

AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD

27th Km. Stone, Delhi-Hapur Bypass Road, P.O. Adhyatmik Nagar, Ghaziabad -201009

AKGEC/IQAC/2022-23/02

21st September 2022

INTERNAL QUALITY ASSURANCE CELL (IQAC) MOMs

The IQAC meeting for the session 2022-23 (Odd Sem) was held on 12th September 2022. The following members of the IQAC were present during the meeting:

1. Dr. P.K. Chopra, Director (Chairman, IQAC)
2. Prof. Neelesh Kumar Gupta, ECE Department
3. Prof. Anil Rai, EN Department
4. Prof. Devendra Singh, ME Department
5. Prof. Inderjeet Kaur, CSE Department
6. Asso. Prof. Meenakshi Awasthi, ECE Department
7. Asso. Prof. Anupama Sharma, IT Department
8. Asst. Prof. Dushyant Singh Chauhan, ECE Department
9. Asst. Prof. Richa, ECE Department
10. Asst. Prof. Abhishek Tiwari, ECE Department
11. Mr. Rajeev Mishra, Manager Special Projects
12. Mr. Pradeep Bhardwaj, Manager Placements

Agenda Points

- (a) To present the Action Taken Report (ATR) of the IQAC Meeting held on 07 March 2022.
- (b) To plan research activities, organize International Conferences and FDPs for the development of faculty members and students and for promoting research at the College Level.
- (c) To consider and review the different ongoing practices and also to suggest improvements required to be done for enhancing the employability skill enrichment and quality of students' projects along with students' participation in various National Level activities such as SIH-2022.


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- (d) Monitoring of offline classes for the session 2022-23 (Odd Sem) and put up suggestions for further improvements of Teaching-Learning practices.
- (e) Review of the ongoing Outcome Based Teaching, Learning, and Evaluation methodologies.
- (f) To review and analyze the status of admission in B.Tech. 1st year for the academic year 2021-22.
- (g) To consider proposals and suggestions regarding field projects/internships.
- (h) To review the status of on-campus placements.
- (i) To review and increase the number of CCTV cameras installed in the campus for surveillance and security purposes.
- (j) Planning of internal academic audit of the teaching-learning process.

Discussion Points/ Minutes of the Meeting

Agenda Point-a

The chairman briefly discussed the action taken on the agenda points of meeting held on 7th March 2022 and recommended these points for further discussion in the meeting.

Agenda Point-b

A proper plan was presented and IQAC Members gave suggestions on the same. IQAC suggested that, every year at least 2 research papers should be published in UGC CARE/SCOPUS/SCI indexed journals by each faculty member and the institute should also organize international conferences (Sponsored by IEEE, Springer, Elsevier and other reputed organizations) & encourage students also to work on research paper publication. IQAC members expressed their satisfaction on reports of FDPs organized and FDPs attended by faculty members.

Agenda Point-c

To consider suggested improvements for different practices to enhance employability, skill enrichment and quality of projects made by B. Tech students along with participation of students in various activities such as SIH-2022 through Idea Lab of the college.

Agenda Point-d

The department should provide good quality content (PPTs, PDFs of courses, Videos) to the students under the supervision of senior faculty members of the monitoring committee. The Academic Motoring Committee should check the quality as per plan and standards. IQAC members accepted all the received reviews for adopting technical teaching practice


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for further improvements. Modern teaching ICT tools such as smart boards are to be incorporated while taking offline classes along with chalk boards.

Agenda Point-e

Members of IQAC expressed their satisfaction on the already ongoing outcome-based teaching learning and evaluation processes and appreciated for proper implementation of the outcome-based education system in the college.

Agenda Point- f

IQAC expressed satisfaction on the status of admissions in B.Tech 1st year for the academic year 2021-22 and it was suggested that the admission cell is required to be more focused for quality admissions and increasing the admissions in traditional core branches.

Agenda Point- g

IQAC members accepted proposals and suggestions regarding the on field projects/internships by the students and instructed all HoDs for the same and asked them to maintain quality in this regard.

Agenda Point-h

Members of the IQAC discussed their thoughts/reviews regarding placements and made recommendations to the Training and Placement Cell for further improving the on-campus placements with better package.

Agenda Point-i

The team discussed the importance of CCTVs installed in the college for surveillance & security purposes and expressed their satisfaction with the same.

Agenda Point-j

The team for the Internal Academic Audit of the Teaching-Learning process will be framed. The schedule of the next IQAC audit will be as follows:

2022- 23 (Odd Sem)

S. No.	Audit Duration	Date
1.	Sessional Test Exam	As per Academic Calendar
2.	Pre-University Test	As per Academic Calendar

Following guidelines are to be strictly followed in the maintenance of both theory, practical attendance record and course file by each faculty member:

- (a) Properly formulated CO statements as per Bloom's Taxonomy for both Theory subjects.


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- (b) Mapping of COs with POs and PSOs as per NBA guidelines (DSP/NBA/2022/01 & DSP/NBA/2022/02) shared by the DSP.
- (c) Question paper of internal assessments (STs/PUT) prepared as per NBA guidelines (DSP/NBA/2022/03) with appropriate weightage given to questions from all possible Bloom's levels.
- (d) Identification of theory topics beyond the syllabus and their inclusion in Lecture-Wise Schedule (LWS). Mapping of the additional topics with relevant COs and POs/PSOs is also to be documented in LWS.
- (e) Additionally, the details of the Lab(s) taken by respective faculty to be appended after the theory subject details in the same course file. The following details regarding the Lab subjects to be documented:
 - (i) List of Experiments as per AKTU Syllabus.
 - (ii) Identification of experiments beyond the syllabus and their relevance to COs and POs/PSOs.
 - (iii) Updated COs after including additional experiments.
 - (iv) Updated CO-PO/PSO mapping of the respective Lab Course.
- (f) Ensuring filling attendance on AKTU AMS/Edu Marshal portal.
- (g) Only P (Present), A (Absent) and A_c (Present with college duty) should be marked in the attendance register, no dot should be put & overwriting is to be avoided.
- (h) Topper, Bottomer, Hostlers, Discipline and Not registered cases to be marked.
- (i) Ensuring all entries on attendance registers (Theory and Lab).
- (j) All documents should be arranged as per the order of format with their proper strings.
- (k) Lecture wise schedule should be updated upto ST/PUT exam and signed by HoD.


