Proposed Date	Remarks
1.	Workshop on "Entrepreneurship and Innovation" as Career Opportunity	21 Oct 2022	Calendar Activity, Entrepreneur as expert
2.	My Story - Motivational Session by Successful Innovators	1 Nov 2022	Calendar Activity, Innovator as expert
3.	My Story - Motivational Session by Successful Entrepreneur/Start-up founder	7 Nov 2022	Calendar Activity, Entrepreneur/Start-up founder as Expert
4.	Session on Problem Solving and Ideation Workshop	11 Nov 2022	Calendar Activity, Entrepreneur/Start-up

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			as Expert
5.	Exposure and field visit for problem identification	16 Nov 2022	Calendar Activity, New Gen/ NIESBUD Visit
6.	Organize an Inter/Intra Institutional Idea Competition and Reward Best Ideas - Manage through YUKTI-NIR	22 Nov 2022	Calendar Activity, Inter College Event & Reward Best Ideas
7.	Mentoring Event: Demo Day/Exhibition/Poster Presentation of Ideas/PoC & linkage with Innovation Ambassadors/Experts for Mentorship Support - Manage through YUKTI-NIR	28 Nov 2022	Calendar Activity, Poster Presentation, Inter College Event & Reward Best Poster
8.	Engineer's Day	15 Sept 2022	Celebration Activity
9.	India Startup Day	11 Oct 2022	Celebration Activity
10.	National Innovation Day	13 Oct 2022	Celebration Activity
11.	National Education Day	11 Nov 2022	Celebration Activity, Academician as Expert
12.	ArduBotics Robotics - Autonomous Robotics, Android Controlled Robot	30 Nov 2022	Self Driven Activity

*(Dr. Raju Ranjans)*

*Udayans*  
Director  
ITS Engineering College  
Greater Noida



**Institution's Innovation Council (IIC)**

**IIC 5.0 (Session 2022-23)**

**Q2 Council Meeting**

**MINUTES OF MEETING**

**Agenda** : IIC 5.0 Council Meeting for Quarter 2 (Session 2022-23) for panning and progress review


**VENUE** : Naidu Hall

**Date** : 19.12.2022

**Time** : 3:00 PM

**Following actionable points had been discussed:**

S.N.	Name of Activity	Proposed Date	Remarks
1.	Mentoring Event: Demo Day/Exhibition/Poster Presentation of Innovations/Prototypes & linkage with Innovation Ambassadors/Experts for Mentorship Support - Manage through YUKTI-NIR	9 December 2022	Calendar Activity
2.	Inter/Intra Institutional Innovation Competition and Reward Best Innovations - Manage through YUKTI-NIR	23 December 2022	Calendar Activity
3.	Field/Exposure Visit to Pre-incubation units such as Ideas Lab, Fab lab, Makers Space, Design Centres, City MSME clusters, workshops etc.	5 January 2022	Calendar Activity Visit to MSME
4.	Session on Achieving Problem-Solution Fit and Product-Market Fit	20 January 2022	Calendar Activity, Start-up as Expert
5.	Workshop on Entrepreneurship Skill, Attitude and Behaviour Development	27 January 2022	Calendar Activity, Entrepreneur as Expert
6.	Expert talk on Process of Innovation	7 February 2022	Calendar Activity,

  
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	Development, Technology Readiness Level (TRL); Commercialisation of Lab Technologies & Tech-Transfer		Expert From Incubation centre
7.	Innovation & Entrepreneurship Outreach Program in Schools/Community	7 February 2022	Calendar Activity, Poster Presentation, Inter College Event & Reward Best Poster
8.	Workshop on Design Thinking, Critical thinking and Innovation Design	17 February 2022	
9.	National Pollution Control Day	2nd December	Celebration Activity
10.	National Energy Conservation Day(India)	14th December	Celebration Activity, Academician as Expert
11.	National Youth Day	12th January	Celebration Activity
12	National Science Day	28th February	Celebration Activity

*Dr. Rajiv Ranjan*

*Kalyans*  
Director  
ITS Engineering College  
Greater Noida

**Institution's Innovation Council (IIC)**

**IIC 5.0 (Session 2022-23)**

**Q3 Council Meeting**

**MINUTES OF MEETING**

**Agenda** : IIC 5.0 Council Meeting for Quarter 3 (Session 2022-23) for panning and progress review

**VENUE** : CRC board Room

**Date** : 16.03.2023

**Time** : 3:00 PM

**Following actionable points had been discussed:**

S.N.	Name of Activity	Proposed Date	Remarks
1.	Workshop on Prototype/Process Design and Development.	20 March 2023	Calendar Activity
2.	Session/ Workshop on Business Model Canvas (BMC)	27 March 2023	Calendar Activity
3.	Field/Exposure Visit to Incubation Unit/Patent Facilitation Centre/Technology Transfer Centre such as Atal Incubation Centre etc.	11 April 2023	Calendar Activity Visit to MSME
4.	Session on "How to plan for Start-up and legal & Ethical Steps"	18 April 2023	Calendar Activity, Start-up as Expert
5.	Workshop on Intellectual Property Rights (IPRs) and IP management for start up	27 April 2023	Calendar Activity, Entrepreneur as Expert
6.	Organise an Inter/Intra Institutional Business Plan Competition and Reward Best Innovations - Manage through	18 May 2023	Calendar Activity, Expert From Incubation centre

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	YUKTI-NIR		
7.	Mentoring Event: Demo Day/Exhibition/Poster Presentation of Business Plans & linkage with Innovation Ambassadors/Experts for Mentorship Support - Manage through YUKTI-NIR	25 May 2023	Calendar Activity, Poster Presentation, Inter College Event & Reward Best Poster
8.	International Women's Day	8th March	
9.	World Creativity and Innovation Day	21st April	Celebration Activity
10.	World Earth Day	22nd April	Celebration Activity, Academician as Expert
11.	World Intellectual Property Day	26th April	Celebration Activity
12.	National Technology Day	11th May	Celebration Activity
13.	Technology Based Workshop	To be fixed by each Dept.	1-2 Activities from each Dept. /Self Driven activities
14.	Technology Based Seminar	To be fixed by each Dept.	1-2 Activities from each Dept. /Self Driven activities
15.	Technology Based Expert Talk	To be fixed by each Dept.	1-2 Activities from each Dept. /Self Driven activities

*(Signature)*  
Dr. Rajiv Ranjan

*(Signature)*  
Udayan

Director  
ITS Engineering College  
Greater Noida

**Institution's Innovation Council (IIC)**

**IIC 5.0 (Session 2022-23)**

**Q4 Council Meeting**

**MINUTES OF MEETING**

**Agenda** : IIC 5.0 Council Meeting for Quarter 4 (Session 2022-23) for panning and progress review

**VENUE** : CRC board Room

**Date** : 11.06.2023

**Time** : 3:10 PM

**Following actionable points had been discussed:**

S.N.	Name of Activity	Proposed Date	Remarks
1.	Session on Innovation/Prototype Validation – Converting Innovation into a Start-up or Session on Achieving “Value Proposition Fit” & “Business Fit”	28 June 2023	Calendar Activity
2.	Session on Accelerators/Incubation - Opportunities for Students & Faculties - Early Stage Entrepreneurs	14 July 2023	Calendar Activity
3.	Organise Session on “Lean Start-up & Minimum Viable Product/Business”- Boot Camp (or) Mentoring Session	17 July 2023	Calendar Activity
4.	Session on Angel Investment/VC Funding Opportunity for Early Stage Entrepreneurs	19 July 2023	Calendar Activity,
5.	Session/ Panel discussion with innovation and Start-up Ecosystem Enablers from the region/state/national level	21 July 2023	Calendar Activity,
6.	Organising Innovation &	17 August 2023	Calendar Activity,

