

ABES Engineering College Ghaziabad							
Office of Dean Training							
IT Trainings    Common Minimum Delivery(CMD)    Session 2023-24							
S.no	Year	Sem	Training Program	Topics Focussed	Hrs per week	Minimum Hrs	Outcomes
1	First	I	Problem Solving-I	Brute Force, Mathematical	2	20	50 Coding Problems on HackerRank
			Web Development-I	Basic HTML and Basic CSS	2	20	Mini Project on HTML and CSS
2	Second	III	Problem Solving-III	Array, Stack, Queue, Recursion, Strings	3	30	150 Coding Problems on any Platform
			MERN/MEAN Stack	Advance HTML, Advance CSS, BootStrap, Basic and Advance JavaScript	3	30	1 Project, Certification in MERN and Certification in Domain
			<b>Data Science (Mandatory)</b> <b>Cloud(Mandatory)</b>	As per the TOC	3	30	
3	Third	V	Problem Solving V	Coding(InfyTq, HackwithInfy etc)	3	30	150 Coding Problems on any Platform
			C and DS	Pseudo Code and Code Snippets	2	20	Company Specific Questions
			Python/Java	InfyTq Prepartion	2	20	Company Specific Questions
			DBMS		2	20	Company Specific Questions
			<b>Data Science (Mandatory)</b> <b>Cloud(Mandatory)</b>	As per the TOC	3	30	1 Project and Advanced Level Certification in MERN and Domain

**ABES Engineering College Ghaziabad**

**Office of Dean Training**

**Common Minimum Outcomes(CMO) from Common Minimum Delivery(CMD) : Session 2023-24**

**Student Attendance Monitoring in Classes**

	More than 85%	Bet. 80% -85%	Bet. 75% -80%	Bet. 60% -75%	Less than 60%
Ensuring Students Attendance in training classes	40%	20%	20%	20%	Nil

**Student Performance Monitoring in Assessments**

	More than 60	Bet. 55 -60	Bet. 50 -55	Bet. 40 -50	Less than 40
Ensuring Students Performance in terms of Average marks in the Assessments	40%	20%	20%	20%	Nil

**Student Coding Skills**

	5 Star(CodeChef)	4 Star(CodeChef)	5 Star(HackerRank)	4 Star(HackerRank)	No. of Problems Solved (More than 500/300)
Coding Skills of the Students on different coding platforms(IIIrd Year)	10%	15%	40%	40%	50%
Coding Skills of the Students on different coding platforms(IIInd Year)	NA	5%	30%	30%	50%

**Student Certification**

	Coding	Web Development	Domain
Effective Certification identified for Web Development/Domain/Coding	More than 60%	More than 60%	More than 60%

**Student Project as well as showcase in Project day**

	Excellent	Very Good	Good
One Project during Odd Semester(1 Project for IIInd and IIIrd Year Students)	More than 80%	More than 70%	Minimum 60%

**Student Participation in National/International Competitions**

	Excellent	Very Good	Good
Participation in Hackathons/GSOC/ or any other competitions	60%	50%	40%
Winners in Hackathons/GSOC / or any other competitions	20%	15%	10%

**Student Internship**

	Excellent	Very Good	Good
Paid Internships	20%	15%	10%
Unpaid Internships	25%	20%	15%