Dr. P. K. Chopra
Director

Copy to:

- i. All HoDs, faculty members
- ii. Industry members
- iii. Alumni


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AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD

27th Km Milestone, Delhi - Hapur Bypass Road, P.O. Adhyatmik Nagar, Ghaziabad, Uttar Pradesh 201009

AKGEC/IQAC/2022-23/03

29 December 2022

Action Taken Report (IQAC Audit)2022-23 (Odd Semester)

As per the planning and instructions of IQAC members, the following actions have been taken for the session 2022-23 (Odd Sem):

1. To confirm the status and implementation of MoM of the IQAC meeting held on 12 September, 2022 in Director's Conference Hall, AKGEC, Ghaziabad.
2. To plan research activities and organize International Conferences and FDPs for the development of faculty members and students.
3. A well-made plan to promote research is being executed in all the departments and HoDs are motivating their faculty members for publishing at least 2 research papers having indexing in UGC CARE/SCOPUS/SCI. EN department is going to organize an International Conference on "Advancements and Key Challenges in Green Energy and Computing (AKGEC 2023)" which will be held on 24 & 25 February 2023 in the college. The remaining departments are also trying to organize international conferences (Sponsored by IEEE, Springer, Elsevier etc.) & also encouraging students to work on research papers based upon their projects. Faculty members of each department are also motivated for attending FDPs organized by reputed institutes.
4. Each department is guiding their students for making quality projects at the B. Tech level and also encouraging students for participation in various National Level activities.
5. As per instructions, Academic Monitoring Committee has been formed for UG and PG courses. They are working on time to time as per the academic calendar. Faculty members are also adopting the suggestions given by IQAC Members in last IQAC meeting regarding teaching-learning process.
6. Monitoring committee checked the e-content (PPTs, Lecture notes, Videos etc.) uploaded on Google Classroom by the faculty members for students at department level along with recording of video lectures at AKGEC Skill Studio.


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7. HoD of each department has been instructed to ensure that the outcome-based education processes are being followed by the FMs in their teaching,-learning, process and adopting the blooms Taxonomy along with CO, PO for Theory and Lab subjects. Faculty members are also including the same in their theory and Lab course files.
8. Each department is planning to raise its quality levels and upgradation of emerging technologies among the students so that quality students will take admission in the next academic year.
9. Departments are also working on proposals accepted by IQAC members regarding field projects/internships of students while ensuring quality too.
10. T & P department is contacting more reputed multi-national companies and focusing on core companies (especially for EN, ME & CE students placements).
11. Our college is working towards the installation of more CCTV in the institute along with their proper maintenance for security purposes in the campus.
12. Planning of internal academic audit of the teaching-learning process.

The team for IQAC audit on the teaching-learning process was formed. The schedule is from 14th to 16th Dec, 2022 as follows:


Schedule of Audit held in various departments during the academic year 2022-23 (Odd Sem).

S.NO.	NAME of AUDITOR	DEPARTMENT (AUDITOR)	DEPARTMENT (TO BE AUDITED)	DATE
1.	Dr. Vani Bhargava Dr. Anupama Sharma Mr. Abhishek Tiwari	EN IT ECE	AS&H	14 th Dec 2022
2.	Mr. Dushyant Singh Chauhan Ms. InduVerma	ECE MCA	TIFAC	14 th Dec 2022
3.	Dr. Seema Garg Mr. VivekPansaari	ECE ME	MCA	14 th Dec 2022
4.	Prof. Neelesh Kumar Gupta Mr. Priyank Shrivastava	ECE CE	EN	15 th Dec 2022
5.	Mr. Abhishek Tiwari Mr. Jaykant P. Singh	ECE CS	CE	15 th Dec 2022
6.	Dr. Vani Bhargava Dr. Anupama Sharma Mr. Gajesh	IT EN ME	CS	15 th Dec 2022


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7.	Mr. Lucknesh Mr. Atri Tyagi Ms. Aparna Saxena	IT CE MCA	ECE	16 th Dec 2022
8.	Mr. Dushyant Singh Chauhan Dr. Neeti Maheshwari	ECE AS & H	ME	16 th Dec 2022
9.	Prof. Neelesh Kumar Gupta Dr. Akash Kumar Mr. Pradeep Gupta	ECE AS& H CS	IT	16 th Dec 2022

The audits were held in various departments during the academic year 2022-23 (Odd Sem) as per schedule.


Dr. P. K. Chopra
Director

Attachments:

- i. Detailed report of Audit.


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AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD
27th Km. Stone, Delhi-Meerut Expressway, Ghaziabad -201009

24th December, 2022

To
The Director General
AKGEC, Ghaziabad, U.P.

SUBJECT: INTERNAL ACADEMIC AUDIT REPORT FOR 2022-23 (ODD SEM)

1. An internal academic audit of all Engineering & MCA departments was conducted from 14th to 16th December 2022.
2. Theory and Practical attendance registers along with course files were thoroughly checked for the duration 23rd August to 8th December 2022.
3. Uploading of attendance on AKTU AMS portal and Edumarshal portal was also verified for each department.
4. Two/three auditors from each department visited various departments for the audit.
5. General Observations which are found in various departments are as follows:
 - a) Course Correlation chart was missing in all the course files of FMs teaching ME Department.
 - b) Methodology for TA assessment was not available in the course file of FMs in, ME, EN, IT, CE, & TIFAC departments.
 - c) Lab course details was not available in most of course files of ME department.
 - d) Date on timetable in course file was not mentioned by few FMs in CSE & AS&H departments.
 - e) Student signatures were missing in attendance registers of some FMs in EN, ME, ECE & IT departments.
 - f) Few entries were missing in FMs course file & attendance registers of CSE & EN departments.

6. Detailed report submitted by auditors for each department is attached.

Dr. P. K. Chopra
Dean Special Projects

② For other observations on individual faculty, please get an explanation from faculty, issue written warning and submit both to me by 26/12. Res. 26/12

① - Pl. get points (a), (b), (c) taken care of. Was it not being done earlier also or has stopped now. Surprising to see that monitoring these and auditors have to point out. Not good for HODs


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Ajay Kumar Garg Engineering College, Ghaziabad
Internal Academic Audit (2022-23 Odd Sem)

Department Audited: APPLIED SCIENCES

Date: 14/12/2022

Auditor's Name:
Dr. Anupama Sharma,
Dr. Vani Bhargava,
Mr. Abhishek Tiwari

S.No.	Name of Faculty	Subject Code (Theory)	Subject Code (Lab)	Arranged as per Order of Formats	Theory Course Details						Lab Course Details				Remark (if any)
					Proper formulation of Course Outcomes	Proper CO-PO Mapping	LWS Composition and Compilation	Mapping of extra topics (theory) with COs & POs	Question paper formulation as per Bloom's Taxonomy	Updation of Attendance Register (Theory)	Additional Experiments	Updated COs	Mapping of updated COs with POs & PSOs	Updation of Attendance Register (Lab)	
1	Dr BB. VERMA	KAS 302, BAS 103		Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	OK
2	Dr SHIWANI SINGHAL	BAS 102, BAS 104	BAS 152	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
3	Dr MANOJ KR GOYAL	KAS 302, BAS 103		Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	OK
4	Dr SANDEEP GUPTA	BAS 102, BAS 104	BAS 152	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
5	Dr. BANDANA SHARMA	BAS 101	BAS 151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
6	Dr. MEENAKSHI SINHA	KAS 302, BAS 103		Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	OK
7	Dr NITYA SHARMA	BAS 102, BAS 104	BAS 152	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
8	Dr NITI MAHESHWARI	BAS 102, BAS 104	BAS 152	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			
9	Dr TARUN JEET SINGH	KAS 302, BAS 103		Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA			
10	Dr RUCHIRA GOEL	KAS 302, BAS 103		Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA			