*[Signature]*  
Director  
ITS Engineering College  
Greater Noida

	Entrepreneurship Outreach Program in Schools/Community		
7.	Organise an Inter/Intra Institutional Start-up Competition and Reward Best Start-ups - Manage through YUKTI-NIR	21 August 2023	Calendar Activity, Inter/ Intra College Event & Reward Best Start-ups
8.	Mentoring Event: Demo Day/Exhibition/Poster Presentation of Start-Ups & Linkage with Innovation Ambassadors/Experts for Mentorship Support - Manage through YUKTI-NIR	30 August 2023	Calendar Activity, Intra College Event & Reward Best Presentation
9.	World Environment Day	5th June	Celebration Activity
10.	Independence Day- Celebrating Aazadi Ka Amritkal	15th August	Celebration Activity
11.	World Entrepreneurs Day	21st August	Celebration Activity
12.	Technology Based Workshop	To be fixed by each Dept.	1-2 Activities from each Dept. /Self Driven activities
13.	Technology Based Seminar	To be fixed by each Dept.	1-2 Activities from each Dept. /Self Driven activities
14.	Technology Based Expert Talk	To be fixed by each Dept.	1-2 Activities from each Dept. /Self Driven activities

*Dr. Rajiv Ranjan*  
Director  
ITS Engineering College  
Greater Noida

**ALUMNI COMMITTEE**  
**Minutes of Meeting**

**Venue: CRC Board Room**

**Date: 03/04/2023**

**Time: 1:00PM**

**Following Attended the Meeting:**

1. Dr. Sanjay Yadav (Dean, SW)
2. Dr. Harsh Gupta (ME)
3. Mr. Rohan Srivastava (ME)
4. Mr. Abhishek Shivhare (CSE)
5. Mr. Yogesh Kumar Sharma (CSE)
6. Dr. Praveen Bholra (EEE)
7. Mr. Prabhakar Sharma (ECE)
8. Ms. Niharika Shukla (CE)
9. Mr. Aditya Dayal Tyagi (MCA & IT)
10. Ms. Shalu Tyagi(MBA)

A meeting of Alumni Coordinators was organized and following points were discussed:

<b>Points</b>	<b>Details</b>	<b>Target Date</b>
Date & Preparation	<ol style="list-style-type: none"><li>1. Alumni Meet “SANKALAN-2023” to be held on 30/04/2023.</li><li>2. Alumni coordinators are required to connect to all the alumni’s via Email, Call &amp; WhatsApp of all the batches for their presence in Alumni Meet.</li><li>3. Student volunteers and students cultural events to be prepared.</li><li>4. Alumni coordinators are required to give the details of number of alumni’s coming to “SANKALAN-2023”.</li></ol>	25/04/2023
Improvement	<ol style="list-style-type: none"><li>1. Departmental alumni coordinator should ensure the participation of alumni from each batch.</li></ol>	30/04/2023

Mr. Rohan Srivastava  
(Asst. Professor, Department of ME)

**ALUMNI COMMITTEE**  
**Minutes of Meeting**

**Venue: CRC Board Room**

**Date: 25/04/2023**

**Time: 1:00PM**

**Following Attended the Meeting:**

1. Dr. Sanjay Yadav (Dean, SW)
2. Dr. Harsh Gupta (ME)
3. Mr. Rohan Srivastava (ME)
4. Mr. Abhishek Shivhare (CSE)
5. Mr. Yogesh Kumar Sharma (CSE)
6. Dr. Praveen Bholra (EEE)
7. Mr. Prabhakar Sharma (ECE)
8. Ms. Niharika Shukla (CE)
9. Mr. Aditya Dayal Tyagi (MCA & IT)
10. Ms. Shalu Tyagi(MBA)

A meeting of Alumni Coordinators was organized and following points were discussed:

<b>Points</b>	<b>Details</b>	<b>Target Date</b>
Progress & Final Preparation	<ol style="list-style-type: none"><li>1. Departmental Alumni Coordinators are required to ensure the presence of Alumni who have shown interest for coming in “SANKALAN-2023”</li><li>2. Alumni coordinators are required to ensure the completion of task assigned to them.</li><li>3. Qawwali &amp; Band Performance is to be performed during “SANKALAN-2023.</li><li>4. Invitation Card to be sent to all the Alumni’s.</li></ol>	30/04/2023
Improvement	<ol style="list-style-type: none"><li>1. Departmental alumni coordinator should ensure the participation of alumni from each batch.</li></ol>	30/04/2023

Mr. Rohan Srivastava  
(Asst. Professor, Department of ME)





# I.T.S ENGINEERING COLLEGE

GREATER NOIDA  
(NAAC Accredited)

46, Knowledge Park-III, Greater Noida Distt. Gautam Budh Nagar (U.P)

Website: <http://www.its.edu.in>

## MINUTES OF MEETING

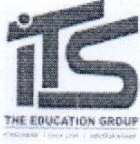
**MEMBERS** : EXAMINATION COMMITTEE  
**VENUE** : EXAM CELL, FIRST FLOOR  
**DATE** : 10.10.2022  
**TIME** : 1:00 – 1:30 PM  
**SEMESTER** : ODD (B. TECH: 2<sup>ND</sup>, 3<sup>RD</sup>, 4<sup>TH</sup>)

### MEMBERS PRESENT:

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Sudesh Kr (Member)
10. Mr. Vinod Kumar (Member)
11. Mr. Om Prakash Maurya (Member)

MEMBERS ABSENT: NIL

S. No.	Issue/Area of concern	Actionable Points	Action/ Follow-up	Target date
1.	<b>Finalization of examination schedule for Sessional Test-I (ST-1)</b>	Discussion was held on finalization of examination scheme for ST-I, which scheduled to commence from October 17, 2022.	<b>All Members</b>	<b>11.10.2022</b>
2.	<b>Format of Question Paper to be shared with faculty members</b>	Format of question paper to be used during ST-1 was discussed with exam cell members.	<b>All Members</b>	-----
3.	<b>General guidelines for framing Question Paper for ST-1</b>	General guidelines to be followed by faculties while framing the question paper for ST-1 were discussed with members.	<b>All Members</b>	-----




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4.	<b>Exam Duty Allocation for ST-1</b>	Discussion was made on finalizing duty allocation chart for the upcoming ST-I exam. Members were advised to work upon the allocation scheme as discussed.	<b>All Members</b>	<b>15.10.2022</b>
5.	<b>Finalization of Seating Plan for ST-1</b>	Members were advised to finalize seating plan for ST-I as per the given deadline.	<b>All Members</b>	<b>16.10.2022</b>
6.	<b>Questions Papers Submission</b>	Faculty should submit the question paper as per given format to the exam cell	<b>Mr. Agha A. Husain &amp; Dr. Mohit Saxena</b>	<b>14.10.2022</b>
7.	<b>Seating &amp; Master Plan Display</b>	All seating plan should be incorporated in the classroom and master plan on the at entry gates.	<b>Mr. OP Maurya &amp; Mr. Vinod Kumar</b>	<b>14.10.2022</b>
8.	<b>Answer Sheet and Invigilators File</b>	Invigilator files should be prepared including all details. Also the no. of sheets should be allotted as per seating plan for the respective exam room.	<b>Mr. Sudesh Kumar</b>	<b>14.10.2022</b>
9.	<b>Summary &amp; Attendance Sheet</b>	Both Summary and Attendance should be prepared as per seating plan	<b>Mr. Agha A. Husain &amp; Dr. Mohit Saxena</b>	<b>Session Wise / day wise</b>
10.	<b>Submission of Answer Sheet</b>	As soon as the exam gets over, all exam members should be present to collect the answer sheets from the invigilators.	<b>All Members</b>	<b>Session Wise / day wise</b>
11.	<b>Disbursement of Answer sheets</b>	Faculty should collect the answer sheets from the exam cell by the end of the day for checking.	<b>All Members</b>	<b>Session Wise / day wise</b>

  
(Mr. Abhishek Shivhare)  
Center Superintendent  
I.T.S. Engineering College (222)  
Head – Examination Committee  
46, KP-III  
Greater Noida (U.P.)



