Institute of Technology & Science, Ghaziabad
Internal Quality Assurance Cell (IQAC)
Minutes of meeting
Academic Year: 2021-22

Date: 21th August, 2021

Time: 10.30 am

Venue: Zoom Platform

Members present:

SN	Name	Designation
1	Dr .V N Bajpai	Chairperson, IQAC
2	Dr. Nitin Saxena	Coordinator, IQAC
3	Prof. Varun Arora	Member
4	Mr R C Sharma	Member
5	Dr Surendra Tiwari	Member
6	Mr.Piyush Kumar Srivastava	Member
7	Mr. Arshad Raja	Member
8	Dr Sunil Kumar Pandey	Member
9	Mr. Abhishek Aggarwal	Member
10	Mr Alok Narain	Member
11	Mr CK Sabharwal	Member
12	Dr. D.K Agarwal	Member

Member absent: Dr.D.K. Pandey, Ms. Sakshi Parashar

1. Dr V N Bajpai, Chairperson of IQAC extended a warm welcome to the members present.
2. A report for the year 2020-21 was presented before all the members.
3. Challenges faced by the students and faculties during pandemic were also discussed.
4. Presentation covered the actions taken and outcome achieved against the plan of action as decided at the beginning of Pandemic and closer of offline studies in March 2020. The summary follows:

Plan of Action	Achievements/Outcomes
• Starting offline classes from 13th September, 2021 for second year of MBA.	• **Virtual HR Conclave with the focal theme "Redefining the Workplace for Business Continuity " on 17th October, 2020.**
• SIP competition to be organized on 24th October , 2021	• Research Convention 2020 with the theme "Aatma Nirbhar Bharat: Living in the Age of Innovation" on 26th December, 2020
• Organizing HR Conclave on 23rd October, 2021	• Virtual Summit on the focal theme "Emerging Technologies: Shaping the future of Business with Blockchain and Fintech" on 8th January, 2021
• Organizing Alumni Meet on 11th December, 2021	
• Organizing Research Conclave on 18th December, 2021	• Virtual Business Summit 2021 with the focal theme "Enterprising Skills & Growth Strategies in the Post Pandemic Period" on 20th February, 2021.
• Organizing I.T.S Utkrisht Marketing Awards on 29th January, 2022	
• Organizing Business Summit in two functional areas on 19th February, 2022.	• Virtual International Conference 2021 with the focal theme "Reform Perform and Transform: An Insight of Global Competitiveness and Sustainable Development" on 9th April, 2021
• I.T.S YTH-22 on 26th February, 2022	• Virtual Entrepreneurship Summit 2021 titled "Channelising New-Age Technologies for Innovation and Entrepreneurship" on 17th April, 2021.
• Organising Annual Fest WYSIWYG-22 on 4th & 5th March, 2022.	
• Organizing Entrepreneurship summit on 2nd April, 2022	• Virtual WYSIWYG - Annual Fest on 1st May, 2021
• Organizing one international conference on 15th & 16th April, 2022.	• Virtual Annual Quiz Series- YTH-21 on 9th June, 2021
	• 02-days AICTE Sponsored Online National Conference NGCTND-2020, -21-

- VIBGYOR-2021- An inter-institutional Fest-6th Nov. 5-Days FDP on "Data Science & Machine Learning"-15th to 19th Nov. - FDP 10-14 January - National Conference - 9th Feb	22 August, 2020 - Digital Conclave- Convergence of Science, Technologies and Humanities: A Road Map to Future Technologies- 17 October, 2020 - Online Technical Session on "Cyber Security: Identity and Access Management"- 06 February, 2021 - Online Seminar "National Education Policy – 2020: A Vision for Future India"- March 12, 2021. - Online National Summit Cyber Security: Issues of Concern for Businesses, Challenges & Remedies 20 march, 2021 - Workshop Soft Skills & Personality Development - 08 April, 2021 - FDP WINNING IN THE DIGITAL AGE" 01 may, 2021 - Foreign Guest talk - 04 2-Days inter-Institutional Technical Fest- 19 and 20 January, 2021 - Many quality initiatives have been take by IQAC to promote quality culture at the institute. Please refer to table no: B - Faculty Development Programme conducted: 02 - Industry Academia interaction:

		Guest Lectures organized:125 (including speakers in seminar & conferences etc.)
		• Guest lecture by Foreign/experts:09
		• Alumni Meet of Management was not organized in 2020 due to Covid-19.
		• Regular Alumni Talks
		• Faculty participation in other academic activities outside: Online FDP/Workshops etc: 54
		• During Pandemic Several Steps for helping Society were taken by the institute, like distribution of Foods packets , Mask, Sanitizers etc.