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S.No.	Name of Faculty	Subject Code (Theory)	Subject Code (Lab)	Arranged as per Order of Formats	Theory Course Details						Lab Course Details				Remark (if any)
					Proper formulation of Course Outcomes	Proper CO-PO Mapping	LWS Composition and Compilation	Mapping of extra topics (theory) with COs & POs	Question paper formulation as per Bloom's Taxonomy	Updation of Attendance Register (Theory)	Additional Experiments	Updated COs	Mapping of updated COs with POs & PSOs	Updation of Attendance Register (Lab)	
11	Mr. VIKAS RATHI	BAS 101	BAS 151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
12	Dr. AKASH KUMAR	KHU 701, KNC 501		Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	OK
13	Mr. VISHAL GUPTA	KHU 701, KNC 501		Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	OK
14	Dr SHWETA PRAKASH	BAS 101	BAS 151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
15	Dr PARUL VERMA	BAS 102, BAS 104	BAS 152	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
16	Dr SWEETY AGGARWAL	BAS 101	BAS 151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
17	Mr. VIKAS ROSHAN	KHU 701, KNC 501		Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	OK
18	Dr VIMLESH MISHRA	BAS 101	BAS 151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
19	Dr. MONIKA AGARWAL	KAS 301, BAS 105	BAS 154	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
20	Dr. NEETU SHARMA	KAS 301, BAS 105	BAS 154	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
21	Dr VIRENDRA KUMAR	BAS 101	BAS 151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes			
22	Dr. ANAND TYAGI	KAS 302, BAS 103		Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA			
23	Dr. SANJAY SHARMA	BAS 103		Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA			


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S.No.	Name of Faculty	Subject Code (Theory)	Subject Code (Lab)	Arranged as per Order of Formats	Theory Course Details						Lab Course Details				Remark (if any)
					Proper formulation of Course Outcomes	Proper CO-PO Mapping	LWS Composition and Compilation	Mapping of extra topics (theory) with COs & POs	Question paper formulation as per Bloom's Taxonomy	Updation of Attendance Register (Theory)	Additional Experiments	Updated COs	Mapping of updated COs with POs & PSOs	Updation of Attendance Register (Lab)	
24	Dr. MOHIT KUMAR TIWARI	KAS 301, BAS 105	BAS 154	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
25	DR.SMRATI TRIPATHI	KAS 302, BAS 103		Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	OK
26	DR.EKTA PANDEY	KAS 302, BAS 103		Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	OK
27	DR.RAHUL PANDEY	KAS 302, BAS 103		Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	OK
28	DR.MADHULIKA DAS	KAS 301, BAS 105	BAS 154	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
29	DR.KANIKA	BAS 103		Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	OK

General Observation: 1. Faculty signature and date on time table are missing on some of the faculty members time table
2. Course Co-relatinn Chart of ME department wa not attached in the course files.

Auditor's Signature:

1.....

2.....

3.....

22/12/22
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Internal Academic Audit (2022-23 Odd Sem)
Department Audited: CE

S.No	Name of Faculty	Subject Code (Theory)	Subject Code (Lab)	Arranged as per Order of Formats	Theory Course Details						Lab Course Details				Remark (if any)
					Proper formulation of Course Outcomes	Proper CO-PO Mapping	LWS Composition and Compilation	Mapping of extra topics (theory) with COs & POs	Question paper formulation as per Bloom's Taxonomy	Updation of Attendance Register (Theory)	Additional Experiments	Updated COs	Mapping of updated COs with POs & PSOs	Updation of Attendance Register (Lab)	
1	Rakesh Srivastava	KCE 051		Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	NA	
2	Anchal Negi	KCE 503, KCE 054	KCE 752, KCE 552	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
3	Animesh Rai	BAS-104		Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	NA	
4	Anubha Gupta	KCE 074, KCE 302	KCE 554, KCE 551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
5	Ashish Vishwakarma	KCE 078, KCE 055	KCE 751,	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
6	Atri Tyagi	KCE 074, KCE 502	KCE 352	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
7	KSHAMA SHUKLA	KCE 301, KCE 057	KCE 351	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
8	Nikita Jaiswal	KHU 702, KCE 303	KCE 353	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
9	Prashant Agarwal	KHU 702, KCE 078	KCE 752, KCE 753, KCE 751,	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
10	Priyank Srivastava	KCE 501, KNC 501	KCE-752, KCE 553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	

General Observations:

1. Date on time table is missing.
2. Assesment methods for TA is missing on LWS.

Auditor1 ... *Abhishek Tiwari*

Auditor2 ... *Jay Kant Pratap Singh (dush)*

Nitya MR 21/1/21

AG

Director
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Ajay Kumar Garg Engineering College, Ghaziabad
Internal Academic Audit (2022-23 Odd Sem)
Department Audited: CSE

S.No	Name of Faculty	Subject Code (Theory)	Subject Code (Lab)	Arranged as per Order of Formats	Theory Course Details						Lab Course Details				Remark (if any)	
					Proper formulation of Course outcomes	Proper CO-PO Mapping	LWS Composition and Compilation	Mapping of extra topics (theory) with COs & POs	Question paper formulation as per Bloom's Taxonomy	Updation of Attendance Register (Theory)	Additional Experiments	Updated COs	Mapping of updated COs with POs & PSOs	Updation of Attendance Register (Lab)		
1	SUNITA YADAV	KCS-071		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	OK
2	INDERJEET KAUR	KCS- 058	KCS-554	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
3	RAJESH PRASAD	MTCS-351,KCS503	KCS- 553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
4	SACHIN KUMAR	KCS301	KCS 351	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
5	SHASHANK SAHU	KCS- 052	KCS- 554	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
6	PRATIMA SINGH	KDS-501	KCS- 553,KDS-551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
7	SONAM GUPTA	KCS- 052	KCS- 554	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
8	AKHILESH VERMA	KCS- 302	KCS- 352	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
9	AMRITA BHATNAGAR	KCS- 302, KNC-302	KCS- 353, KCS-352	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
10	ANKITA RANI	KCS-058	KCS551,KCS-553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
11	ANUJ DWIVEDI	KCS-058	KCE-554	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
12	ANURADHA	KCS-071,KAI-501	KCS-751, KAI551	Yes	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	OK
13	ANURAG GUPTA	KCS- 302, KNC- 302	KCS- 352, KCS- 552, KCS-351	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
14	ASHISH	KCS- 052	KCS- 354, KCS-551, KCS-552	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
15	ASHISH DIXIT	KCS-301	KCS- 351, KCS-352, KCS-552	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Present marks with black ink, viva marks entered with pencil
16	AYUSHI GUPTA	BCS-101	BCS-151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Target attendance not filled in LWS
17	BIHARI NANDAN PANDEY	KOE-076, KCS-502		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	OK
18	CHHAYA YADAV	KCS-303,	KCS- 353, KCS-351,KCS-553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
19	DIVYA JOSEPH	KCS- 301	KCS- 351, KCS-353	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	Grades for some practicals not marked. Extra topics in LWS
20	HARNIT SAINI	KCS- 303	KCS- 353, KCS- 553, KCS-354	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
21	JAISHREE JAIN	KCS- 713, MTCS- 013	KCS-753, KCS-752, KCS-751(A), KCS-354	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
22	JAY KANT YADAV	KCS- 502	KCS- 552	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
23	JULI YADAV	KCS-502	KCS-552, KCS-553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
24	KAMNA SINGH	KCS-302, KNC-301	KCS- 352, KCS-354	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK

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	LAKSHITA SEJWAL	KCS- 303	KCS- 353	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
26	MANISH KUMAR	KOE- 073, KCS- 052	KCS- 554	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
27	MANOJ KUMAR	KCS-501	KCS-752, KCS-551, KCS-553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
28	MANOJ KUMAR	BCS-101	BCS-151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
29	MEGHA GUPTA	KCS-303	KCS-752,KCS-353,KCS-354	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
30	NEERAJ SAGAR	KCS- 503, MTCS-101	KCS-354,KCS-553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
31	NEERAJA ARORA	KCS- 503	KCS-352, KCS-553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
32	NISHU BANSAL	KCS- 501	KCS-551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
33	PANKAJ SHARMA	KCS- 503	KCS- 553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
34	PRADEEP GUPTA	KCS- 058	KCS- 552, KCS- 554	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
35	PREETI GUPTA	KCS- 503, Mics-102	KCS- 351, KCS- 352, KCS-552,KCS-553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
36	PRONAB ADHIKARI	KCS-501	KCS-551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
37	RAGHURAJ SINGH	KCS- 713, KCS-055	KCS- 752,KCS-753,KCS-551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
38	REKHA BAGHEL	KCS-052	KCS-551, KCS-554	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
39	SAMENDER SINGH	KCS-502	KCS-552	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
40	SANDEEP YADAV	KCS-501	KCS-552, KCS-553, KCS-551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
41	SANTOSH UPADHYAY	KCS-713	KCS-753	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
42	SHARMA JI	KCS-301, KCS-301	KCS-351,KCS-351,KCS-353	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
43	SHARVAN KUMAR	BCS-151, BCS-101		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
44	SHIVA TYAGI	KNC-301	KCS-351, KCS-353	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
45	SONALI GAHLOT	KNC-301,KNC-301, KCS-501	KCS-354, KCS-354, KCS-551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
46	SWATI TOMAR	KCS-301, KCS-301	KCS-351, KCS-351, KCS-301, KCS-354, KAI-551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
47	UPASANA MISHRA	KVE-301,BAS-101		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	OK
48	VAISHALI RASTOGI	KCS-302, KNC-301	KCS-351, KCS-352	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
49	VARUN KUMAR	KCS-303	KCS-353	Yes	Yes	Yes	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	In ST, some students signature are missing	
50	VISHAL CHAUDHARY	KNC-301, KCS-503	KCS-553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
51	VISHAL JAYASWAL	KCS-302, KNC-301	KCS-352, KCS-352	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
52	YOGENDARA PRAJAPTI	KNC-302, KCS-302	KCS-352, KCS-353	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK

General Observations:

1. Date on Time -Table in course file is missing by most of the faculty members.
2. Assignment submission date is missing by most of the faculty members.

Auditor1
Auditor2
Auditor3

Dr. Anupama Sharma
(Dr. Anupama Sharma)

21/05/2021
MR
Director
Ajay Kumar Garg Engg. College
Ghaziabad

Ajay Kumar Garg Engineering College, Ghaziabad
Internal Academic Audit (2022-23 Odd Sem)

Department Audited: ECE

Date: - 16.12.2022

Auditor's Name:

1. Mr. Lucknesh
2. Mr. Atri Tyagi
3. Ms. Arpana Saxena

S.NO	Name of Faculty	Subject Code (Theory)	Subject Code (Lab)	Theory Course Details							Lab Course Details				Rem
				Arranged as per order of Formats	Proper formulation of Course Outcomes	Proper CO-PO Mapping	LWS Composition and Compilation	Mapping of extra topics (theory) with cos & POs	Question paper formulation as per Bloom's Taxonomy	Updation of Attendance Register (Theory)	Additional Experiments	Updated COs	Mapping of updated cos with POs & PSOs	Updation of Attendance Register (Lab)	
1	NEELESH GUPTA	KEC-503		Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	
2	MEENAKSHI AWASTHI	KEC-076	KEC-351	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
3	SEEMA GARG	BEC- 101	BEC-151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
4	ABHIJEET UPADHYA	KEC-503		Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-	-	-	OK
5	ABHISHEK TIWARI	KIC071,	KEC- 351	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
		KVE-301	KEE-351	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
6	AMIT GARG	KEC-503	KEC- 553, KEC-554	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
7	AMITA ASTHANA	KEC- 302, BEC- 101, BEC-151	KEC- 353, KEC-553	No	Yes	Yes	No	Yes	Yes	No	Yes	Yes	Yes	No	1. Monthly attendace of October and November were missing, 2. Students signature in ST-1 column were
8	ANUGOEL	KEC-501	KEC-551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
9	DUSHYANT CHAUHAN	BEC- 101	BEC-151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	


 Director
 Ajay Kumar Garg Engg. College
 Ghaziabad

S.NO	Name of Faculty	Subject Code (Theory)	Subject Code (Lab)	Arranged as per Order of Formats	Proper formulation of Course Outcomes	Proper CO-PO Mapping	LWS Composition and Compilation	Mapping of extra topics (theory) with cos & POs	Question paper formulation as per Bloom's Taxonomy	Updation of Attendance Register (Theory)	Additional Experiments	Updated COs	Mapping of updated cos with POs & PSOs	Updation of Attendance Register (Lab)	Remark (if any)
10	GAGANDEEP SINGH	KOE- 076, KOE076, KOE- 076 G1, KEC-053	KIC 751A, KIC751A, KIC-751 A1, KEG- 351, KEE-351	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
11	HIMANSHU NAGPAL	KHU- 702, KEC-058	KEC- 751D, KEC-352	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
12	JITENDER CHHABRA	KEC-302	KEC-354	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
13	KARUNESH	KIC075	KEC-552	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
14	NARESH KUMAR	KEC-058	KEC- 752, KEC-552	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
15	NAVEEN SAINI	KEC- 076, KEE-301	KIC752, KEC- 352, KEC- 554,	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
16	NEERAJ SHARMA	KHU- 702, KEC-074	KEC- 752, KEC-553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
17	NEHAGARG	BEC- 101, BEC-151	KEC-552	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
18	NILUFAR YASMIN	KEE-058	KEC- 352, KME-553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
19	NIMISH SRIVASTAVA	KOE- 039, KOE039, KEC-058	KEC753, KEC- 753, KEC-552	Yes	Yes	No	Yes	Yes	Yes	No	Yes	Yes	Yes	No	1. Students signature in ST were missing 2. Too much whitener in lab registers
20	OM GUPTA	KEC-501	KEC- 753, KEC- 354, KEC- 352, KEC-551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
21	POOJA MISHRA	KEC-301	KEC- 351, KEC-553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
22	PRIYANKA SHARMA	BEC- 151, BEC-101	KEC-554	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
23	RAGHVENDRA PRATAP SINGH	KEC- 301, KVE-301		Yes	Yes	Yes	Yes	Yes	Yes	Yes	-	-			