**Central Training Examination and Evaluation Model For Odd Semester 2023-24**

First Year								
S.no	Stage	Duration	Syllabus	Domain	Topic	No. of Questions	Exam Marks	Weightage in Internal Marks
1	ST-1	2 HRS	50%	Problem Solving-I	Brute Force and Mathematical Problem (Easy Level & Medium Level)	3	100	ODD SEM: PPS and Soft Skills Lab= 25 Marks (12.5 Marks ST-1 + 12.5 Marks ST-2)
				Web Development-I	HTML	20		
2	ST-2	2 HRS	50%	Problem Solving-I	Brute Force and Mathematical Problem (Medium Level & Hard Level)	3	100	
				Web Development-I	CSS	20		
Second Year								
S.no	Stage	Duration	Syllabus	Domain	Topic	No. of Questions	Exam Marks	Weightage in Internal Marks
1	ST-1	3 HRS	50%	Problem Solving-III	Arrays & Stacks	2	100	ODD SEM: Mini Project : (25 Marks) (12.5 Marks ST-1 + 12.5 Marks ST-2)
				Web Development-III	Advance HTML & CSS	10		
				C Snippets & Psuedocode -I	Any Topic from C	10		
				Domain Specific Trainings-I	To be decided by the Domain Expert	20		
				Aptitude, Logical and Verbal Reasoning	To be decided by the SEEP Team	20		
2	ST-2	3 HRS	50%	Problem Solving-III	Queues & Recursion	2	100	
				Web Development-III	Advance CSS & Bootstrap	10		
				C Snippets & Psuedocode -I	Any Topic from C	10		
				Domain Specific Trainings-I	To be decided by the Domain Expert	20		
				Aptitude, Logical and Verbal Reasoning	To be decided by the SEEP Team	20		
Third Year								
S.no	Stage	Duration	Syllabus	Domain	Topic	No. of Questions	Exam Marks	Weightage in Internal Marks
1	ST-1	3 HRS	50%	Problem Solving-V	Advance Recursion & Advance Array	2	100	ODD SEM: Mini Project : (25 Marks) (12.5 Marks ST-1 + 12.5 Marks ST-2)
				Infyq Python/Java	Mock Infosys Paper	10		
				Infyq DBMS	SQL Basics , Joins, Subquery	10		
				C & DS -I	Any Topic from C & DS	15		
				Aptitude, Logical and Verbal Reasoning	To be decided by the SEEP Team	15		
				Domain Specific Trainings-III	To be decided by the Domain Expert	10		
2	ST-2	3 HRS	50%	Problem Solving-V	Greedy Approach	2	100	
				Infyq Python/Java	Mock Infosys Paper	10		
				Infyq DBMS	Normalization, Transactions & NoSQL Database	10		
				C & DS -I	Any Topic from C & DS	15		
				Aptitude, Logical and Verbal Reasoning	To be decided by the SEEP Team	15		
				Domain Specific Trainings-III	To be decided by the Domain Expert	10		

**Placement Statistics of Batch 2022 and 2023 || Department Target 2024 || Target 2025**

Branch	Batch	Registered Students	Placed Students	Placement %	Highest Salary	Average Salary	Median Salary
CSE	Batch 2022	193	193	100.00	47,20,200	9,53,529	7,16,340
	Batch 2023	203	203	100.00	50,00,000	7,88,388	6,25,000
	Target: Batch 2024	<b>8.50 LPA: Average Package with Placement % more than 95%</b>					
	Target: Batch 2025*	<b>9.00 LPA: Average Package with Placement % more than 95%</b>					
CS	Batch 2022 (CEIT)	61	61	100.00	44,14,000	7,55,427	6,50,000
	Batch 2023 (CE)	68	68	100.00	44,00,000	6,53,834	5,50,000
	Batch 2023 (CEIT)	69	69	100.00	19,76,982	5,83,288	4,50,000
	Batch 2023 (CS)	65	65	100.00	44,00,000	6,99,660	5,00,000
	Target: Batch 2024	<b>8.00 LPA: Average Package with Placement % more than 95%</b>					
	Target: Batch 2025*	<b>8.50 LPA: Average Package with Placement % more than 95%</b>					
IT	Batch 2022	185	185	100.00	44,14,000	8,97,045	6,75,000
	Batch 2023	202	197	97.52	20,00,000	6,30,598	5,00,000
	Target: Batch 2024	<b>7.50 LPA: Average Package with Placement % more than 95%</b>					
	Target: Batch 2025*	<b>8.00 LPA: Average Package with Placement % more than 95%</b>					
AIML	Target: Batch 2024	<b>7.50 LPA: Average Package with Placement % more than 95%</b>					
	Target: Batch 2025*	<b>8.00 LPA: Average Package with Placement % more than 95%</b>					
DS	Target: Batch 2024	<b>7.50 LPA: Average Package with Placement % more than 95%</b>					
	Target: Batch 2025*	<b>8.00 LPA: Average Package with Placement % more than 95%</b>					
ECE	Batch 2022	176	176	100.00	44,14,000	5,68,060	4,50,000
	Batch 2023	202	197	97.52	19,76,982	4,79,982	4,20,000
	Target: Batch 2024	<b>5.00 LPA: Average Package with Placement % more than 95%</b>					
	Target: Batch 2025*	<b>5.50 LPA: Average Package with Placement % more than 95%</b>					
EN	Batch 2022	105	105	100.00	10,00,000	4,47,952	4,47,952
	Batch 2023	70	67	95.71	7,00,000	3,96,576	4,00,000
	Target: Batch 2024	<b>4.50 LPA: Average Package with Placement % more than 95%</b>					
	Target: Batch 2025*	<b>5.00 LPA: Average Package with Placement % more than 95%</b>					
ME	Batch 2022	190	150	78.95	10,40,000	4,25,409	4,00,000
	Batch 2023	61	55	90.16	7,60,022	3,69,065	3,78,000
	Target: Batch 2024	<b>4.00 LPA: Average Package with Placement % more than 95%</b>					
	Target: Batch 2025*	<b>4.50 LPA: Average Package with Placement % more than 95%</b>					
MCA	Batch 2022	123	123	100	14,95,000	4,48,646	4,25,000
	Batch 2023	191	177	93	10,78,788	3,84,021	3,64,044
	Target: Batch 2024	<b>4.50 LPA: Average Package with Placement % more than 95%</b>					
	Target: Batch 2025*	<b>5.00 LPA: Average Package with Placement % more than 95%</b>					