Table no: A
Major Events at I.T.S Ghaziabad : 2020-21

SN	Date	Event
1	17th October, 2020	**Virtual HR Conclave** with the focal theme **"Redefining the Workplace for Business Continuity "**
1	26th December, 2020	Research Convention 2020 with the theme "Aatma Nirbhar Bharat: Living in the Age of Innovation"
2	8th January, 2021	Virtual Summit on the focal theme "Emerging Technologies: Shaping the future of Business with Blockchain and Fintech"
3	20th February, 2021.	Virtual Business Summit 2021 with the focal theme "Enterprising Skills & Growth Strategies in the Post Pandemic Period"
4	9th April, 2021	Virtual International Conference 2021 with the focal theme "Reform Perform and Transform: An Insight of Global Competitiveness and Sustainable Development"
5	17th April, 2021.	Virtual Entrepreneurship Summit 2021 titled "Channelising New-Age Technologies for Innovation and Entrepreneurship"
6	01st May, 2021	Virtual WYSIWYG - Annual Fest
7	44065	02-days AICTE Sponsored Online National Conference NGCTND-2020, -21

8	44121	Digital Conclave- Convergence of Science, Technologies and Humanities: A Road Map to Future Technologies-
9	March 12, 2021	Online Seminar "National Education Policy – 2020: A Vision for Future India"
10	44275	Online National Summit Cyber Security: Issues of Concern for Businesses, Challenges & Remedies
11	19 and 20 January, 2021	2-Days inter-Institutional Technical Fest-

5. The plan of action for the year 2021-22 was developed based on the discussions and suggestions of the meeting:

- Continue with the offline classes till the condition of Covid-19 permits.
- Preparing students for both subjective and MCQ mode examinations.

Table no: B	
Quality initiatives by IQAC during the year for promoting quality culture	
Item /Title of the quality initiative by IQAC	**Date & duration**
Received NIRF India Rankings 2019: Management (Rank-band: 76-100)	09.04.2019
ISO audit ISO 9001 : 2015 Certification	Valid from 01.10.2018 upto 24.11.2021
Submitted SAR for NBA Accreditation for PGDM & MCA	January 2019
Initiated unique events like Research Conclave, Media Conclave, Entrepreneurship Summit in 2018-19.	As mentioned in above sheet

- Preparing for the NBA inspection of MBA & MCA programmes.
- Continue with the value creating events in past including International conference, Business Summit, Entrepreneurship summit, Utkrisht Marketing awards etc with focus on enhanced participation of stakeholders.
- More focus on to strengthen the relationship with corporate, so that Gap of Industry can be filled with right mix of teaching.
- To motivate students to add more and more online certifications.

- Faculty Development program in different areas of requirement must be conducted.
- International tie-ups and tie-ups with professional bodies are to be reviewed.
- To Develop plan to engage alumni in institutional building and guidance to students
- Lectures from experts of IIMs and IITs must be organized.