 Director
 Ajay Kumar Garg Engg. College
 Ghaziabad

S.NO	Name of Faculty	Subject Code (Theory)	Subject Code (Lab)	Arranged as per Order of Formats	Proper formulation of Course Outcomes	Proper CO-PO Mapping	LWS Composition and Compilation	Mapping of extra topics (theory) with cos & POs	Question paper formulation as per Bloom's Taxonomy	Updation of Attendance Register (Theory)	Additional Experiments	Updated COs	Mapping of updated cos with POs & PSOs	Updation of Attendance Register (Lab)	Remark (if any)
24	RAJNI PRASHAR	KOE- 039, KOE039, KOE 039, KEC-053	KEC- 352, KEC-351	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
25	RICHA	KEC-074	KEC- 7510	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
26	RITISH	KEC-074	KIC753, KEC- 753, KEC- 751D,	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
27	SULEKHA SAXENA	KEC- 302, BEC- 151, BEC-101	KIC 751A, KIC-751 A2, KIC751A, KEC- 354, KEC-352	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
28	TUKUR GUPTA	KHU- 702, KVE-301	KEC- 354, KEC- 352, KEC-552	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
29	ALOK KUMAR	KEC-301,	KEC- 351,KEC- 354,KEC- 351	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK
30	UMASHARMA	KHU702, KEC-501	KEC-554	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	OK

General Observation

Auditor's Name:

1. Mr. Lucknesh

2. Mr. Atri Tyagi

A G
Director
Ajay Kumar Garg Engg. College
Ghaziabad
20/12/22
MR

Ajay Kumar Garg Engineering College, Ghaziabad
Internal Academic Audit (2022-23 Odd Sem)

Department Audited: EN
Auditor's Name:
1. Dr. Neelesh Gupta
2. Mr. Priyank Srivastava

Date: - 16.12.2022

S.No.	Name of Faculty	Subject Code (Theory)	Subject Code (Lab)	Arranged as per Order of Formats	Theory Course Details						Lab Course Details				Remark (if any)
					Proper formulation of Course Outcomes	Proper CO-PO Mapping	LWS Composition and Compilation	Mapping of extra topics (theory) with COs & POs	Question paper formulation as per Bloom's Taxonomy	Updation of Attendance Register (Theory)	Additional Experiments	Updated COs	Mapping of updated COs with POs & PSOs	Updation of Attendance Register (Lab)	
1	Dr. Hemant Ahuja	KEE 503		YES	YES	YES	YES	YES	YES	YES	NA	NA	NA	NA	
2	Dr. Anil Kumar Rai	KEC 303	KEC 353	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
3	Dr. Sarika Kalra	KEE 075	KEE 553	YES	YES	YES	YES	YES	YES	NO	YES	YES	YES	NO	1. Faculty sig. are missing and some strings are missing in attendance register. 2. In Lab register some entry are missing.
4	Dr. Vani Bhargava	KEE 503	KEE 553	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
		KOE 033	KEN 543	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
5	Dr. Dibya Bharti	KEC 303	KEC 353	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
		KOE 033		YES	YES	YES	YES	YES	YES	YES	NA	NA	NA	NA	
6	Mr. Parveen Kumar	KOE 074		YES	YES	YES	YES	YES	YES	YES	NA	NA	NA	NA	
		KOE 033	KEC 353	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
7	Mr. Deepak Narang	KEE 502	KEE 552	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
		KOE 034		YES	YES	YES	YES	YES	YES	YES	NA	NA	NA	NA	
8	Ms. Nupur Mittal	KEE 502	KEE 552	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO	1. In KEE-552 attendance is not updated and some entries are missing
		KEE 303		YES	YES	YES	YES	YES	YES	YES	NA	NA	NA	NA	
9	Mr. Shani Kumar Pandey	KEE 501	KEE 551	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
		KEC 303	KEC 353	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
10	Mr. Harsh Mohan Sharma	KEN 070		YES	YES	YES	YES	YES	YES	YES	NA	NA	NA	NA	
11	Mr. Neeraj Gupta	KEE 302	KEE 352	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
		KOE 033		YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
12	Mr. Ravinder Kumar	BEE 101S1	BEE 151 S1	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
		BEE 101 S9	BEE 151 S9	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
13	Mr. Ritesh Sharma	KOE 076		YES	YES	YES	YES	YES	YES	YES	NA	NA			
		BEE 101 S3	BEE 151 S3	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
		BEE 101 S8	BEE 151 S8	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
14	Dr. J.G. Yadav	BEE 101 S2	BEE 151 S2	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
		BEE 101 S10	BEE 151 S10	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
15	Ms. Navjyoti Sharma	BEE 101 S4	BEE 151 S4	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
		BEE 101 S6	BEE 151 S6	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	


Director
Ajay Kumar Garg Engg. College
Ghaziabad

16	Ms. Nidhi Singh	BEE 101 S7	BEE 151 S5	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	
		BEE 101 S5	BEE 151 S7	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

General Observation

- 1 Methodology for T.A assessment is not available in course files
- 2 Absentee sheets and attendance sheet of debarred students are not available in few course files

Auditor's Name 1 : Dr. Neelesh Gupta

N Gupta
19/12/22

Auditor's Name 2 : Mr. Priyank Srivastava

Priyank

A G
Director
Ajay Kumar Garg Engg. College
Ghaziabad

Ajay Kumar Garg Engineering College, Ghaziabad
Internal Academic Audit (2022-23 Odd Sem)

Department Audited: IT

Date: - 16.12.2022

S. No	Name of Faculty	Subject Code (Theory)	Subject Code (Lab)	Arranged as per Order of Formats	Theory Course Details						Lab Course Details				Remark (if any)
					Proper formulation of Course outcomes	Proper CO-PO Mapping	LWS Composition and Compilation	Mapping of extra topics (theory) with COs & POs	Question paper formulation as per Bloom's Taxonomy	Updation of Attendance Register (Theory)	Additional Experiments	Updated COs	Mapping of updated COs with POs & PSOs	Updation of Attendance Register (Lab)	
1	ANU CHAUDHARY	KCS- 501		Yes	Yes	Yes	Yes	yes	Yes	Yes	NA	NA	NA	NA	
2	SHERADHA JAUHARI	BCS- 101	BCS- 151	Yes	Yes	Yes	Yes	yes	Yes	Yes	Yes	Yes	Yes	Yes	
3	AVDHESH GUPTA	KCS- 058, KCS- 501	KCS- 551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
4	ADITYA SINGH	BCS- 101	BCS- 151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
5	ACHINTYA PANDEY	KCS- 054, KCS- 503	KIT- 752, KCS- 553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
6	AKANKSHA SHUKLA	KIT-501, KCS- 058	KCS- 354, KIT-551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
7	ANMOL JAIN	KCS- 302, KIT-501	KCS- 352, KIT-551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
8	ANUPAMA SHARMA	KVE- 301, KCS- 501	KCS- 551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
9	BIRENDRA KUMAR	KCS- 503	KCS- 553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
10	CHELSI SEN	KNC- 301		Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	
11	GOPAL BABU	KOE- 076, KOE 076		Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	
12	KAMINI TANWAR	BCS- 101	BCS- 151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
13	KOMALRANI	KCS- 303, KCS- 058	KCS- 353, KCS- 554	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
14	LUCKNESH KUMAR	KCS- 501	KCS- 551, KCS- 551 1A, KCS- 551 1B, KCS- 551 1C, KCS-	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
15	MADHUP AGRAWAL	KME- 056	KCS- 554	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
16	MILI SRIVASTAVA	KCS- 713	KIT- 753, KCS- 554, KME- 552	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
17	MRIGNAINY KANSAL	KCS- 074	KIT- 753, KIT- 751A,	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
18	MUKESH SINGH	KOE- 073, KCS- 501	KCS- 354, KCS- 551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
19	NANDITA GOYAL	KCS- 303, KIT-501	KCS- 353, KIT-551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
20	NIDHI GUPTA	KCS- 301, KCS- 058	KCS- 351, KCS- 354	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
21	PANCHAM SINGH	KCS- 074	KIT- 751A, KIT-753	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
22	PANKAJ SINGH	KCS- 302	KCS- 352	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
23	PARNEET	KME- 074, KCS- 713	KIT-753	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	