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## MINUTES OF MEETING

**MEMBERS** : EXAMINATION COMMITTEE  
**VENUE** : EXAM CELL, FIRST FLOOR  
**DATE** : 05.12.2022  
**TIME** : 1:00 – 1:30 PM  
**SEMESTER** : ODD (B. TECH: 1<sup>ST</sup>, 2<sup>ND</sup> & 4<sup>TH</sup>)

### MEMBERS PRESENT:

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Vinod Kumar (Member)
10. Mr. Om Prakash Maurya (Member)

**MEMBERS ABSENT:** Mr. Sudesh Kumar

S. No.	Issue/Area of concern	Actionable Points	Action/ Follow-up	Target date
1.	<b>Finalization of examination schedule for Sessional Test-I,II &amp; PUT</b>	Discussion was held on finalization of examination scheme for ST-I,II & PUT which scheduled to commence from Dec 09, 2022.	<b>All Members</b>	<b>06.12.2022</b>
2.	<b>Format of Question Paper to be shared with faculty members</b>	Format of question paper to be used during ST-1,ST-2 & PUT was discussed with exam cell members.	<b>All Members</b>	-----
3.	<b>General guidelines for framing Question Paper for ST-1,ST-2 &amp; PUT</b>	General guidelines to be followed by faculties while framing the question paper for ST-1, ST-2 & PUT were discussed with members.	<b>All Members</b>	-----



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4.	<b>Exam Duty Allocation for ST-1, ST-2 &amp; PUT</b>	Discussion was made on finalizing duty allocation chart for the upcoming ST-1, ST-2 & PUT exam. Members were advised to work upon the allocation scheme as discussed.	All Members	07.12.2022
5.	<b>Finalization of Seating Plan for ST-1, ST-2 &amp; PUT</b>	Members were advised to finalize seating plan for ST-1, ST-2 & PUT as per the given deadline.	All Members	07.12.2022
6.	<b>Questions Papers Submission</b>	Faculty should submit the question paper as per given format to the exam cell	Mr. Agha A. Husain & Dr. Mohit Saxena	06.12.2022
7.	<b>Seating &amp; Master Plan Display</b>	All seating plan should be incorporated in the classroom and master plan on the at entry gates.	Mr. OP Maurya & Mr. Vinod Kumar	06.12.2022
8.	<b>Answer Sheet and Invigilators File</b>	Invigilator files should be prepared including all details. Also the no. of sheets should be allotted as per seating plan for the respective exam room.	Mr. Sudesh Kumar	06.12.2022
9.	<b>Summary &amp; Attendance Sheet</b>	Both Summary and Attendance should be prepared as per seating plan	Mr. Agha A. Husain & Dr. Mohit Saxena	Session Wise / day wise
10.	<b>Submission of Answer Sheet</b>	As soon as the exam gets over, all exam members should be present to collect the answer sheets from the invigilators.	All Members	Session Wise / day wise
11.	<b>Disbursement of Answer sheets</b>	Faculty should collect the answer sheets from the exam cell by the end of the day for checking.	All Members	Session Wise / day wise

(Mr. Abhishek Shivhare) Center Superintendent  
Head – Examination Committee  
I.T.S. Engineering College (222)  
Plot No-46, KP-III  
Greater Noida (U.P.)



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## MINUTES OF MEETING

**MEMBERS** : EXAMINATION COMMITTEE  
**VENUE** : EXAM CELL, FIRST FLOOR  
**DATE** : 10.01.2023  
**TIME** : 1:00 – 1:30 PM  
**SEMESTER** : ODD (B. TECH: 1<sup>ST</sup> & MBA)

### MEMBERS PRESENT:

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Sudesh Kr (Member)
10. Mr. Vinod Kumar (Member)
11. Mr. Om Prakash Maurya (Member)

MEMBERS ABSENT: NIL

S. No.	Issue/Area of concern	Actionable Points	Action/ Follow-up	Target date
1.	<b>Finalization of examination schedule for Sessional Test-II (ST-II)</b>	Discussion was held on finalization of examination scheme for ST-II, which scheduled to commence from Jan 16, 2023.	<b>All Members</b>	<b>11.01.2023</b>
2.	<b>Format of Question Paper to be shared with faculty members</b>	Format of question paper to be used during ST-II was discussed with exam cell members.	<b>All Members</b>	-----
3.	<b>General guidelines for framing Question Paper for ST-II</b>	General guidelines to be followed by faculties while framing the question paper for ST-II were discussed with members.	<b>All Members</b>	-----



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4.	<b>Exam Duty Allocation for ST-II</b>	Discussion was made on finalizing duty allocation chart for the upcoming ST-II exam. Members were advised to work upon the allocation scheme as discussed.	<b>All Members</b>	<b>14.01.2023</b>
5.	<b>Finalization of Seating Plan for ST-II</b>	Members were advised to finalize seating plan for ST-II as per the given deadline.	<b>All Members</b>	<b>14.01.2023</b>
6.	<b>Questions Papers Submission</b>	Faculty should submit the question paper as per given format to the exam cell	<b>Mr. Agha A. Husain &amp; Dr. Mohit Saxena</b>	<b>13.01.2023</b>
7.	<b>Seating &amp; Master Plan Display</b>	All seating plan should be incorporated in the classroom and master plan on the at entry gates.	<b>Mr. OP Maurya &amp; Mr. Vinod Kumar</b>	<b>13.01.2023</b>
8.	<b>Answer Sheet and Invigilators File</b>	Invigilator files should be prepared including all details. Also the no. of sheets should be allotted as per seating plan for the respective exam room.	<b>Mr. Sudesh Kumar</b>	<b>13.01.2023</b>
9.	<b>Summary &amp; Attendance Sheet</b>	Both Summary and Attendance should be prepared as per seating plan	<b>Mr. Agha A. Husain &amp; Dr. Mohit Saxena</b>	<b>Session Wise / day wise</b>
10.	<b>Submission of Answer Sheet</b>	As soon as the exam gets over, all exam members should be present to collect the answer sheets from the invigilators.	<b>All Members</b>	<b>Session Wise / day wise</b>
11.	<b>Disbursement of Answer sheets</b>	Faculty should collect the answer sheets from the exam cell by the end of the day for checking.	<b>All Members</b>	<b>Session Wise / day wise</b>

Center Superintendent  
I.T.S. Engineering College (222)  
Plot No-46, KP-III  
Greater Noida (U.P.)  
(Mr. Abhishek Shivhare)  
Head – Examination Committee



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## MINUTES OF MEETING

**MEMBERS** : EXAMINATION COMMITTEE  
**VENUE** : EXAM CELL, FIRST FLOOR  
**DATE** : 08.02.2023  
**TIME** : 1:00 – 1:30 PM  
**SEMESTER** : ODD (B. TECH: 1<sup>ST</sup> & 2<sup>ND</sup>)

### **MEMBERS PRESENT:**

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Sudesh Kr (Member)
10. Mr. Vinod Kumar (Member)
11. Mr. Om Prakash Maurya (Member)

**MEMBERS ABSENT: NIL**

S. No.	Issue/Area of concern	Actionable Points	Action/ Follow-up	Target date
1.	<b>Finalization of examination schedule for PUT</b>	Discussion was held on finalization of examination scheme for PUT, which scheduled to commence from Feb 15, 2023.	<b>All Members</b>	<b>09.02.2023</b>
2.	<b>Format of Question Paper to be shared with faculty members</b>	Format of question paper to be used during PUT was discussed with exam cell members.	<b>All Members</b>	-----
3.	<b>General guidelines for framing Question Paper for PUT</b>	General guidelines to be followed by faculties while framing the question paper for PUT were discussed with members.	<b>All Members</b>	-----



