File: 21/IGDTUW/IT/MoM/2020-21   Date: 30/07/2020

Department of Information Technology

Minutes of Meetings

A meeting of the Faculty Members and JRF's of IT Department was held on 30/07/2020 at 4:00 pm to finalise the allocation of Mentees to the Faculty Mentors. The meeting was held in an online mode. Following members were present during the meeting:

1. Prof Arun Sharma, HoD -IT
2. Dr. Niyati Baliyan , Asst. Professor
3. Ms .Bhawna Narwal, Asst. Professor
4. Dr.Mohana Ghosh, Asst. Professor
5. Dr. Nisha Rathee, Asst. Professor
6. Ms. Ankita, Asst. Professor
7. Mr.Gaurav Indra Asst. Professor
8. Mr. Rishab Kaushal Asst. Professor
9. Ms. Shweta Mittal (JRF)
10. Ms. Saumya Bansal (SRF)
11. Ms. Pooja Gambhir (JRF)
12. Ms Garima Jaiswal (SRF)

After discussion with the members present in the meeting, the following Faculty members are appointed the Mentors for the B.Tech and M.Tech Programs:

Program	Faculty Mentor
B.Tech 2nd Year	IT -1 Mr. Gaurav Indra, Dr. Nisha Rathee, Ms. Dimple Sethi IT2 Mr. Rishab Kaushal, Ms. Garima Jaiswal, Ms. Pooja Gambhir
B.Tech 3rd Year	Ms. Garima Gupta, Ms. Nidhi Arora
B.Tech 4th Year	Dr. Arun Sharma, Ms. Ankita,
M.Tech 1st Year	Dr. Mohana Ghosh
M.Tech. 2nd Year	Ms. Charu Gupta
MCA 1st Year	Ms. Bhawna Narwal, Ms Shweta
MCA 2nd Year	Ms. Kalpana Yadav, Ms. Monalisa Panigrahi
MCA 3rd Year	Dr. Niyati Baliyan, Ms. Saumya Bansal

Meeting ended in a cordial environment.

Prof. Arun Sharma
(HoD-IT)

Copy to:
1. PS to Hon'ble VC, IGDTUW for kind information
2. PA to Registrar for kind information
3. All Faculty/staff/JRF for necessary action
4. Guard File

Indira Gandhi Delhi Technical University For Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Department of Electronics and Communication Engineering

File. No: 11/IGDTUW/ECE/2020-21/   Dated:17/07/2020

Department of ECE

Minutes of Meetings

A meeting of the Faculty Members of Department of ECE was held on 17/07/2020 at 4:00 p.m. to finalize the allocation of Mentees to the Faculty Mentors. The roles and responsibilities would include student coordination, Parent interaction, student record and attendance maintenance and mentoring for overall development. The meeting was held in an online mode. Following members were present during the meeting:

1. Prof. Nidhi Goel Professor,(HOD, ECE)
2. Dr. Vandana Niranjan, Professor
3. Ms. Neha Singh , Assistant Professor
4. Ms. Greeshma Arya, Assistant Professor
5. Mr. Kanchan Sharma, Assistant Professor
6. Dr. Richa Yadav, Assistant Professor

After Discussion with the present Faculty members following Faculty members are being designated as Faculty Coordinators for their respective batches in the Department of Electronics and Communication Engineering.

1st Year-M.Tech (VLSI)	Prof. Nidhi Goel Professor,
1st Year B.Tech	Ms. Neha Singh , Assistant Professor
2nd Year B.Tech	Dr. Richa Yadav, Assistant Professor
3rd Year B.Tech	Dr. Vandana Niranjan,Professor
4thYear B.Tech	Ms. Greeshma Arya, Assistant Professor

Prof. Nidhi Goel
HoD (ECE)

Copy to:
1. PS to Hon'ble Vice Chancellor, IGDTUW
2. PA to Registrar, IGDTUW
3. All faculty members, ECE
4. Guard File

File. No: 07/IGDTUW/DAP/2020-21/   Dated: 20th July 2020

Department of Architecture and Planning

Minutes of Meetings

A meeting of the Faculty Members of Department of Architecture and Planning was held on 20/07/2020 at 2:00 pm to finalize the allocation of Mentees to the Faculty Mentors. Their roles and responsibilities would include student coordination, Parent interaction, student record and attendance maintenance and mentoring for overall development. The meeting was held in an online mode. Following members were present during the meeting:

1. Ar. Vishal Rai, Associate Professor, DAP
2. Dr. Preeti Vajpeyi, Associate Professor,
3 Ar. Preeti Chauhan, Associate Professor, DAP
4. Ar. Jahnabi Kalita, Assistant Professor, DAP
5. Ar. Venus Kashyap, Assistant Professor, DAP
6. Ar. Sneha Maji, Assistant Professor, DAP
7. Ar. Kshitij Kumar Sinha, Assistant Professor,

After Discussion with the present Faculty members following Faculty members are being designated as Faculty Coordinators for the respective batches in the Department of Architecture and Planning.

1st Year-M.Plan (Urban Planning)	Dr. Preeti Vajpeyi, Associate Professor,
2nd Year M.Plan (Urban Planning)	Ar. Vishal Rai, Associate Professor,
1st Year B.Arch	Ar. Preeti Chauhan, Associate Professor
2nd Year B.Arch	Ar. Jahnabi Kalita, Assistant Professor
3rd Year B.Arch	Ar. Sneha Maji, Assistant Professor
4th Year B.Arch	Ar. Kshitij Kumar Sinha, Assistant Professor
5th Year B.Arch	- Ar. Venus Kashyap, Assistant Professor

Ar. Vishal Rai
HoD, DAP

Copy to:
1. PS to Hon'ble Vice Chancellor, IGDTUW
2. PA to Registrar, IGDTUW
3. All faculty members, DAP
4. Guard File

Indira Gandhi Delhi Technical University for Women
(Established by Govt. of Delhi vide Act 09 of 2012)
Kashmere Gate, Delhi-110006

File: 05/IGDTUW/MAE/MoM/2020-21

Date: 27th July, 2020

Department of Mechanical and Automation Engineering
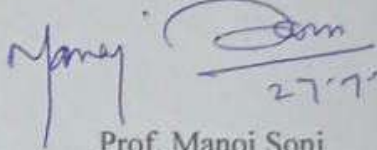
Minutes of Meetings

A meeting of the faculty members and JRF's of MAE Department was held on 23/07/2020 at 3:00 pm to finalise the allocation of Mentees to the Faculty Mentors. The meeting was held in an online mode. Following members were present during the meeting:

1. Prof. Manoj Soni, HoD MAE
2. Dr. Shipra Aggarwal, Asst. Professor
3. Ms. Deepti Jaiswal, Asst. Professor
4. Dr. Pooja Bhati, Asst. Professor
5. Dr. Tina Chaudhary, Asst. Professor
6. Mr. Ravinder Kumar
7. Mr. Urfi Khan
8. Ms. Aparna Jha (SRF)
9. Ms. Komal Madan (SRF)

After discussion with the members present in the meeting, the following Faculty members are appointed the Mentors for the B.Tech and M.Tech Programs:

Program	Faculty Mentor
B.Tech. 1st Year	Dr. Tina Chaudhary (MAE 1), Ms. Aparna Jha (MAE 2)
B.Tech. 2nd Year	Dr. Pooja Bhati, Ms. Komal Madan
B.Tech. 3rd Year	Mr. Ravinder Kumar, Mr. Urfi Khan
B.Tech. 4th Year	Ms. Deepti Jaiswal
M.Tech. 1st Year	Dr. Shipra Aggarwal
M.Tech. 2nd Year	Dr. Manoj Soni

Meeting ended in Cordial environment.

27.7.2020

Prof. Manoj Soni
(HoD-MAE)

Copy to:

1. All MAE Faculty/staff/JRF for necessary action and advice.
2. PS to Hon'ble VC, IGDTUW for information
3. PA to Registrar for information.
4. Guard File

IndiraGandhiDelhiTechnicalUniversity For Women

(Established by Govt. of Delhi vide Act 09 of 2012)

Kashmere Gate, Delhi-110006

Department of Computer Science& Engineering

23.12.2020

Minutes of Meeting

A meeting with all Faculty, Staff and JRF's of CSE Dept. was held on 23-12-2020 at 4 PM with HOD CSE in Google meet. The meeting id on Google Meet is https://meet.google.com/mka-avxo-ajz