A G

Director
Ajay Kumar Garg Engg. College
Ghaziabad

	CHOUDHARY	KNC- 301, KCS- 301	KCS- 351	Yes	Yes	Yes	No	No	Yes	No	Yes	Yes	Yes	Yes	1. Register are incomplete. 2. String on Syllabus & Absentee details ST1 are missing.
25	PUNEET GOYAL	KCS- 301	KCS- 351	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
26	RASHMI SHARMA	KHU- 702, KCS- 058	KCS- 354	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
27	RUCHI GUPTA	KHU- 702	KIT-753	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
28	SACHIN TYAGI	KNC- 301, KCS- 503	KIT- 752, KCS- 553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
29	SANTOSH MISHRA	KIT-501	KIT-551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
30	SARVACHAN VERMA	KCS- 054	KME- 552	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
31	SHIKHA AGARWAL	KCS- 713, KCS- 301	KIT- 752, KCS- 351	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
32	SHILPI GUPTA	KCS- 074	KIT- 751A	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
33	SHIVANI AGARWAL	KCS- 302	KCS- 352	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
34	SUMIT SHARMA	KCS- 303, KCS- 054	KCS- 353, KCS- 554	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
35	SUNDEEP RAJ	KNC- 301, KCS- 503	KCS- 354, KCS- 553	Yes	Yes	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
36	TAHIRA MAZUMDER	KCS- 074, KCS- 054	KIT- 752, KIT-751	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
37	VIRENDRA SINGH	KCS- 303	KCS- 353	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	1. Few Students signs are missing in FM attendance Register. 2. Viva grading is not available in FM Lab attendance Register.

General Observations:

1. IQAC String on Time -Table in Attendance registers is not updated by few faculty members.
2. Co-Po mapping in context of justification of extra topics document needs to be mapped correctly understood by faculty members.
3. Methodology for TA assessments is not available in FM Course files.

Auditor1 ..Dr. Neelash Kr. Gupta *Neelash* 19/12/22
 Auditor2 ..Dr. Akash Kumar *Akash* 19/12/22
 Auditor3 ..Mr. Jay Kant Pratap Singh *Jay Kant* 19/12/22

MR
19/12/22

A G
Director
Ajay Kumar Garg Engg. College
Ghaziabad

Ajay Kumar Garg Engineering College, Ghaziabad
Internal Academic Audit (2022-23) Odd Sem) - MCA DEPARTMENT

S.No.	Name of Faculty	Subject Code (Theory)	Subject Code (Lab)	Arranged as per Order of Formats	Theory Course Details						Lab Course Details				Remark (if any)
					Proper formulation of Course Outcomes	Proper CO-PO Mapping	LWS Composition and Compilation	Mapping of extra topics (theory) with COs & POs	Question paper formulation as per	Updation of Attendance Register (Theory)	Additional Experiments	Updated COs	Mapping of updated COs with POs & PSOs	Updation of Attendance Register	
1	Dr. B.K Sharma	KCA-021		Y	Y	Y	Y	Y	Y	Y	NA	NA	NA	NA	OK
2	Dr. Saroj Bala	RCA-501, KCA-301, KCA-104	RCA-551, KCA-351	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	OK
3	Ms. Arpna Saxena	RCA-E31, KCA-014, KCA-101	KCA-152, KCA-353	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	OK
4	Ms. Indu Verma	RCA-E45, KCA-303, KCA-102	KCA-151	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	OK
5	Ms Mani Dwivedi	RCA-E24, KCA-302	RCA-552, KCA-352	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	OK
6	Ms. Aman Gupta	RCA-502	KCA-353	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	OK

ALL THE FILES ARE AS PER REQUIRED FORMAT AND GUIDELINES.

AUDITOR 1

Dr Seema Garg

AUDITOR 2

Vivek Pansari

A Gupta
19/12/22
MR
Signature of Auditor:

A G
Director
Ajay Kumar Garg Engg. College
Ghaziabad

Ajay Kumar Garg Engineering College, Ghaziabad

Internal Academic Audit (2022-23 Odd Sem)

Department Audited: ME

Date: 16/12/2022

Auditor's Name:

1. Asstt. Prof. Dushyant Singh Chauhan (ECE)
2. Asstt. Prof. Niti Maheshwari (AS&H)

S.No	Name of Faculty	Subject Code (Theory)	Subject Code (Lab)	Arranged as per Order of Formats	Theory Course Details						Lab Course Details				Remark (if any)
					Proper formulation of Course Outcomes	Proper CO-PO Mapping	I.W.S Composition and Compilation	Mapping of extra topics (theory) with cos& POs	Question paper formulation as per Bloom's Taxonomy	Updation of Attendance Register (Theory)	Additional Experiments	Updated COs	Mapping of updated cos with POs& PSOs	Updation of Attendance Register (Lab)	
1	PROF. PALLAS BISWAS	KVE-301	NA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	
2	PROF. DEVENDRA SINGH	KME- 502, BME-101	KME-753	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
3	PROF. IP SHARMA	KME- 303	NA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	
4	PROF. PRADEEP JAIN	KME- 071, KME-071 KME- 071 , KME- 071	NA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	
5	AJAY DUBEY	BME- 101	BWS- 151,	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
6	AKRITI GUPTA	BME- 101	BWS- 151,	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
7	AMIT TRIPATHI	KAU- 051, BME-101	BCE- 151,	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	One attendance marked in lab register instead of two attendance.
8	ANSHUL PANCHBHAIYA	KME- 502	KME- 554, KME- 554 ME2A, KME- 554 ME2B	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Students signature missing in attendance
9	ASHUTOSH YADAV	KOE- 074, KME- 072,	KME- 752, KME- 751, BCE-151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
10	DILIP KUMAR	KOE- 076, KAU- 052,	BCE-151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	


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11	GAJESH KUMAR	BME- 101,	KME-753, BWS-151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
12	HARI CHAURASIYA	KME- 501, BWS- 151	KME- 551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
13	KAMAL MITTAL	KOE- 033, BCE- 151, BCS- 151, BCS- 101, BAS- 104, BAS- 103, BEE- 101, BAS-101	KME- 752, KME- 354, KME- 354, KME- 503, BAS- 151, BEE- 151,	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
14	DR. SUMAN GOTHWAL	KME- 073, KME- 503	BWS- 151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
15	VIVEK PANSARI	BME- 101	BWS- 151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	

General Observations:

1. Course Correlation chart is missing in all the course file.
2. Updated strings were not mentioned in most of the course files.
3. Lab course detail was not available in most of the course file.
4. Assessment method for TA was missing on LWS in course file.