**ABES Engineering College**

**Department of CSE-DS**

**Mentor Mentee Targets**

S.No.	Year	Mentor Role	Outcomes	Review 1 (30.09.2023)	Review 2 (30.10.2023)	Review 3 (30.11.2023)	Review 4 (30.12.2023)
1	1st Year	Academics	Attendance	90%			
2			Internal Marks	70%			
3			External Marks	80%			
4		Trainings	Problem solving	60%			
5			Web Development	Atleast 1 certificate per semester			
6		Skill Development	NPTEL	Atleast 1 certificate per semester			
7			Internships (Paid/unpaid)	Atleast 4 mentees			
8	2nd Year	Academics	Attendance	80%			
9			Internal Marks	60%			
10			External Marks	80%			
11		Trainings	Problem solving	100 problems			
12			MEAN/MERN	1 Live project			
13				2 Certificates			
14		Domain	2 Certificates per semester				
15		Skill Development	NPTEL	Atleast 1 certificate per semester			
16			CodeChef Performance	3-5 star			
17			HackeRank Performance	3-5 star			
18			LeetCode Performance	3-5 star			
19			Internships	Atleast 6 mentees			
20		Others	Mini-Project	1 Live project			
21			Research paper	1 Conference paper			
22	3rd Year	Academics	Attendance	80%			
23			Internal Marks	60%			
24			External Marks	80%			
25		Trainings	Problem solving	100 problems			
26			MEAN/MERN	1 Live project			
27				2 Certificates			
28		Domain	2 Certificates per semester				
29		Skill Development	NPTEL	Atleast 1 certificate per semester			
30			CodeChef Performance	4-5 star			
31			HackeRank Performance LeetCode Performance/ Geeks & Geeks/any other coding platforms	4-5 star			
32			Internships	No. of Problems			
33			All mentees				
34		Others	Project	1 Live project			
35	Research paper		1 scopus journal paper				



# ABES Engineering College, Ghaziabad

## Department of CSE-Data Science

### Responsibility Chart: Session 2023-24

**Note:** All faculty members are requested to submit a report card for the responsibility assigned to them after every 15 days indicating the efforts made by them during the period. It is the responsibility of respective faculty member to motivate faculty members/ students to participate under their responsibility head in order to ensure that no data is left nil.

**1. Name of Head of Department:** Mr. Prabhat Singh

**2. Department Leaders:**

S.no	Department Leader	Faculty Name	Phone Number	Ext No
1	Program Leader	Ms. Seema Luthra (First Year)	9953173739	*453
2		Dr. Amrita Jyoti (Second Year)	9711004991	*646
3		Mr. Ravi Shankar (Third Year)	9873062022	*876
4		Ms. Mimansha (Fourth Year)	6391471266	*871
5	Training and Placement Leader	Mr. Deepak Aneja(All Years)	9466291274	*878
6	Accreditation Leader	Mr. Ravi Kumar	9818912415	*523
7	Department Proctor	Dr. Amit Kumar Pandey	9205670219	*855
8	Research Leader	Ms. Dimple Tiwari	8860023269	*388
9	Training & Project Coordinator	Mr. Ravi Kumar(IIIrd Year)	9818912415	*523
10	Training & Project Coordinator	Ms. Neha Yadav(IIInd Year)	9984549784	*877
11	Social Media Coordinator	Ms. Shreya	8368425994	*451

### Key Responsibility Area(KRA) of Program Leaders(PLs)

Results - Improvement in Pass Percentage, GAIA, University Ranker
Placements - Improvement in Average Package, median Package, Highest Package & Percentage
Improvement in Average Attendance.
Zero Indiscipline
Resource Planning
Effective conduction of mentor mentee, Implementation of mentor mentee
Quality question papers, Assignment, quiz etc.
Transparency in evaluation & Award of Marks.
Completion/ up-dation of course file,
Improvement in Student Publications.
Feedback and related actions
ION cudos and implementation of outcome based education.
Pending Fee, Registration of student in semester.
Seminar, guest lectures, workshop, sports, industrial training, internship, industrial visit etc
Student Project identification & coordination.
Domain Allocation.
Career Counseling

### **Key Responsibility Area(KRA) of Accreditation leader**

Ensuring implementation of IQAC practices. .