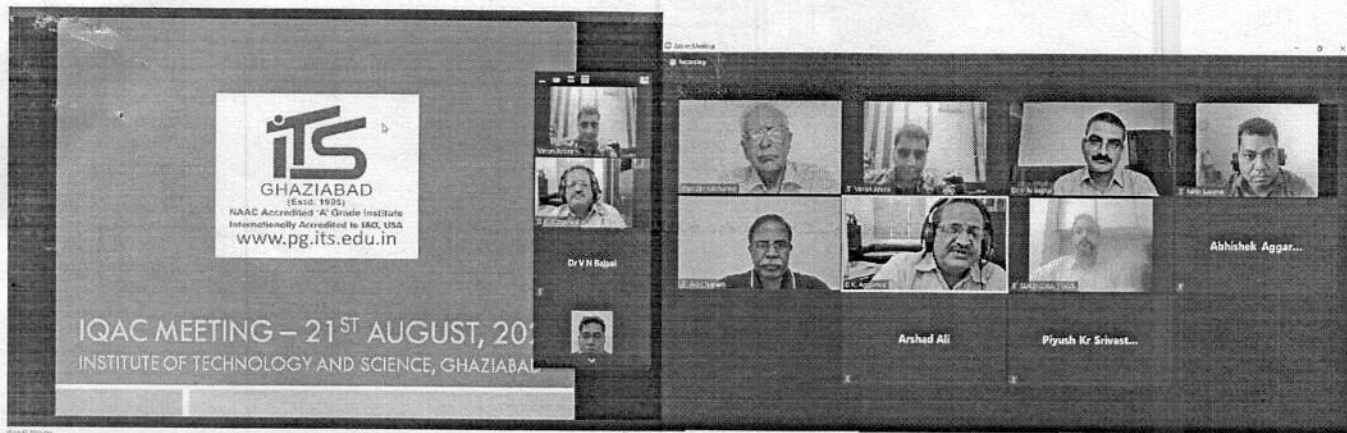Meeting ended with thanks to members present.

Dr Nitin Saxena
Coordinator
IQAC, I.T.S Ghaziabadf

IQAC MEETING – 21ST AUGUST, 20[...]
INSTITUTE OF TECHNOLOGY AND SCIENCE, GHAZIABA[...]

Institute of Technology & Science, Ghaziabad
Internal Quality Assurance Cell (IQAC)
Minutes of meeting
Academic Year: 2021-22

Date: 12th May, 2022

Time: 10.00 am

Platform: Google Meet

Members present:

S.No.	Name	Designation
1	Dr .V N Bajpai	Chairperson, IQAC
2	Dr. Nitin Saxena	Coordinator, IQAC
3	Prof. Varun Arora	Member
4	Mr Pankaj Kumar	Member
5	Dr Surendra Tiwari	Member
6	Mr.Piyush Kumar Srivastava	MBA Alumni Representative
7	Ms. Sakshi Parashar	MBA Student Representative
8	Mr. Arshad Raja	MCA Student Representative
9	Dr Sunil Kumar Pandey	Member
10	Mr. Abhishek Aggarwal	MCA Alumni Representative
11	Mr Alok Narain	Employer
12	Mr CK Sabharwal	Community/Society Representative
13	Dr.(Prof.) Timira Shukla	Member

Members Absent: Mr.Piyush k Srivastava, Mr. Alok Narain, Mr. Abhishek Aggarwal, Ms. Sakshi Parashar