Auditor1 *S Chauhan*

Auditor2 *for A*

MR
22/12/22

A G
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Ajay Kumar Garg Engg. College
Ghaziabad

Ajay Kumar Garg Engineering College, Ghaziabad
Internal Academic Audit (2022-23 Odd Sem)

Department Audited: TIFAC

Auditor's Name:

1. Asstt. Prof. Dushyant Singh Chauhan (ECE)
2. Asstt. Prof. Indu Verma (MCA)

Date: 14/12/2022

S.No.	Name of Faculty	Subject Code (Theory)	Subject Code (Lab)	Arranged as per Order of Formats	Theory Course Details						Lab Course Details				Remark (if any)
					Proper formulation of Course Outcomes	Proper CO-PO Mapping	LWS Composition and Compilation	Mapping of extra topics (theory) with COs & POs	Question paper formulation as per Bloom's Taxonomy	Updation of Attendance Register (Theory)	Additional Experiments	Updated COs	Mapping of updated COs with POs & PSOs	Updation of Attendance Register (Lab)	
1	Mr. D. K. Singh	KOE-074	NA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	
2	Mr. Som Ashutosh	KME-055	NA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	
3	Mr. Gaurav Srivastava	KOE-074	NA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	
4	Dr. Ajay Pratap Singh	KME-076	NA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	
5	Dr. Vivek Singh	KME-051	KME-553, KME-554	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
6	Mr. Mahesh Sharma	KEE-053	KEN-751	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
7	Mr. Abhishek Gupta	KOE-032	KME-551	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
8	Ms. Gaganpreet Kaur	KOE-075	NA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	
9	Mr. Tarun Bhardwaj	KME-071	KME-352	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
10	Mr. Puneet Saini	KME-052	KME-751	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
11	Ms. Suvarna Majumdar	KEC-502	KME-553, KME-554	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
12	Mr. Himanshu Tripathi	KEC-502, KOE-077	KME-553	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
13	Dr. Namrata Gangil	MTE-023	NA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	
14	Mr. Dinanth Prasad	KEE-053	KEN-751, KME-353	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
15	Mr. Jitendra Yadav	KME-301	NA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	
16	Mr. Sandeep Bhatia	KEC-502	NA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	
17	Dr. Vishwas Grover	KOE-074	BCE-151, KME-752	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
		KNC-501	NA	Yes	Yes	Yes	Yes	Yes	Yes	Yes	NA	NA	NA	NA	


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18	Dr. Alok	KME-302, KOE-074	KME-351, BCE-151	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
19	Mr. Mahendra Dutt Dwivedi	KEE-075, KEE-501	KEE-551, KEN-752	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	

General Observations:

1. Course Correlation chart was missing in all the course files of faculty members of ME department.
2. Assessment method for TA was missing on LWS in course file

Auditor's Signature:

1. Datta (Dushyant)

2. Niti (Dr Niti Maheshwari)

Niti
MR 21/12/22

A G
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AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZIABAD

27th Km. Stone, Delhi-Hapur Bypass Road, P.O. Adhyatmik Nagar, Ghaziabad -201009

AKGEC/IQAC/2022-23/05

17 February 2023

INTERNAL QUALITY ASSURANCE CELL (IQAC) MOMs

The IQAC meeting for the session 2022-23 (Even Sem) was held on 15th February 2023. The following members of the IQAC were present during the meeting:

1. Dr. P. K. Chopra, Director
2. Prof. Neelesh Kumar Gupta, ECE Department
3. Prof. Anil Rai, EN Department
4. Prof. Devendra Singh, ME Department
5. Prof. Inderjeet Kaur, CSE Department
6. Asso. Prof. Meenakshi Awasthi, ECE Department
7. Asso. Prof. Anupama Sharma, IT Department
8. Asst. Prof. Dushyant Singh Chauhan, ECE Department
9. Asst. Prof. Richa, ECE Department
10. Asst. Prof. Abhishek Tiwari, ECE Department
11. Mr. Rajeev Mishra, Manager Special Projects
12. Mr. Pradeep Bhardwaj, Manager Placements

Agenda Points

- i. To present the Action Taken Report (ATR) of the IQAC Meeting dated 12 September 2022.
- ii. To see the progress of the International Conference on Advancements and Key Challenges in Green Energy and Computing (AKGEC 2023) which will be held on 24 & 25 February 2023 in the college.
- iii. To organize conferences and FDPs for the improvement of faculty members and students research by departments.


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- iv. To consider the review and suggest improvements for different practices to enhance employability skill enrichment and quality of student projects along with students participation in various activities.
- v. Monitoring of Offline Classes for 2022-23 Even Sem.
- vi. Utilization of tech support for effective offline classes using smart boards.
- vii. To consider reports of NPTEL /Swayam Courses on different topics for B. Tech students.
- viii. To review placements status and prepare a strategy of placements for unplaced students by various departments.
- ix. To consider reports of FDPs organized and participated by various department faculty members.
- x. To increase the number of CCTV cameras for security purposes in the campus.
- xi. Planning of internal academic audit of the teaching-learning process.

Discussion Points/ Minutes of the Meeting

Agenda Point-i-

The chairman briefly discussed the actions taken at the meeting held on 12th September 2022 and recommended to adhere to the points discussed in the meetings.

Agenda Point-ii-

The IQAC members analysed with the progress of the forthcoming International Conference on Advancements and Key Challenges in Green Energy and Computing (AKGEC 2023) by EN department and they praised the efforts of the organizing team.

Agenda Point-iii-


IQAC team motivated all the departments to plan International conferences with indexing in Scopus/IEEE/Springer etc.

Agenda Point-iv-

In order to promote employability skill enrichment, the quality of student projects, and student engagement, IQAC members took proposals into consideration and gave instructions to all departments on how to follow guidelines for changes. They specially emphasized the quality of B. Tech projects.

Agenda Point-v-

The department should deliver good quality content (PPTs, PDFs of courses, Video supervision of senior faculty members of the monitoring committee. The Academ committee should check the quality as per plan.



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Agenda Point-vi-

Modern teaching ICT tools such as smart boards are to be incorporated into taking offline classes along with black boards.

Agenda Point-vii-

The Team checked the reports of NPTEL /Swayam Courses completed on different topics for B. Tech students in last semester (2022-23 Odd Sem). They expressed satisfaction also for the same.

Agenda Point-viii-

Team members thoroughly discussed about the strategy and planning for the placement of unplaced students. Also, inform HoDs to motivate students to sit in the placement process.

Agenda Point-ix-

IQAC members expressed their satisfaction on reports of FDPs organized and participated by faculty members of various departments of the institute.

Agenda Point-x-

The Team discussed the importance of CCTVs in the institute and expressed their satisfaction with the same with respect to security purposes.

Agenda Point-xi-

The team for the Internal Academic Audit of the Teaching-learning process will be formed. The schedule of the next IQAC audit is as follows:

2022- 23 (Even Sem)

S. No	Audit Duration	Date
1.	Sessional Test Exam	As per Academic Calendar
2.	Pre-University Test	As per Academic Calendar

Following guidelines are to be strictly followed in the maintenance of both theory, practical attendance record and course file by each faculty member.