Conducting awareness session for faculty members on outcome-based education.

Ensuring department is following effective Outcome based education system. This includes IT enablement for achieving Outcomes eg. Ion cudos, CAMU etc.

Ensuring that every faculty member must know, in detail, about outcome-based education system & process.

Coordination for timely preparation of Data related to NAAC, NBA, NIRF etc.

Custodian of data mentioned in point (5)

Compliances of observation of NAAC & NBA at departmental level

### **Key Responsibility Area(KRA) of Department Proctor**

Zero Indiscipline

Maintaining decorum of department.

Ensuring zero ragging.

Record Keeping

### **Key Responsibility Area(KRA) of T & P leader**

Implementation of Industry Oriented Trainings.

Supporting PL in placements & internship.

Coordination with central level training teams

Ensure the registration & participation in placement related activity.

### **Key Responsibility Area(KRA) of Research leader**

Ensuring faculty & Student publication.

Ensuring raising citation index of department.

Promoting research schemes and competitions among students

Increasing number of patent & publications.

Centre of excellences, MoUs

Start ups

Research fund & Grant

Ensuring conduction of research conferences, FDPs etc.

Record keeping

### **Key Responsibility Area(KRA) of Project leader**

Project Allocation among all the Students

Timely Progress Monitoring Tracker for projects

Demonstration of all the projects at the end of the semester.

### 3. Class Coordinators (CC)/Project Coordinators (PC) and Program Leaders (PL):

S. No.	Se m	Sec	Coordinator/ Mentor	Ext* No.	Phone No.	PL
1	I	A	Mr. Dilip Bharti	*532	6398585053	<b>Ms. Seema Luthra</b>
2			Mr. Ravi Kumar	*523	9818912415	
3		B	Mr. Deepak Aneja	*878	9466291274	
4			Ms. Seema Luthra	*453	9953173739	
5		C	Ms. Mimansha Singh	*871	6391471266	
6			Mr. Prabhat Singh	*526	9891003852	
7	III	A	Dr. Amit Kumar Pandey	*855	9205670219	<b>Dr. Amrita Jyoti</b>
8			Ms. Iti Jain	*458	7987913812	
9		B	Ms. Monika Singh	*447	7839119776	
10			Mr. Tarun Gautam	*897	9711833446	
11		C	Ms. Aishwarya	*454	9555175444	
12			Ms. Neha	*877	9984549784	
13	V	A	Ms. Shreya	*451	8368425994	<b>Mr. Ravi Shankar Pal</b>
14			Ms. Dimple	*388	8860023269	
15		B	Ms. Yashi	*445	8630730636	
16			Ms. Monika Sharma	*953	8126031982	
17		C	Ms. Tanya	*446	9540371015	
18			Mr. Vishal	*952	9456467499	
19	VII	A	Mr. Ravi Kumar	*523	9818912415	<b>Ms. Mimansha</b>
20			Mr. Deepak Aneja	*878	9466291274	
21			Ms. Mimansha	*871	6391471266	
<b>Responsibility of CC</b>			<ul style="list-style-type: none"> <li>• Complete Registration of the Students</li> <li>• Class Coordinator File containing day to day activity documents</li> <li>• Identifying and Monitoring the Performance of Weak Students</li> <li>• Daily Attendance Monitoring sheet</li> <li>• Subject wise and Section wise Attendance Analysis</li> <li>• Short Attendance Letters to the Student home</li> <li>• Communication with the parents</li> <li>• Debarred List of ST 1, ST2 and ST3</li> </ul> <p><b>Progress Review will be done In-charge after 5 days of STs.</b></p>			

### 4. Subject Allocation and Time Table Coordinator:

Mr. Deepak Aneja	Assistant Professor	9466291274	*878
Ms. Mimansha	Assistant Professor	6391471266	*871
Mr. Dilip Bharti	Assistant Professor	6398585053	*532