1. Dr. V.N. Bajpai welcomes the members in virtual meeting for the year 2021-22.

2. Members also welcomed new member on the boars Dr.(Prof.) Timira shukla.

3. Dr. Bajpai presented the detailed report on academic year 2020-21.

4. A brief report on activities organized during 2021-22 was discussed.

5. Mr. C.K Sabarwal discussed how the teaching can be made more interesting.

6. Mr. Sabarwal also emphasized on case based teaching in sync with University syllabus and requirements.
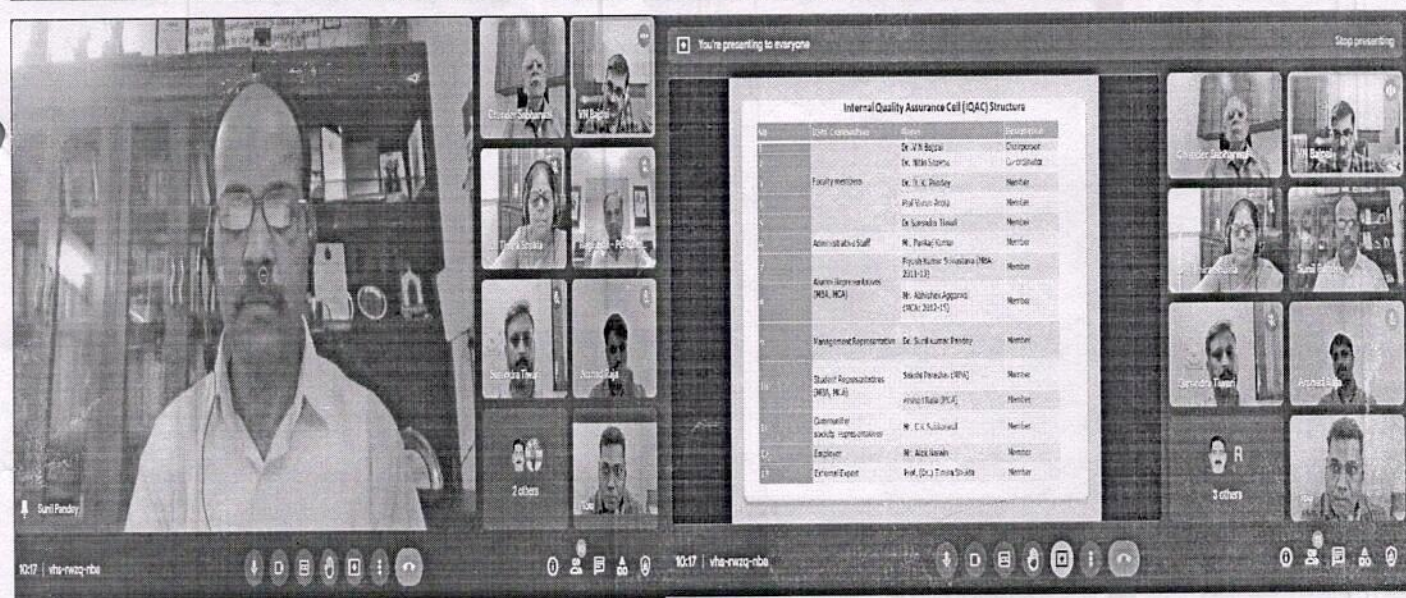
7. Dr. Nitin Saxena presented report on co-curriculum activities organized online during 2020-21.

8. Dr. V.N Bajpai discussed that University result announced in the month of March, 2022.

Dr Nitin Saxena

Coordinator

IQAC, I.T.S Ghaziabad

Institute of Technology and Science

Mohan Nagar, Ghaziabad

Report

On

Workshop

On

"Advanced Excel"

June 15th, 2022

Department of Management at I.T.S Mohan Nagar Ghaziabad organized the Workshop on "Advanced Excel" for MBA (2021-23 Batch) on June 15th, 2022.

The Guest Speaker of the session was **Ms. Ritu Arora** - Certified Corporate Trainer (Microsoft Excel | Power BI)

Ms. Ritu Arora has been working as a Corporate Trainer since July 2007 and Imparted more than 500 Batches and Trained more than 10000 people.

Director – Dr. V.N. Bajpai welcomed the guest and enlightened the whole audience.