- (a) Properly formulated CO statements as per Bloom’s Taxonomy for both Theory and Lab subjects.
- (b) Mapping of COs with POs and PSOs as per NBA guidelines (DSP/NBA/2022/01 & DSP/NBA/2022/02) shared by the DSP.
- (c) Question paper of internal assessments (STs/PUT) prepared as per NBA (DSP/NBA/2022/03) with appropriate weightage given to questions from : Bloom’s levels.


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- (d) Identification of theory topics beyond the syllabus and their inclusion in Lecture-Wise Schedule (LWS). Mapping of the additional topics with relevant COs and POs/PSOs is also to be documented in LWS.
- (e) Additionally, the details of the Lab(s) taken by respective faculty to be appended after the theory subject details in the same course file. The following details regarding the Lab subjects to be documented:
 - (i) List of Experiments as per AKTU Syllabus.
 - (ii) Identification of experiments beyond the syllabus and their relevance to COs and POs/PSOs.
 - (iii) Updated COs after including additional experiments.
 - (iv) Updated CO-PO/PSO mapping of the respective Lab Course.
- (f) Ensuring filling attendance on AKTU AMS/Edu Marshal portal.
- (g) Only P (Present), A (Absent) and Ac (Present with college duty) should be marked in the attendance register, no dot should be put & overwriting is to be avoided.
- (h) Topper, Bottomer, Hostlers, Discipline and Not registered cases to be marked.
- (i) Ensuring all entries on attendance registers (Theory and Lab).
- (j) All documents should be arranged as per the order of format with their proper strings.
- (k) Lecture wise schedule should be updated upto ST exam and signed by HoD.


Dr. P. K. Chopra
Director

Copy to:

- i. All HoDs, faculty members
- ii. Industry members
- iii. Alumni


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Ghaziabad

Ajay Kumar Garg Engineering College, Ghaziabad

Department of Applied Sciences & Humanities

Sessional Test-1

Course: MCA

Session: 2022-23

Subject: Principles of Management & Communication

Max Marks: 25

Semester: I

Section: MCA-1

Sub. Code:KCA103

Time:1 hour

OBE Remarks: All questions are related to CO1.

Note : Answer **all** the sections.

Q.No	1	2	3	4	5	6	7
CO No.	CO1	CO1	CO1	CO1	CO1	CO1	CO1
Bloom's Level* (L1 to L6)	L1	L2	L4	L2	L5	L5	L6

**Bloom's Level: L1: Remember, L2: Understand, L3: Apply, L4: Analyze, L5: Evaluate, L6: Create*

Section-A

A. Attempt **all** the parts.

(3x2 = 6)

1. Define Effective Management.
2. What do you understand by Principles of Management?
3. What do you mean by Scalar Chain?

Section-B

B. Attempt **all** the parts.

(3x4 = 12)

4. Is management being a Science or Art. Discuss.
5. Evaluate the decisional roles of a manager in an organization.
6. Evaluate the benefits / advantages of Scientific Management.

Section-C

C. Attempt **all** the parts.

(1x7 = 7)

7. Discuss the importance of management.


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Ajay Kumar Garg Engineering College, Ghaziabad
Department of Applied Sciences and Humanities
Sessional Test-2

Course: MCA
 Session: 2022-23
 Subject: Principles of Management & Communication
 Max Marks: 50

Semester: I
 Section: MCA-1
 Sub. Code: KCA103
 Time: 2 hours

OBE Remarks:

Q. No	1	2	3	4	5	6	7	8	9	10	11	12
CO No.	CO2	CO2	CO3	CO3	CO2	CO2	CO2	CO3	CO3	CO3	CO2	CO3
Bloom's level* (L1 to L6)	L4	L1	L1	L4	L2	L2	L2	L6	L5	L3	L5	L4
Weightage CO2: 23.5						Weightage CO3: 26.5						

*Bloom's Level: L1: Remember, L2: Understand, L3: Apply, L4: Analyze, L5: Evaluate, L6: Create
Note: Answer **all** the sections with all the questions.

Section-A

A. Attempt all the parts. (5x2= 10)

1. Define Planning Premises
2. What do you mean by decision making?
3. Define term "Motivation".
4. Distinguish between physiological needs and safety needs.
5. Explain the concept of 'Delegation'?

Section- B

B. Attempt all the parts. (5x5=25)

6. Differentiate between programmed and non-programmed decisions.
7. Discuss the differences between formal and informal organizations.
8. Discuss Organizational Process.
9. Differentiate between financial and non-financial motivators.
10. What are the implications of Maslow's Hierarchy of Need Theory of Motivation?

Section- C

C. Attempt all the parts. (2x7.5=15)

11. Evaluate the advantages of Planning as a function of management.
12. Discuss the importance of Motivation in management of an organization.


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AJAY KUMAR GARG ENGINEERING COLLEGE, GHAZAIABAD
DEPARTMENT OF APPLIED SCIENCES & HUMANITIES
Pre-University Test

Course: MCA
Session: 2022-23
Subject: Principles of Management & Communication
Max. Marks: 100

Semester: I
Section: MCA-1
Sub. Code: KCA103
Time: 3 hours

OBE Remarks:

Q. No	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
CO No.	1	1	2	2	3	3	4	4	5	5	1	1	2	2	3	4	4	5	5	3
Bloom's Level* (L1 to L6)	L1	L1	L2	L2	L4	L1	L1	L2	L2	L5	L5	L5	L1	L5	L4	L5	L5	L6	L6	L2
Weightage CO4: 24 marks										Weightage CO5: 24 marks										

*Bloom's Level: L1: Remember, L2: Understand, L3: Apply, L4: Analyze, L5: Evaluate, L6: Create

Note: Answer **all** the sections.

Section-A**(10*2 = 20)**

1. Define Management.
2. Define Job Specialization.
3. What do you mean by Tactical Plans?
4. What is a Matrix form of organization?
5. What is Laissez-faire approach to leadership?
6. Define feedforward control.
7. Define peer group of communication.
8. Define effective communication.
9. Differentiate between pitch and syllable.
10. Explain the difference between workshops and conferences.

Section-B

Attempt **Any Three** parts.

(3*10 = 30)

11. Discuss the attributes of an Effective and Efficient Management System.
12. What is Hawthorne experiment? Discuss the conclusions of Hawthorne experiment.
13. What is meant by Planning? Discuss the importance of planning function of management.
14. What do you mean by Delegation? Discuss the steps involved in the process of Delegation.
15. Describe in detail the concept of directing and discuss the various principles of directing.

Section-C

Attempt **all** the parts.

(5*10 = 50)

16. Attempt any one
 - a) Examine the characteristics of good communication with different types of barriers to communication.
 - b) Define communication and discuss the importance of communication in an organization.
17. Attempt any one
 - a) Differentiate between General and Technical communication.
 - b) Evaluate the flow of communication at workplace with the help of a diagram.


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18. Attempt any one

- a) Define a business letter to ADF Company, regarding the renewal of Annual Maintenance Contract for furniture of your company.
- b) Explain the dimensions of speech and nuances of delivery in detail.

19. Attempt any one

- a) Define a Resume by creating the necessary details by yourself and a covering letter for it in block format.
- b) Why audience analysis and retention of audience interest are essential for effective presentation?

20. Attempt any one

- a) Discuss the Blake and Mouton's Managerial Grid theory of leadership styles.
- b) Discuss the Herzberg's Two-Factor Theory of Motivation.