<b>Responsibility of Time Table Coordinator</b>	<ul style="list-style-type: none"> <li>• <i>Subject Allocation as per the choice among faculty Members</i></li> <li>• <i>Preparing the Load as per the subject Allocation</i></li> <li>• <i>Configuring the Timetable as per load in each semester.</i></li> <li>• <i>Reviewing, Managing any run time issues in the Time Table</i></li> <li>• <i>Display of Time Table in front of all lecture and lab rooms.</i></li> <li>• <i>Floor Duty Chart</i></li> </ul> <p><b><i>Review of Time Table Coordinators will be done on daily basis.</i></b></p>
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### **5. Coordinator ERP/AKTU ERP:**

Ms. Mimansha	Assistant Professor	6391471266	*871
Mr. Ravi Shankar pal	Assistant Professor	9899987137	*735
Ms. Amrita Jyoti	Professor	9711004991	*646
Ms. Seema Luthra	Assistant Professor	9953173739	*453
<b>Responsibility of /ERP/AKTUERP Coordinator</b>	<ul style="list-style-type: none"> <li>• <i>Mapping of the Time Table on the ERP</i></li> <li>• <i>Ensuring the Attendance uploading at AKTU ERP</i></li> <li>• <i>Ensure the uploading of Question Banks on ERP</i></li> </ul> <p><b><i>Review of ERP/AKTU Coordinator will be done on daily basis.</i></b></p>		

### **6. Coordinator Professional Chapters:**

Mr. Vishal Kanaujia	Assistant Professor	9456467499	*952
Mr. Tarun Gautam	Assistant Professor	9711833446	*897
<b>Responsibility of Professional Chapters Coordinator</b>	<ul style="list-style-type: none"> <li>• <i>Opening of new professional student chapters</i></li> <li>• <i>Motivating Faculty Members for professional membership</i></li> </ul> <p><b><i>Progress Review will be done In-charge after 15 days.</i></b></p>		

### **7. Maintaining Academic Classes Feedbacks:**

Mr. Prabhat Singh	Assistant Professor	9891003852	*526
<b>Responsibility of Maintaining Academic Classes Feedback</b>	<ul style="list-style-type: none"> <li>• <i>Collect feedback from student via central level.</i></li> <li>• <i>Analyze the feedback and make reviews</i></li> <li>• <i>Prepare File of the Feedback along with ATR.</i></li> </ul> <p><b><i>Progress Review will be done In-charge and PL of each year before CT 1 and after CT2.</i></b></p>		

### 8. Conduction of technical cultural events, seminars ,webinars & FDP:

Ms. Dimple Tiwari	Assistant Professor	8860023269	*388
Ms. Shreya	Assistant Professor	8368425994	*451
<b>Responsibility of conduction of Technical events. Seminars, Webinar &amp; FDP</b>	<ul style="list-style-type: none"><li>• <i>Monthly conduction of Technical Events, Seminars, Webinars and FDP</i></li><li>• <i>Webinars related to student beneficiary is to be focused</i></li><li>• <i>FDP, SDP should be planned at department level</i></li><li>• <i>Department Party</i></li><li>• <i>Proper documentation of all the FDP, Seminar, Webinar.</i></li><li>• <i>Motivate the Faculty to at least register for 4 ATAL FDPs</i></li></ul> <b>Progress Review will be done In-charge during the Month.</b>		

### 9. Industrial Visit/ MOU Coordinator:

Ms. Amrita Jyoti	Professor	9711004991	*646
Mr. Tarun Gautam	Assistant Professor	9711833446	*897
<b>Responsibility of Industrial Visit Coordinator</b>	<ul style="list-style-type: none"><li>• <i>Arranges industrial visits, internships and industrial tours.</i></li><li>• <i>Involves industrial experts to be on college Governing council, Department Development committees, Training and Placement committee, etc.</i></li><li>• <i>Organizes student and Faculty Training program in order to align the faculty for rapidly changing Industry demands.</i></li></ul> <b>Progress Review will be done In-charge during the Month.</b>		

### 10. Coordinator Department Budget:

Mr. Ravi Shankar Pal	Assistant Professor	9873062022	*876
<b>Responsibility of Department Budget Coordinator</b>	<ul style="list-style-type: none"><li>• <i>Proposes the budget for financial year of departments.</i></li><li>• <i>Review on Budget utilization.</i></li></ul>		