I. **The Agenda of meeting is :**

   a. *Load Allocation of CSE Dept.*

   b. *Placements, Achievements of Faculty and Students*

   c. *R&D activity and Project Proposals*

   d. *Other Departmental Activities such as newsletter of the dept, Paper Evaluation, action plan for the new semester towards lab set-up, creation of lab manuals etc.*

   e. *Correction Action against the feedback of M.Tech students and new teaching methodology such as project based labs, flip based teaching etc*

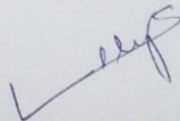The following Members Present during the meeting is:

   a. Prof S R N Reddy, HOD (CSE)
   b. Prof Ela Kumar
   c. Dr. Vivekanand Jha, Asst Prof
   d. Mr. Indra Tanaya, Asst Prof
   e. Ms. Najme Zehra Naqvi, Asst Prof
   f. Ms. Vibha Pratap, Asst Prof
   g. Ms. Monika Choudhary, Asst Prof
   h. Dr. Ravinder M, Asst Prof
   i. Dr Arunima Asst Prof
   j. Ms.Khyati Ahlawat, Asst Prof
   k. Mr.K Balachandar, STA
   l. Ms.Aarti Gambhir STA

JRF's -- Ms. Punam Kumari, Ms Divya Joshi, Ms.Manjulla P, Ms.Rajni Sharma, Ms. Divanshi, Ms. Kavita Sharma, Ms.Sanskriti, Ms. Tanu Gupta, Ms. Pallai Pandey.

Prof D.K Tayal could not attend the meeting due to some medical emergency.

II. The following points were discussed:

1. Load allocation of BTech, MTech subjects were discussed and finalized [Anx-1] .

2. **Newsletter of CSE department** were discussed and finalized.

3. Placement of CSE students in various companies were discussed and requested all the members to extend their support to bring more companies for **Internship and Placement especially for M.Tech AI program.**

4. As per current scenario, HoD emphasized to promote **mini project-based assessment** for all the laboratory courses wherever it is possible and **flip based teaching learning methodology.**

5. Research showcase will be scheduled by the project coordinators (UG and PG) at the end of the semester and **best projects awards will be given by the university/ dept for the selected students/ mentors.**

6. PG and UG student developed few projects during their minor projects related to placements, smart lab assignment, smart learning and assessment etc will be promoted for our department/university. Coordinators will ensure to **deploy the same at the earliest and promote the quality publications/ product designs by the students.**

7. Reviewed the MoM of HoD CSE with PhD scholars held on 27-11-2020 regarding the **Importance of Quality of Research Work and** requested the faculty to support towards **quality of R&D and the encouraged to apply for research awards of the university.**

8. Reviewed the meeting of CSE 7th Sem BTech students with HOD (CSE) held on 5-12-2020 regarding the **Improve the quality of Minor/Major Projects and quality report writing with proper template.**

9. Reviewed the meeting of CSE 3rd Sem MTech students with HOD (CSE) held on 29-11-2020 regarding the **Placement and Academic related activities.** The following action points have been taken to improve the placement for M.Tech AI students

   a. A. List of companies to be contacted by the Dept TNP coordinator for placement and internship : **Deloitte, Genpact, Intel, Nvidia, Siemens, Samsung R&D, Institute, Adobe etc.**

   b. List of extra programming topics to be covered by the Department from competitive coding perspective: **Arrays, Linked List, Binary tree, Binary search tree from M.Tech 1st semester onwards- Assigned 1 Hour load per week to Ms Divanshi along with Ms. Kavita and Ms Manjual.**

   c. Provide the placement training kit comprising : - **Technical Interview Practice, Aptitude Practice, HR Interview Practice - Assigned 1 Hour load per week to Prof D. K Tayal**