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4.	<b>Exam Duty Allocation for PUT</b>	Discussion was made on finalizing duty allocation chart for the upcoming PUT exam. Members were advised to work upon the allocation scheme as discussed.	<b>All Members</b>	<b>13.02.2023</b>
5.	<b>Finalization of Seating Plan for PUT</b>	Members were advised to finalize seating plan for PUT as per the given deadline.	<b>All Members</b>	<b>13.02.2023</b>
6.	<b>Questions Papers Submission</b>	Faculty should submit the question paper as per given format to the exam cell	<b>Mr. Agha A. Husain &amp; Dr. Mohit Saxena</b>	<b>13.02.2023</b>
7.	<b>Seating &amp; Master Plan Display</b>	All seating plan should be incorporated in the classroom and master plan on the at entry gates.	<b>Mr. OP Maurya &amp; Mr. Vinod Kumar</b>	<b>13.02.2023</b>
8.	<b>Answer Sheet and Invigilators File</b>	Invigilator files should be prepared including all details. Also the no. of sheets should be allotted as per seating plan for the respective exam room.	<b>Mr. Sudesh Kumar</b>	<b>13.02.2023</b>
9.	<b>Summary &amp; Attendance Sheet</b>	Both Summary and Attendance should be prepared as per seating plan	<b>Mr. Agha A. Husain &amp; Dr. Mohit Saxena</b>	<b>Session Wise / day wise</b>
10.	<b>Submission of Answer Sheet</b>	As soon as the exam gets over, all exam members should be present to collect the answer sheets from the invigilators.	<b>All Members</b>	<b>Session Wise / day wise</b>
11.	<b>Disbursement of Answer sheets</b>	Faculty should collect the answer sheets from the exam cell by the end of the day for checking.	<b>All Members</b>	<b>Session Wise / day wise</b>

  
Center Superintendent  
I.T.S Engineering College (222)  
Plot No. 46, KP-III  
Greater Noida (U.P.)  
(Mr. Abhishek Shivhare)  
Head – Examination Committee





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## MINUTES OF MEETING

**MEMBERS** : EXAMINATION COMMITTEE  
**VENUE** : EXAM CELL, FIRST FLOOR  
**DATE** : 26.12.2022  
**TIME** : 1:00 – 1:30 PM  
**SEMESTER** : AKTU END SEM EXAMINATION: ODD SEM (2022-2023)

### **MEMBERS PRESENT:**

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Sudesh Kr (Member)
10. Mr. Vinod Kumar (Member)
11. Mr. Om Prakash Maurya (Member)

**MEMBERS ABSENT:** NIL

### **POINT DISCUSSED:**

- 1) Faculty meeting should be held before exam to guide them the SOP of the AKTU End Sem examination.
- 2) Assurance to the copies remaining from last sem and receiving new copies.
- 3) Stationary requirement needed to send in advance for smooth conduction of End Sem examination for all phases.
- 4) MIS is to be send to all other colleges whose center is allocated at our institute.
- 5) A letter should be sent to SHO IEC Knowledge Park Police Station for security purposes.
- 6) Appointing Flying Squad and assigning Gate duties.
- 7) Daily Basis responsibilities:




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Sr. No	Responsibility	Incharge
1	Downloading and printing of Question paper	Dr. Mohit Saxena, Mr. Agha A. Husain, Mr. Om Prakash Maurya, Mr. Sameer Kumar Singh.
2	Copy issue and Invigilators file	Mr. Sudesh Kumar.
3	Seating and Master Plan preparation	Mr. Sameer Kumar Singh, Mr. Prateek Dwivedi, Ms. Neha Gupta, Ms. Aakansh Sharma.
4	Help desk for Students	Mr. Prateek Dwivedi.
5	Verification card downloading, printing and arrangement	Mr. Om Prakash Maurya, Mr. Vinod Kumar, Mr. Sameer Kumar Singh, Ms. Aakansha Sharma.
6	Copy Submission at end of examination	All Members
7	Copy & Facsimile receiving, issuing and record maintain from Nodal Center	Mr. Sudesh Kumar, Mr. Om Prakash Maurya.
8	Copy Packing and Sealing.	Mr. Om Prakash Maurya, Mr. Vinod Kumar, Mr. Sameer Kumar Singh, Mr. Sudesh Kumar.
9	Copy Submission at Post Office	Mr. Sameer Kumar Singh, Mr. Om Prakash Maurya.
10	University Documentation work, i.e., Attd. filling, Absentee Reporting, U.F.M. Report and other documentation	Mr. Abhishek Shivhare, Dr. Mohit Saxena, Mr. Agha A. Husain.

  
(Mr. Abhishek Shivhare)  
Center Superintendent  
I.T.S. Engineering College (222)  
Plot No-46, KP-III  
Greater Noida (U.P.)



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## MINUTES OF MEETING

**MEMBERS** : EXAMINATION COMMITTEE  
**VENUE** : EXAM CELL, FIRST FLOOR  
**DATE** : 10.04.2023  
**TIME** : 1:00 – 1:30 PM  
**SEMESTER** : EVEN (B. TECH: 3<sup>RD</sup>, 4<sup>TH</sup> & M.B.A.)

### MEMBERS PRESENT:

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Sudesh Kr (Member)
10. Mr. Dilip Pandey (Member)
11. Mr. Om Prakash Maurya (Member)

MEMBERS ABSENT: NIL

S. No.	Issue/Area of concern	Actionable Points	Action/ Follow-up	Target date
1.	<b>Finalization of examination schedule for Sessional Test-I (ST-1)</b>	Discussion was held on finalization of examination scheme for ST-I, which scheduled to commence from April 17 <sup>th</sup> , 2023.	<b>All Members</b>	<b>11.04.2023</b>
2.	<b>Format of Question Paper to be shared with faculty members</b>	Format of question paper to be used during ST-1 was discussed with exam cell members.	<b>All Members</b>	-----
3.	<b>General guidelines for framing Question Paper for ST-1</b>	General guidelines to be followed by faculties while framing the question paper for ST-1 were discussed with members.	<b>All Members</b>	-----



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4.	<b>Exam Duty Allocation for ST-1</b>	Discussion was made on finalizing duty allocation chart for the upcoming ST-I exam. Members were advised to work upon the allocation scheme as discussed.	<b>All Members</b>	<b>15.04.2023</b>
5.	<b>Finalization of Seating Plan for ST-1</b>	Members were advised to finalize seating plan for ST-I as per the given deadline.	<b>All Members</b>	<b>16.04.2023</b>
6.	<b>Questions Papers Submission</b>	Faculty should submit the question paper as per given format to the exam cell	<b>Mr. Agha A. Husain &amp; Dr. Mohit Saxena</b>	<b>14.04.2023</b>
7.	<b>Seating &amp; Master Plan Display</b>	All seating plan should be incorporated in the classroom and master plan on the at entry gates.	<b>Mr. OP Maurya &amp; Mr. Vinod Kumar</b>	<b>14.04.2023</b>
8.	<b>Answer Sheet and Invigilators File</b>	Invigilator files should be prepared including all details. Also the no. of sheets should be allotted as per seating plan for the respective exam room.	<b>Mr. Sudesh Kumar</b>	<b>14.04.2023</b>
9.	<b>Summary &amp; Attendance Sheet</b>	Both Summary and Attendance should be prepared as per seating plan	<b>Mr. Agha A. Husain &amp; Dr. Mohit Saxena</b>	<b>Session Wise / day wise</b>
10.	<b>Submission of Answer Sheet</b>	As soon as the exam gets over, all exam members should be present to collect the answer sheets from the invigilators.	<b>All Members</b>	<b>Session Wise / day wise</b>
11.	<b>Disbursement of Answer sheets</b>	Faculty should collect the answer sheets from the exam cell by the end of the day for checking.	<b>All Members</b>	<b>Session Wise / day wise</b>

(Mr. Abhishek Shivhare)  
Head – Examination Committee  
Center Superintendent  
I.T.S. Engineering College (222)  
Plot No. 46, KP-III  
Greater Noida (U.P.)