### 11. Lab Coordinator :

Mr. Ravi Shankar Pal	Assistant Professor	9873062022	*876
<b>Responsibility of Lab Coordinator</b>	<ul style="list-style-type: none"><li>• <i>Display of all the desired documents in all the CSE-DS Allotted Labs</i></li><li>• <i>Lab Manual should be available in all the Labs</i></li><li>• <i>Proper execution of labs</i></li><li>• <i>Installation of required software in labs</i></li></ul>		

### 12. Promotion on Social Media and News Letter/Department Magazine Coordinator :

Ms. Shreya	Assistant Professor	8368425994	*451
<b>Responsibility of Promotion on Social Media</b>	<ul style="list-style-type: none"><li>• <i>Promotion of department activities per week on social media.</i></li><li>• <i>Faculty and Student Achievement should be highlighted per week.</i></li><li>• <i>Proper documentation of the department newsletter highlighting key achievements of department (Monthly).</i></li><li>• <i>Department Magazine highlighting semester work done.</i></li></ul>		

### 13.Registrar Office related work :

Mr. Ravi Kumar	Assistant Professor	9818912415	*523
<b>Responsibility of registrar Office related work</b>	<ul style="list-style-type: none"><li>• <i>University Practical Exam</i></li><li>• <i>MIS (Sessional exams, university exams and Electives).</i></li><li>• <i>Exam Forms</i></li><li>• <i>True copy submission verification</i></li><li>• <i>Student and teacher related issues.</i></li><li>• <i>Other relevant tasks-RO</i></li></ul>		

### 14.Re-Admit/Lateral Entry Students Coordinator:

Dr. Amrita Jyoti	Professor	9711004991	*735
<b>Responsibility of Re-Admit Students Coordinator</b>	<ul style="list-style-type: none"><li>• <i>Maintaining all the records of re-admitted students.</i></li><li>• <i>Conduction of classes of re-admitted students as per their syllabus.</i></li><li>• <i>Conduction of ST1, ST2 and ST3</i></li></ul>		

### 15.CETL/NPTEL/MOOC Coordinator :

Ms. Neha Yadav	Assistant Professor	9984549784	*877
Ms. Yashi Bhardwaj	Assistant Professor	8630730636	*445
<b>Responsibility of MOOC Coordinator</b>	<ul style="list-style-type: none"><li>• <i>Ensure the registration of students and faculty on Prutor/NPTEL/Syawam</i></li><li>• <i>Notifications regarding MOOC should be shared among Students and Faculty on timely basis</i></li><li>• <i>Proper Coordination with CETL Coordinator for lecture recording.</i></li></ul>		

### 16.Website Coordinator

Ms. Neha Yadav	Assistant Professor	9984549784	*877
Ms. Monika Singh	Assistant Professor	7838119776	*447
<b>Responsibility of Website Coordinator</b>	<ul style="list-style-type: none"><li>• Regular updates should be done on the website as per the dynamic changes in the data of the department.</li><li>• (Done in 15 days)</li></ul> <p><b><i>Review will be done In-charge during the Month.</i></b></p>		

### 17.Coordinator Student Advisory Committee(SAC)and Women Redressal cell :

Ms. Seema Luthra	Assistant Professor	9953173739	*453
<b>Responsibility of SAC/Women Redressal Cell coordinator</b>	<ul style="list-style-type: none"><li>• <i>Attend the semester meeting of the SAC</i></li><li>• <i>Form a student team of SAC from the Department</i></li><li>• <i>Raised points as discussion with students in SAC Meeting</i></li><li>• <i>Report for incidence like inappropriate behavior towards women staff.</i></li><li>• <i>Improper treatment with girl students</i></li><li>• <i>Passing of unaesthetic and provocative comments and messages.</i></li><li>• <i>Provides a platform for listening to complaints and redressal of grievances</i></li></ul> <p><b><i>Progress Review will be done after 15 days.</i></b></p>		

**18. Notice Board Coordinator:**

Ms. Iti Jain	Assistant Professor	7987913812	*458
Ms. Monika Sharma	Assistant Professor	8126031982	*953
<b>Responsibility of Notice Board Coordinator</b>	<ul style="list-style-type: none"><li>• <i>Updated notice display.</i></li><li>• <i>Section wise notice arrangements.</i></li></ul>		

**. 19. AIMS Coordinator:**

Ms. Aishwarya	Assistant Professor	9555175444	*454
<b>Responsibility of Notice Board Coordinator</b>	<ul style="list-style-type: none"><li>• <i>Question Bank module</i></li><li>• <i>Quiz Module</i></li><li>• <i>Monitoring of daily time management sheet</i></li><li>• <i>Course file completion</i></li></ul>		