10. Discussed Various departmental activities and responsibilities are assigned to faculty/ Staff/ JRF/for the smooth conduct of day-to-day activities of the department as follow:
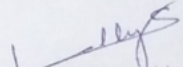
Sl.No.	Acivity	Duties assigned
	Co-ordinator, M.Tech Project	Prof. DK Tayal
	Co-ordinator, B.Tech Project	Dr.Vivekanand Jha
	Attendance Co-ordinator and Award list Coordinators	Ms.Tanu - B.Tech 4th Semester CSE1 and 2 Ms Kavita Sharma – Btech 1st Semester CSE 1 and 2 Ms.Pallavi - B.Tech 8th Semester CSE 1 and 2 Ms. Sanskriti - B.Tech 6th Semester CSE1 and 2 Ms. Ms Rajni Sharma- B.Tech Award Lists Ms Divya Joshi MTech 1st and 2nd Semester Ms.Punam - M.Tech Award Lists
	Co-ordinator, TNP	Dr Arunima Jaiswal
	PhD Coordinator	Dr. Ravinder M
	Time Table Co-ordinator	Ms. Najme Zehra Naqvi, Ms Aarti for Assistance
	Co-ordinator, Student Welfare Activities and student achievements	Ms.Khyati Ahlwat Ms Divya Joshi
	Developing a Portal for collecting data related to publications, conference, workshops etc	Ms.Divanshi Wangoo , Prof. SRN Reddy
	Class Mentors and Issues related to students	M.Tech 4th Semester - Prof. D K Tayal M.Tech 2nd Semester – Prof. SRN Reddy B.Tech 8th Semester CSE 1 Ms.Khyati B.Tech 8th Semester CSE 2 Dr.Vivekanand Jha B.Tech 6th Semester CSE 1 Prof Ela Kumar B.Tech 6th Semester CSE 2 Mr.Indra Thanaya B.Tech 4th Semester CSE 1 Dr Arunima B.Tech 4th Semester CSE 2 Ms. Vibha B.Tech 1st Semester CSE 1 and CSE 2- Ms Monika Ms Manjula and Ms Kavita will assist
	Student Fund Recommendation Committee	Prof.SRN Reddy Prof. Devendra Tayal Prof. Ela Kumar Dr. Vivekanand Jha
	Women Safety Audit Team	Prof. Ela Kumar Ms. Monika Ms. Khyati
	Co-ordinator, Student Dept Projects and Products	Ms.Monika Dr. Arunima Jaiswal Ms. Khyati
	News Letter and Placemen Brochure	Ms Vibha Ms Rajni Sharma
	Faculty in charge, Lab	Dr. Vivekanand Jha – Networking Lab Mr. Indra Thanaya – DBMS Lab Prof. SRN Reddy – Design & Innovation Lab Dr. Seeja K.R. – Research Lab

		Ms. Najme Zehra - Embedded System Lab
	End Term Practical Exam and other Exam Coordinator	Mr. Indra Tanaya
	Paper Moderation committee	Prof S R N Reddy Ms. Monika
	Technical Assistance, Lab	Mr. K Balachandar, Ms. Aarti will provide technical support to all labs.
	Maintenance of Lab ,letter dispatch	Mr. Ashwani Kumar
	Maintenance of ICT Equipments and office assistance to HoD	Mr. Rajeev Thakur

11. All the faculty and staff are informed about the deficiencies of the **dept related to outcome budget** and **action taken to meet the targets of the individual member of the dept**.

12. All the faculty and JRF's are informed to **show the evaluated answer sheets of mid/ end term to the students before finalisation of the grades** and address all their grievances.

13. HoD emphasised steps taken towards strengthen **the R&D activities of the Dept by establishing MoUs, Collaborations, organising the conference, workshops, Training Programs and FDPs, filing IPR, writing Project Proposals etc. and each faculty and JRF will achieve one or more of these activities during next quarter / semester as compulsory**.

14. HoD also emphasised steps towards publishing high **quality research papers by all members jointly and individually**.

15. All the supervisors of the PhD should take appropriate action to achieve the **quality presentations, progress report writing and publications of the students in DRC and must attend the meeting**.

16. It is suggested that for all the new PhD students who will be joining in the dept must focus in publishing at least **two SCI/ SCIE or similar quality indexed journals papers**.

Meeting ended in Cordial environment.

Prof. SRN Reddy
HOD(CSE)

Copy to :

1. All CSE Faculty/ staff/ JRF for necessary action and advice.
2. PS to Hon'ble VC, IGDTUW for information.
3. PA to Registrar for information.
4. Guard file.

4 / 4