# I.T.S ENGINEERING COLLEGE

GREATER NOIDA  
(NAAC Accredited)

46, Knowledge Park-III, Greater Noida Distt. Gautam Budh Nagar (U.P)

Website: <http://www.its.edu.in>

## MINUTES OF MEETING

**MEMBERS** : EXAMINATION COMMITTEE  
**VENUE** : EXAM CELL, FIRST FLOOR  
**DATE** : 15.05.2023  
**TIME** : 1:00 – 1:30 PM  
**SEMESTER** : EVEN (B. TECH: 1<sup>ST</sup>, 2<sup>ND</sup>, 3<sup>RD</sup>, 4<sup>TH</sup> & M.B.A.)

### MEMBERS PRESENT:

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Dilip Pandey (Member)
10. Mr. Om Prakash Maurya (Member)

**MEMBERS ABSENT:** Mr. Sudesh Kumar

S. No.	Issue/Area of concern	Actionable Points	Action/ Follow-up	Target date
1.	Finalization of examination schedule for Sessional Test-I, PUT	Discussion was held on finalization of examination scheme for ST-I & PUT which scheduled to commence from MAY 20, 2023.	All Members	16.05.2023
2.	Format of Question Paper to be shared with faculty members	Format of question paper to be used during ST-I, ST-II & PUT was discussed with exam cell members.	All Members	-----
3.	General guidelines for framing Question Paper for ST-I, ST-II & PUT	General guidelines to be followed by faculties while framing the question paper for ST-I, ST-II & PUT were discussed with members.	All Members	-----




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4.	<b>Exam Duty Allocation for ST-I &amp; PUT</b>	Discussion was made on finalizing duty allocation chart for the upcoming ST-I & PUT exam. Members were advised to work upon the allocation scheme as discussed.	All Members	19.05.2023
5.	<b>Finalization of Seating Plan for ST-I &amp; PUT</b>	Members were advised to finalize seating plan for ST-I & PUT as per the given deadline.	All Members	19.05.2023
6.	<b>Questions Papers Submission</b>	Faculty should submit the question paper as per given format to the exam cell	Mr. Agha A. Husain & Dr. Mohit Saxena	19.05.2023
7.	<b>Seating &amp; Master Plan Display</b>	All seating plan should be incorporated in the classroom and master plan on the at entry gates.	Mr. OP Maurya & Mr. Vinod Kumar	19.05.2023
8.	<b>Answer Sheet and Invigilators File</b>	Invigilator files should be prepared including all details. Also the no. of sheets should be allotted as per seating plan for the respective exam room.	Mr. Sudesh Kumar	19.05.2023
9.	<b>Summary &amp; Attendance Sheet</b>	Both Summary and Attendance should be prepared as per seating plan	Mr. Agha A. Husain & Dr. Mohit Saxena	Session Wise / day wise
10.	<b>Submission of Answer Sheet</b>	As soon as the exam gets over, all exam members should be present to collect the answer sheets from the invigilators.	All Members	Session Wise / day wise
11.	<b>Disbursement of Answer sheets</b>	Faculty should collect the answer sheets from the exam cell by the end of the day for checking.	All Members	Session Wise / day wise

  
(Mr. Abhishek Shivhare)  
Center Superintendent  
I.T.S. Engineering College (222)  
Plot No-46, KP-III  
Greater Noida (U.P.)  
Head – Examination Committee



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## MINUTES OF MEETING

**MEMBERS** : EXAMINATION COMMITTEE

**VENUE** : EXAM CELL, FIRST FLOOR

**DATE** : 27.06.2023

**TIME** : 1:00 – 1:30 PM

**SEMESTER** : EVEN (B. TECH:1<sup>ST</sup>, 2<sup>ND</sup> & M.B.A.)

**MEMBERS PRESENT:**

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Sudesh Kr (Member)
10. Mr. Dilip Pandey (Member)
11. Mr. Om Prakash Maurya (Member)

**MEMBERS ABSENT:** NIL

S.No.	Issue/Area of concern	Actionable Points	Action/ Follow-up	Target date
1.	<b>Finalization of examination schedule for PUT</b>	Discussion was held on finalization of examination scheme for PUT, which scheduled to commence from JULY 07, 2023.	<b>All Members</b>	<b>28.07.2023</b>
2.	<b>Format of Question Paper to be shared with faculty members</b>	Format of question paper to be used during PUT was discussed with exam cell members.	<b>All Members</b>	-----
3.	<b>General guidelines for framing Question Paper for PUT</b>	General guidelines to be followed by faculties while framing the question paper for PUT were discussed with members.	<b>All Members</b>	-----



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4.	<b>Exam Duty Allocation for PUT</b>	Discussion was made on finalizing duty allocation chart for the upcoming PUT exam. Members were advised to work upon the allocation scheme as discussed.	All Members	30.01.2023
5.	<b>Finalization of Seating Plan for PUT</b>	Members were advised to finalize seating plan for PUT as per the given deadline.	All Members	05.07.2023
6.	<b>Questions Papers Submission</b>	Faculty should submit the question paper as per given format to the exam cell	Mr. Agha A. Husain & Dr. Mohit Saxena	05.07.2023
7.	<b>Seating &amp; Master Plan Display</b>	All seating plan should be incorporated in the classroom and master plan on the at entry gates.	Mr. OP Maurya & Mr. Vinod Kumar	05.07.2023
8.	<b>Answer Sheet and Invigilators File</b>	Invigilator files should be prepared including all details. Also the no. of sheets should be allotted as per seating plan for the respective exam room.	Mr. Sudesh Kumar	05.07.2023
9.	<b>Summary &amp; Attendance Sheet</b>	Both Summary and Attendance should be prepared as per seating plan	Mr. Agha A. Husain & Dr. Mohit Saxena	Session Wise / day wise
10.	<b>Submission of Answer Sheet</b>	As soon as the exam gets over, all exam members should be present to collect the answer sheets from the invigilators.	All Members	Session Wise / day wise
11.	<b>Disbursement of Answer sheets</b>	Faculty should collect the answer sheets from the exam cell by the end of the day for checking.	All Members	Session Wise / day wise

Center Superintendent  
I.T.S Engineering College (222)  
Plot No. 46, KP-III  
Greater Noida (U.P.)  
Head – Examination Committee





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## MINUTES OF MEETING

**MEMBERS** : EXAMINATION COMMITTEE  
**VENUE** : EXAM CELL, FIRST FLOOR  
**DATE** : 29.05.2023  
**TIME** : 1:00 – 1:30 PM  
**SEMESTER** : AKTU END SEM EXAMINATION: EVENSEM (2022-2023)

### **MEMBERS PRESENT:**

1. Mr. Abhishek Shivhare (Centre Superintendent)
2. Mr. Mohit Saxena (Assistant Centre Superintendent)
3. Mr. Agha A. Husain (Assistant Centre Superintendent)
4. Ms. Neha Gupta (Member)
5. Ms. Aakansha Sharma (Member)
6. Mr. Yogesh Sharma (Member)
7. Mr. Sameer Kumar Singh (Member)
8. Mr. Prateek Dwivedi (Member)
9. Mr. Sudesh Kr (Member)
10. Mr. Dilip Pandey (Member)
11. Mr. Om Prakash Maurya (Member)

**MEMBERS ABSENT:** NIL

### **POINT DISCUSSED:**

- 1) Faculty meeting should be held before exam to guide them the SOP of the AKTU End Sem examination.
- 2) Assurance to the copies remaining from last sem and receiving new copies.
- 3) Stationary requirement needed to send in advance for smooth conduction of End Sem examination for all phases.
- 4) MIS is to be send to all other colleges whose center is allocated at our institute.
- 5) A letter should be sent to SHOIEC Knowledge Park Police Station for security purposes.
- 6) Appointing Flying Squad and assigning Gate duties.
- 7) Daily Basis responsibilities:




# I.T.S ENGINEERING COLLEGE

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Sr. No	Responsibility	Incharge
1	Downloading and printing of Question paper	Dr. Mohit Saxena, Mr. Agha A. Husain, Mr. Om Prakash Maurya, Mr. Sameer Kumar Singh.
2	Copy issue and Invigilators file	Mr. Sudesh Kumar.
3	Seating and Master Plan preparation	Mr. Sameer Kumar Singh, Mr. Prateek Dwivedi, Ms. Neha Gupta, Ms. Aakash Sharma.
4	Help desk for Students	Mr. Prateek Dwivedi.
5	Verification card downloading, printing and arrangement	Mr. Om Prakash Maurya, Mr. Dilip Pandey, Mr. Sameer Kumar Singh, Ms. Aakash Sharma.
6	Copy Submission at end of examination	All Members
7	Copy & Facsimile receiving, issuing and record maintain from Nodal Center	Mr. Sudesh Kumar, Mr. Om Prakash Maurya.
8	Copy Packing and Sealing.	Mr. Om Prakash Maurya, Mr. Dilip Pandey, Mr. Sameer Kumar Singh, Mr. Sudesh Kumar.
9	Copy Submission at Post Office	Mr. Sameer Kumar Singh, Mr. Om Prakash Maurya.
10	University Documentation work, i.e., Attd. filling, Absentee Reporting, U.F.M. Report and other documentation	Mr. Abhishek Shivhare, Dr. Mohit Saxena, Mr. Agha A. Husain.

  
(Mr. Abhishek Shivhare) **Superintendent**  
Head – Examination Committee  
Engineering College (222)  
Plot No-46, KP-III  
Greater Noida (U.P.)

Approved by A.I.C.T.E, Govt. of India and Affiliated to Dr. APJ Abdul Kalam Technical University, Uttar Pradesh, Lucknow

Minutes of Meeting

- A meeting of ICC was held in the CRC Board Room on 2nd February, 2023 at 1:00 PM.
- Following members were present in meeting:
  1. Dr. Deepa Singh (Presiding Officer)
  2. Dr. Setu Garg (Coordinator)
  3. Dr. Vrinda Sachdeva (ICC Member)
  4. Dr. Renu Chaudhary (ICC Member)
  5. Ms. Sana Vakeel (ICC Member)
  6. Ms. Anju Rajput (ICC Member)
- Following issues were discussed in the meeting:

S.No.	Issues	Actionable Points	Target Date	Responsible Committee Person
1	Regarding ICC functioning	Any kind of harassment	Any time whenever they face problem	ICC Members
2	Regarding ICC functioning	No case concerning ICC were reported	In last six months	ICC Members
3	International Women's Day	Appreciation to Women empowerment	8 <sup>th</sup> March	ICC Members



Dr. Vrinda Sachdeva  
(ICC Member)

Copy to:

Director – for kind information  
DAA – for information  
DSW – for information  
Warden, Saraswati Girls Hostel

**Minutes of Meeting**

- A meeting of ICC was held in the CRC Board Room on 3rd April, 2023 at 1:00 PM.
- Following members were present in meeting:
  1. Dr. Deepa Singh (Presiding Officer)
  2. Dr. Setu Garg (Coordinator)
  3. Dr. Vrinda Sachdeva (ICC Member)
  4. Dr. Renu Chaudhary (ICC Member)
  5. Ms. Sana Vakeel (ICC Member)
  6. Ms. Anju Rajput (ICC Member)
- Following issues were discussed in the meeting:

S.No.	Issues	Actionable Points	Target Date	Responsible Committee Person
1	Regarding ICC functioning	No case concerning ICC were reported	In last six months	ICC Members
2	Expert Talk	Appreciation to Cyber Safety for Girls	28 <sup>th</sup> April	ICC Members

  
Dr. Vrinda Sachdeva  
(ICC Member)

Copy to:  
Director – for kind information  
DAA – for information  
DSW – for information

**I.T.S Engineering College Greater Noida**

**Minutes of Meeting concerning Shortlisting of applications for R&D reward**

**Date:** July 14, 2022

**Time:** 2:00 PM

**Venue:** CRC Board Room

**Members Present:**

1. Dr. Ashish Kumar (Coordinator)
2. Dr. Monika Jain (Co-Coordinator)
3. Dr. Akant Kumar Singh
4. Dr. Kuldeep Chauhan
5. Mr. Manvendra Yadav

**Recommendations:**

**1. ASH Department:**

**Research Paper Publication:**

*Faculty:* Mr. Mohit Saxena

*Journal Name:* Materials Today: Proceedings

*Remark:* This journal is not eligible for claim because it doesn't belong to the criteria of R&D Policy

**Patents:**

*Faculty:* Mr. Chandan Kumar

*Title:* System and Method for Managing Medication

*Remark:* It is not eligible because the Institute is not an applicant.

*Faculty:* Mr. Ashish Gupta

*Title:* Artificial Intelligence technology based intelligent mobile robot system

*Remark:* It is not eligible because Institute is not an applicant.

**2. MBA Department**

**Research Paper Publication:**

*Faculty:* Ms. Sana Vakeel

*Journal Name:* International Journal of Public Sector Performance Management

*Remark:* Evidence is not attached. It is not eligible for claim because it doesn't belong to the criteria of R&D Policy. Journal come under Q4 category.

*Faculty:* Ms. Sana Vakeel

*Journal Name:* International Journal of Public Sector Performance Management

*Remark:* Evidence is not attached. It is not eligible for claim because it doesn't belong to the criteria of R&D Policy.

*[Signature]*  
14/07/22

*[Signature]*  
14/07/22

*Ak. Singh*  
14/07/2022

*[Signature]*  
14/07/22

*Manvendra Yadav*  
14/07/22

Publication: by Ms. Rashmi Koushik

Remark: It is not eligible to claim as does not fulfil R&D policy conditions

**3. Computer Science & Engineering Department**

**Research Paper Publication:**

*Faculty:* Dr. Ashish Kumar

*Journal Name:* Journal of Interdisciplinary Mathematics

*Observations:* Incentive sharing Issue – First author was available in the institute during publication but he is not associated with the institute now.

Other publication is in line with policy.

**4. Mechanical Engineering Department**

- Claims done by department are in-line with R&D policy

**5. Electronics & Communication Engineering Department**

**Research Paper Publication:**

*Faculty:* Mr. Navneet Chaudhary

*Journal Name:* International Journal of RF and Microwave Computer-Aided Engineering

*Paper Title:* Metamaterial-inspired miniaturized antenna loaded with IDC and meander line inductor using partial ground plane

*Remark:* Paper was published in online mode on 31<sup>st</sup> May 2019 (Session 2018-19) but in print on 09, 2019 (Session 2019-20). Supporting document is attached.

*Faculty:* Mr. Agha Asim Hassan

*Remark:* All claim made by him is not fulfil the criteria of R&D Policy. Therefore, not considered for reward.

*Faculty:* Ms. Manja Singh

*Remark:* Claim made by her is not as per the criteria of R&D Policy. Therefore, not considered for reward.

Other publication is in line with the policy

**Patents: -**

**Observations:** All patents claim by ECE Department is not eligible because the Institute is not an applicant.

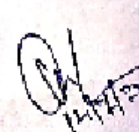
**6. Electrical & Electronics Engineering Department**

- Claim done by department is in line with R&D policy.