Ms. Ritu started the presentation with the most basic terminology of Excel, where she tried to make the session more interactive by asking relevant questions and practical exposures.
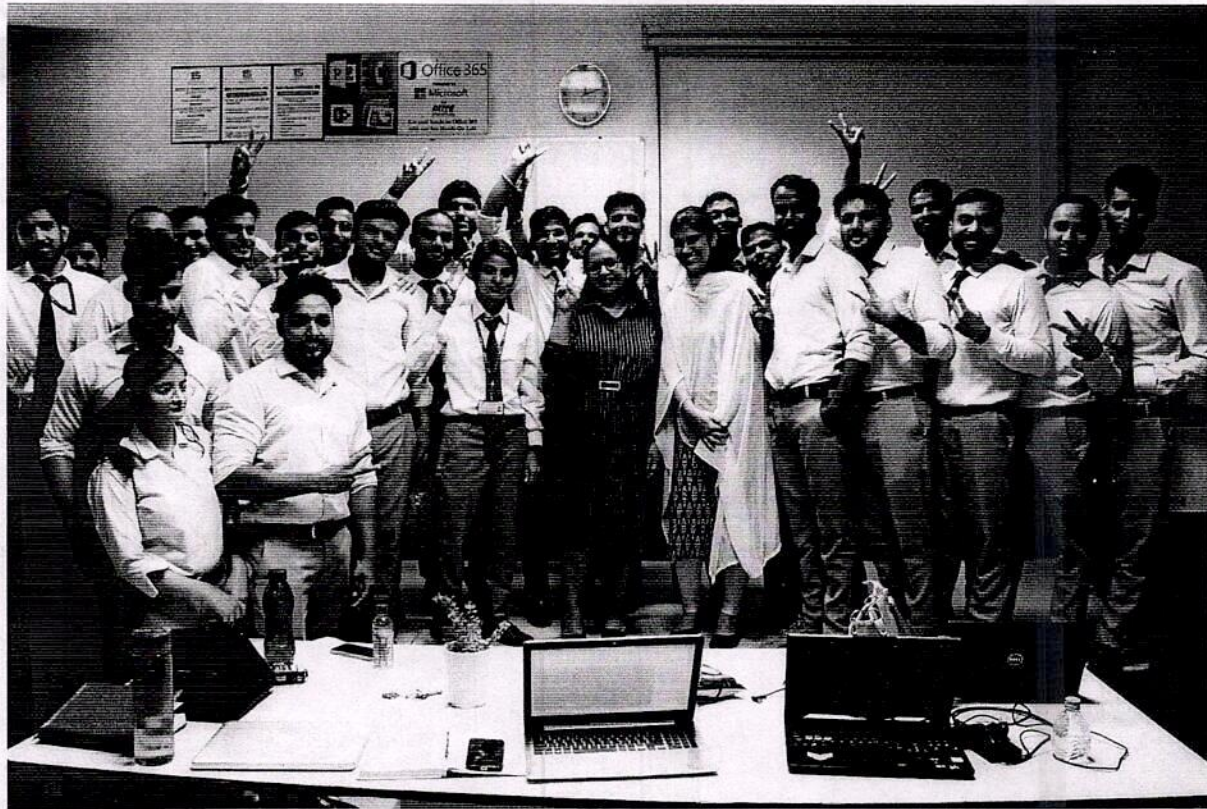
The session started with the rows and column shortcuts and even included the concepts of advanced Excel which include the shortcuts - Ctrl+(), Shift+ f11, Ctrl+Page down and Page Up, Ctrl+: Left Alt+=, Average, Minimum, Maximum, Drag and Drop option, grouping and ungrouping data, slicer, pivot table and it's use, VLOOKUP and HLOOKUP, and freezing data. Practice worksheets were also being given and YouTube channels were also referenced for learning.

There are certainly more advanced functions of Excel l which were quoted and lastly, a brief introduction was given over advanced Excel certification and its importance, business trends, and usage of Excel in the corporate world.

Lastly, the eminent guest was being honored with the plague and Words of Gratitude. The workshop was a total sum of learning, knowledge, and exploration regarding advanced Excel.

INSTITUTE OF TECHNOLOGY & SCIENCE
Mohan Nagar, Ghaziabad
Organizes
WORKSHOP
on
Advanced Excel
(Business Analysis Tool for Young Managers)
Ms. Ritu Arora
Certified Corporate Trainer (Microsoft Excel | POWER BI)
MBA 2021-23 Batch | 15' June, 2022

19th November, 2021

To   :   Director
From   :   Prof. Shilpi Rana

Subject: Proposal for Rubicon Skill Development Programme for MBA (2020-22) Batch.

I.T.S - Mohan Nagar, Ghaziabad, Department of Management is organising a 4-day **Life Skills Training Program** for **MBA (2020-22 batch)** from **November 22-25, 2021** by **Rubicon Skill Development Pvt Ltd.**

We have been conducting this programme since last three years by Rubicon Skill Development Pvt Ltd. and the response has been positive. **The programme will be conducted for free of cost.**
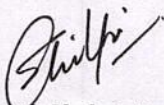
Rubicon's "Life Skills" Program is supported by Barclays which aims at improving the employability skills of the youth. Under this program, students will be trained by Corporate Trainers to enhance their Life skills which would help them significantly to increase their chance of succeeding in a job interview.

This **24 Hours Training Program** will be conducted by **4 expert trainers** and sessions will run parallelly for all 4 batches of MBA for **6 hours each day** as mentioned above. During this Life Skills training, following topics will be covered:

1.   Organizational Structure
2.   Public Speaking
3.   Presentation Skills
4.   E-mail Etiquette
5.   Grooming
6.   Group Discussion
7.   Personal Interview
8.   Assessment will be conducted on Group Discussion and Personal Interviews.