Signature

  
14/12/22

A.R. Singh  
14/10/2022

  
14/12/22  
Manvendra Yadav

# I. I. S ENGINEERING COLLEGE GREATER NOIDA (NAAC Accredited)

46, Knowledge Park-III, Greater Noida, Distt. Gautam Budh Nagar (U.P.)  
Ph: (0120) 2331000/1 Fax: (0120) 2331037  
Website: www.its.edu.in

## CULTURAL COMMITTEE

### MINUTES OF MEETING

**DATE: 12/09/2022**

**TIME: 4:00 PM**

**VENUE: BOARD ROOM**

#### **MEMBERS PRESENT:**

1. DR. DEEPA SINGH (CHAIRPERSON)
2. MR. ROHAN SRIVASTAVA (MEMBER-ME)
3. DR. GARIMA RAJPUT (MEMBER-ASH)
4. MR. ABHISHEK RAI (MEMBER-ASH)
5. MS. RASHMI KAUSHIK (MEMBER-MBA)
6. MS. NIHARIKA SHUKLA (MEMBER-CE)
7. MR. CHETAN DIXIT (MEMBER-ME)
8. MR. AUNGKAR BHAGAT (MEMBER-ME)
9. MS. NEHA GUPTA (MEMBER-ME)
10. MS. SHEENAM NAAZ (MEMBER-CSE)
11. MS. NISHA VASHISHTH (MEMBER-CSE)

#### **ISSUES/AREAS OF CONCERN:**

1. Announcement of date for the Annual Fresher's event - Roobaroo 2K22 to be finalized after resumption of physical classes.
2. Activities in this year's fresher's party to be based on the theme – Bollywood Movie Characters
3. Detailed plan to be chalked out for the organisation of this mega event.
4. Budget to be finalized for the fresher's party and the same to be submitted to the competent authority for seeking their approval.
5. Different sub-committees to be formed for the smooth conduction of Roobaroo 2K22.



Dean (US)  
I.T.S. Engineering College  
Greater Noida

**PROCTORIAL BOARD**  
**Minutes of Meeting**

Venue: CRC Board Room

Date: 20/12/2022

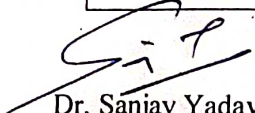
Time: 1:00PM

Following Attended the Meeting:

1. Dr. Sanjay Yadav (Dean, SW)
2. Dr. Ashish Kumar (Head, CSE)
3. Dr. Monika Jain (Head, ECE)
4. Dr. Mohit Saxena (EEE)
5. Mr. Bhupesh Ojha (ME)
6. Mr. Abhishek Shivhare (CSE)
7. Mr. Navneet Chaudhary (ECE)
8. Mr. Aditya Dayal Tyagi (CSE)

A meeting of all Proctorial Board members were schedule for the indiscipline activity happened on 16/12/2022 and following points was discussed:

Points	Details
Enquiry & Conclusion	<ol style="list-style-type: none"> <li>1. As per the notice all the following students were found guilty:               <ol style="list-style-type: none"> <li>1) Mr. Sashwat Rai student of B.Tech 4th Year (CSE)</li> <li>2) Mr. Amit Rai student of B.Tech 4th Year (CSE)</li> <li>3) Mr. Abu Talib student of B.Tech 4th Year (CSE)</li> <li>4) Mr. Mohd. Mudassir student of B.Tech 4th Year (ECE)</li> <li>5) Mr. Sashi Kant student of B.Tech 4th Year (ECE)</li> </ol> </li> <li>2. A fine of Rs.4000/- each was imposed on all the students found guilty for recovery of victim's mobile.</li> <li>3. No further action was taken as per the request of victim.</li> </ol>
Action Taken	<ol style="list-style-type: none"> <li>1. All the six students were warned and given last warning not to repeat such indiscipline in future else strict action will be taken against them.</li> <li>2. Culprit students are now allowed to attend the classes and live in hostel again.</li> </ol>

  
Dr. Sanjay Yadav  
(Chief Proctor)  
I.T.S. Engineering College  
Greater Noida



**PROCTORIAL BOARD  
Minutes of Meeting**

**Venue: CRC Board Room**

**Date: 23/12/2022**


**Time: 1:00PM**

**Following Attended the Meeting:**

1. Dr. Sanjay Yadav (Dean, SW)
2. Dr. Mohit Saxena (EEE)
3. Mr. Bhupesh Ojha (ME)
4. Mr. Abhishek Shivhare (CSE)
5. Mr. Navneet Chaudhary (ECE)
6. Mr. Aditya Dayal Tyagi (CSE)

A meeting of all Proctorial Board members were schedule for the indiscipline activity happened on 20/12/2022 and following points was discussed:

Points	Details
Enquiry & Conclusion	<ol style="list-style-type: none"> <li>1. As per the enquiry following students were found guilty:               <ol style="list-style-type: none"> <li>1) Mr. Sameer Kundu-CSE-3<sup>rd</sup> Year</li> <li>2) Mr. Utkarsh Umang-CSE-3<sup>rd</sup> Year</li> <li>3) Mr. Sarthak Singh-CSE-3<sup>rd</sup> Year</li> <li>4) Mr. Jitesh Srivastava-CSE-3<sup>rd</sup> Year</li> <li>5) Mr. Harshit Mishra-ECE-3<sup>rd</sup> Year</li> <li>6) Mr. Robins-CSE-3<sup>rd</sup> Year</li> <li>7) Mr. Himanshu Singh-CSE-3<sup>rd</sup> Year</li> <li>8) Mr. Abhinav Kumar Kanth-ECE-3<sup>rd</sup> Year</li> <li>9) Mr. Lucky Vhoudhary- CSE-3<sup>rd</sup> Year</li> <li>10) Mr. Raj Bhati-CSE-3<sup>rd</sup> Year</li> <li>11) Mr. Hritik Yadav-CSE-3<sup>rd</sup> Year</li> <li>12) Mr. Dheeraj yadav-CSE-3<sup>rd</sup> Year</li> <li>13) Mr. Paras Pratap Singh-CSE-3<sup>rd</sup> Year</li> </ol> </li> <li>2. All the guilty students admit that they were involved in fight and had given apology application to the Dean, SW.</li> </ol>
Action Taken	<ol style="list-style-type: none"> <li>1. All the guilty students were warned and given last warning not to repeat such indiscipline in future else strict action will be taken against them.</li> <li>2. Parents of all the guilty students were informed about the incident and were requested to teach their ward not to be involved in any such indiscipline activity.</li> </ol>

  
Dr. Sanjay Yadav  
(Chief Proctor)

**MINUTES OF MEETING**

**MEMBERS** : SPORTS COMMITTEE  
**VENUE** : BOYS COMMON ROOM, SECOND FLOOR  
**DATE** : 21.10.2021  
**TIME** : 4:15 – 4:45 PM  
**SEMESTER** : ODD & EVEN (2021-22)

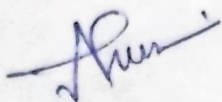
**MEMBERS PRESENT:**

1. Mr. Agha A. Husain (Sports Convener)
2. Aditya Dayal Tyagi (Sports Co-Convener)
3. Abhishek Shivhare (Member)
4. Mr. Mohit Saxena (Member)
5. Mr. Chandan Kumar (Member)
6. Mr. Yogesh Sharma (Member)
7. Dr. Deepa Singh (Member)
8. Ms. Niharika Shukla (Member)
9. Dr. Vikram Singh (Member)
10. Mr. Sachin Sinha (Member)
11. Mr. Nitin (PTI)

**MEMBERS ABSENT:**

S. No.	Issue/Area of concern	Actionable Points	Action/ Follow-up	Target date
1.	<b>Finalization of Sports Calendar</b>	Discussion was held on finalization of sports calendar for the games that will happen in the coming two semesters including Udghosh.	Mr. Nitin (PTI)	28.10.2021
2.	<b>Sports Requirement Goods and maintenance</b>	Discussion was held to finalize the requirement list for all sports and maintenance for ground and equipments if required	All Members	25.10.2021
3.	<b>House list distribution</b>	All the newly admitted students will be given houses.	Mr. Agha A. Husain	28.10.2021
4.	<b>Sports Head &amp; House captain appointment, Game coordinator and instruction</b>	Sports Head, House captains and game coordinator of different sports events will be finalized, and instructions should be given for the smooth conduction of all events	Mr. Aditya D Tyagi & Mr. Nitin	02.11.2021
5.	<b>Point Table person appointment</b>	Discussion was made on finalizing point table person appointment for Udghosh events.	Mr. Agha A Husain, Mr. Aditya D. Tyagi & Mr. Nitin	05.11.2021
6.	<b>Notices to students</b>	Discussion was made on sending notices to all current batch students	Sports Head and Point Table	-----

		atleast one week before every event	<b>Team</b>	
7.	<b>Format for records of each event</b>	Discussion done on providing a format to game coordinator	<b>Point Table</b> <b>Team</b>	-----



(Mr. Agha Asim Husain)  
Convener - Sports Committee



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

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

## MINUTES OF MEETING

**MEMBERS** : SPORTS COMMITTEE  
**VENUE** : BOYS COMMON ROOM, SECOND FLOOR  
**DATE** : 23.09.2022  
**TIME** : 4:00 – 4:30 PM  
**SEMESTER** : ODD & EVEN (2022-23)

### MEMBERS PRESENT:

1. Mr. Agha A. Husain (Sports Convener)
2. Aditya Dayal Tyagi (Sports Co-Convener)
3. Abhishek Shivhare (Member)
4. Mr. Mohit Saxena (Member)
5. Mr. Chandan Kumar (Member)
6. Mr. Yogesh Sharma (Member)
7. Dr. Deepa Singh (Member)
8. Ms. Niharika Shukla (Member)
9. Dr. Vikram Singh (Member)
10. Mr. Nitin (PTI)

### MEMBERS ABSENT:

1. Mr. Sachin Sinha (Member)

S. No.	Issue/Area of concern	Actionable Points	Action/ Follow-up	Target date
1.	Finalization of Sports Calendar	Discussion was held on finalization of sports calendar for the games that will happen in the coming two semesters including Udghosh.	Mr. Nitin (PTI)	30.09.2022
2.	Sports Goods Requirement and maintenance	Discussion was held to finalize the requirement list for all sports and maintenance for ground and equipments if required	All Members	27.09.2022
3.	House list distribution	All the newly admitted students will be given houses.	Mr. Agha A. Husain	30.09.2022
4.	Sports Head & House captain appointment, Game coordinator and instruction	Sports Head, House captains and game coordinator of different sports events will be finalized, and instructions should be given for the smooth conduction of all events	Mr. Aditya D Tyagi & Mr. Nitin	03.10.2022
5.	Point Table person appointment	Discussion was made on finalizing point table person appointment for Udghosh events.	Mr. Agha A Husain, Mr. Aditya D. Tyagi & Mr. Nitin	03.10.2022
6.	Notices to students	Discussion was made on sending notices to all current batch students	Sports Head and Point Table	-----

		atleast one week before every event	<b>Team</b>	
7.	<b>Format for records of each event</b>	Discussion done on providing a format to game coordinator	<b>Point Table Team</b>	-----



(Mr. Agha Asim Husain)  
Convener – Sports Committee

**STUDENT GRIEVANCE CELL**  
**Minutes of Meeting**

Venue: CRC Board Room

Date: 16/02/2023


Time: 1:00PM

Following Attended the Meeting:

1. Dr. Sanjay Yadav (Dean, SW)
2. Dr. Deepa Singh (ASH)
3. M. Yogesh Kumar Sharma (CSE)
4. Ms. Akansha Sharma (CSE)
5. Dr. Praveen Bholra (EEE)
6. Mr. Chetan Dixit (ME)
7. Mr. Praveen Yadav (CE)
8. Mr. Nitin Tonger (PTI)

A meeting of all Student Grievance Cell members was schedule for the complaint received from Arjun hostel students on 15/02/2023 and following points was discussed:

Points	Details
Quality of Food in Hostel	<ol style="list-style-type: none"><li>1. As per the student's complaint and feedback received from Arjun hostel warden it was found that the quality of the food was not good.</li><li>2. The mess manager agreed on the poor quality of food especially roti was not toasted properly.</li></ol>
Action Taken	<ol style="list-style-type: none"><li>1. Mess manager was instructed to check the quality of raw material well in advance before preparing and serving of food.</li><li>2. Warning was issued to the mess manager.</li><li>3. Mess manager was instructed to change the brand of flour.</li><li>4. Students were advised to report such incident if happens to the undersigned.</li></ol>

  
Dr. Sanjay Yadav  
(Dean, SW)  
I.T.S. Engineering College  
Greater Noida

**MINUTES OF MEETING**

**MEMBERS : DIRECTOR, HEAD OF DEPARTMENTS & MEMBERS OF ANTI RAGGING SQUAD**

**VENUE : CRC BOARD ROOM**

**DATE : 13<sup>TH</sup> SEPTEMBER, 2022**

**TIME : 12.30 P.M.**

**PRESENT:**

- |                      |   |  |
|----------------------|---|--|
| 1. Dr. Mayank Garg   | : | Director                                 |
| 2. Dr. Sanjay Yadav  | : | Head(ME& CE),Chairman-Anti Ragging Squad |
| 3. Dr. Ashish Kumar  | : | Head, CSE                                |
| 4. Dr. Monika Jain   | : | Head, ECE & EEE                          |
| 5. Dr. Sunita Shukla | : | Head, MBA                                |
| 6. Dr. O.P.Chaudhary | : | Head, ASH                                |

Sl.No.	Issue/Area of concern	Responsibility / Follow-up	Remark/ Target date
1.	<p><b>Anti Ragging Duty :</b></p> <p>1. Faculties from all departments have been assigned anti-ragging duty from 19 September, 2022-18 October, 2022.</p> <p>2. To ensure effective and round the clock vigilance the duties have been divided into three shifts: (a) Day Duty (9.00 A.M-6.00 P.M) (b) Evening Shift (6.00 P.M- 10 P.M) (c) Night Shift (10.00 P.M-6.00 A.M).</p> <p>3. On holidays the duties have been assigned to faculties in two shifts. (a) 9.00 A.M-6.00 P.M (b) 6.00 P.M-9.00 P.M.</p>	Concerned faculty/Head of Department	19.09.2022-18.10.2022
2	<p><b>Compensatory off:</b></p> <p>1. 1 compensatory leave for 2 Evening duty (only for faculty residing outside the campus)</p> <p>2. 1 compensatory leave for 1 Night duty (only for faculty residing outside the campus).</p> <p>3. 1 compensatory leave for holiday duty (for all the assigned faculty)</p>	Head of Department	The faculty is suggested to avail the compensatory leave during the lean academic period only.

**I.T.S ENGINEERING COLLEGE  
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3	Recommended steps for effective monitoring:		
	1. Announcement about the adverse effects and serious consequences of ragging in individual classes.	HoDs of respective departments	
	2. Taking necessary steps to curb ragging on individual floor during class hours.		
	3. Compliance of evening duty		
	4. "Nukkad Meeting" to sensitize the students about consequences of Ragging in the boys and girls hostel.	Chairman- Anti Ragging Squad	
	5. Entry in Anti Ragging Duty Register	All the faculties performing anti ragging duties have to write their observation and comment in the Register for anti ragging duty available in HR office (Mr. Anuj) and Arjun Hostel.	
	6. Canteen	During lunch hour at least two faculty members from the group should be available from 12.35 P.M- 1.30 P.M in the college canteen to avoid ragging .The Day in-charge as mentioned in the duty chart for respective dates are requested to take note of this.	
7. Surprise Visit	HoDs residing in Greater Noida are requested to make surprise visit in Hostel and college campus to ensure the compliance of the assigned duties. In case of discrepancy, they are requested to contact Dr. Sanjay Yadav.		

*SIT*  
Dean (DSW)  
I.T.S. Engineering College  
Greater Noida