After the successful completion of programme, participants will be provided certificates by Rubicon.

Dates of Training   : 22 Nov, 23 Nov, 24 Nov, 25 Nov, 2021
Timing of Training   : 09:30 AM to 04:30 PM

Prof. Shilpi Rana

Encl: e-mail and budget

18/11/21

Prof. (Dr.) V.N. Bajpai

19/11/21
Prof. (Dr.) D. K. Agrawal
Director
I.T.S School of Management
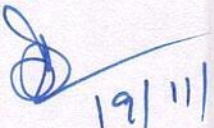Mohan Nagar, Ghaziabad
201007

Budget

Sr. No	Particulars	Proposed Amount (In Rs.)	Remark
1	Flex – 1 (For Stage backdrop in Dronacharya Auditorium for inaugural session)	340.00	AO
2	Refreshment Tea + Biscuits	160	AO
3	Normal Lunch 4 @ 160/- (4 days)	2560.00	I.T.S Mess
4	Water bottles – 24 bottles (for four days)	-	Store Department
Total		**3060.00**	

Prof. Shilpi Rana

OK appr

19/11/21

Prof. (Dr.) D. K. Agrawal
Director
I.T.S School of Management
Mohan Nagar, Ghaziabad
(U.P.) – 201007

I.T.S
The Education
Group
GHAZIABAD | Since 1995 | GREATER NOIDA

Director Mgmt Office ITS MN <dirmgmtoff.mn@its.edu.in>

Regarding Training details for ITS Ghaziabad
1 message

Shilpi Rana <shilpirana@its.edu.in>
To: dirmgmtoff.mn@its.edu.in

Fri, Nov 19, 2021 at 10:53 AM

Sent from my iPhone

Begin forwarded message:

> **From:** Dipika Vyas <dipikav@my-rubicon.com>
> **Date:** 29 October 2021 at 2:25:07 PM IST
> **To:** Shilpi Rana <shilpirana@its.edu.in>
> **Subject: Re: Regarding Training details for ITS Ghaziabad**

Hi Sir/Madam,

As discussed below is what we discussed and need details from your side

- Since Training on Interview skills (Communication and Employability skills) is the session for 24 hours, **it can be divided into 3 days for 8 hours per day**
- We will require a college to provide **Trainers accommodation as a guest room or hotel including breakfast, lunch, and dinner**
- We will require **seminar hall or training rooms accommodating 50 students per trainer**
- We need the **exact confirmation dates** from you for the training as soon as possible
- Need an acknowledgment on Training time as **09:30 AM to 05:30 PM (8 Hours Training 3 days)**
- We need a **list of the total number of students (Full name, contact number, email address, branch or stream) attending training with registration on the below link** as online registration so that we know the number of students will be attending the training.
- Basis the total number of students registered for the training, we will decide on sending the total number of trainers. **1:50 is the ratio**
- Name and contact of the concerned person coordinating the training and placement of the students.

Note : If the students count is less then college have to take care regarding traveling cost and trainers cost (Accomodation, traveling, commercial).

On Wed, Oct 27, 2021 at 1:08 PM Shilpi Rana <shilpirana@its.edu.in> wrote:
> Hello Ms Dipika,
>
> Greetings of the day !!
>
> This email is regarding the Soft Skills Training to be conducted for MBA 2nd year (2020-22) batch by your esteemed Organization at I.T.S - Mohan Nagar campus.
>
> We have received your session plan. Request you to please provide the Expert Trainers' details for the 24 Hours program. Number of students is approximately 208 and we are planning to conf

parallel batches for 50 students in each batch. Ideal days for the program would be from 22nd November to 26th November and 29th November i.e 6 days pre lunch sessions.

Could not connect with you over the phone. Please let me know the appropriate time to discuss the same.

Thanks & Regards

Prof. Shilpi Vaish
Senior Soft Skills Trainer - Management Department
Institute Of Technology & Science
Mohan Nagar, Ghaziabad
Ext. 150
Mobile: 9650123946

Follow I.T.S:

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Regards,
Dipika Vyas
Specialist Institutional Business