

MOM,  
Minutes of the Meeting

A meeting of the department of Computer Science was held on Oct 6, 2021, at 12.30 P.M. in the computer lab. Following members were present:

1. Kalpana Kelpa Kalpana 6/10/2021
2. Omkar Singh Omkar 6/10/2021
3. Meenu Mehta Meenu 6/10/2021
4. Preeti Gupta Preeti 6/10/21
5. Barkha Barkha Saini 6/10/21
6. Vikas Mittal Vikas 6/10/2021
7. Sunil Sunil
8. Ashutosh Ashutosh Jaiswal

The members discussed about the upcoming events to be held in the current academic session. (2021-2022). Following events were proposed:

1. Workshop on Data Science (Offline) 18<sup>th</sup> - 25<sup>th</sup> Oct 2021
2. Online Computer Science Quiz (Online) - 2<sup>nd</sup> Week of Nov 2021

3. One-day lecture on Network Security

Barkha Saini 6/10/21  
Preeti 6/10/21  
Ashutosh 6/10/2021  
Meenu 6/10/2021  
Sunil  
Kalpana 6/10/2021  
Omkar 6/10/2021  
 (25<sup>th</sup> October 2021)  
Omkar 6/10/2021  
Vikas 6/10/2021

MOM  
Minutes of Meeting

A meeting of the department of computer Science was held on 1<sup>st</sup> Nov 2021, at 11:30 AM. in the computer lab following members were present

1. Kalpana Verma
2. Omkar Singh
3. Meera Mehta
4. Preeti Gupta
5. Barkha
6. Lallesh
7. Ashubosh Ashu Jain

The members discussed about formation of committee for NAAC, PTM, Alumni Meet Workshop to be held on mid Nov. 2021.

Committee detail

1. NAAC :- Kalpana, Lallesh, Omkar, Meera, Preeti
2. PTM :- All Teachers are members and PTM date 13 Nov 2021 in slots (11-12 and 12:30-1:15)
3. Alumni :- Barkha, Vikas, Ashubosh, Sumit Omkar

454  
01/11/21  
E. Mehta  
11/11/2021

P. Gupta  
11/11/21

Barkha Saur  
01/11/21  
Ashu Jain  
01/11/2021

Omkar  
11/11/21  
Meera  
11/11/21



MOM,  
Minutes of the Meeting

A meeting of the department of Computer Science was held on Oct 6, 2021, at 12.30 P.M. in the computer lab. Following members were present:

1. Kalpana Kelpa Kalpana 6/10/2021
2. Omkar Singh Omkar 6/10/2021
3. Meenu Mehta Meenu 6/10/2021
4. Preeti Gupta Preeti 6/10/21
5. Barkha Barkha Saini 6/10/21
6. Vikas Mittal Vikas 6/10/2021
7. Sunil Sunil
8. Ashutosh Ashutosh Jaiswal

The members discussed about the upcoming events to be held in the current academic session. (2021-2022). Following events were proposed:

1. Workshop on Data Science (Offline) 18<sup>th</sup> - 25<sup>th</sup> Oct 2021
2. Online Computer Science Quiz (Online) - 2<sup>nd</sup> Week of Nov 2021


3. One-day lecture on Network Security

Barkha Saini 6/10/21  
Preeti 6/10/21  
Ashutosh 6/10/2021  
Meenu 6/10/2021  
Sunil  
Kalpana 6/10/2021  
Omkar 6/10/2021  
 (25<sup>th</sup> October 2021)  
Meenu 6/10/2021  
Vikas 6/10/2021



PROPOSAL 2021-22

Sr. No.	Name of the Activity	Tentative Dates	Objectives	Expected Outcome	Expenditure Proposed as per Annexure-I
1.	one day lecture on Network Security for B.A (HNS) and B.E.S Computer Science student	25 <sup>th</sup> Oct, 2021	To bring awareness about the importance and means of information security as well as empower them to safeguard their interest	They will be aware of hacker's security protocol in networking	81 the nation against cyber-crime.

  
06/10/21



S.No.	Detail Head (as per requirement)	Estimated Expenditure
1	Hospitality (Food & Refreshment)	
2	Prize Money/Gifts	
3	Transportation	
4	Memento/Honorarium	2500/-
5	Printing/Stationary/Adv	
6	Miscellaneous Expenditure	
7	Total	
Budget Head		
Funds to be generated through sponsorship, registration/grant-in-aid etc, if any.		

Annexure-I

- Final detailed expenditure must be submitted 21 days before the event
- Articles/items available on GEM must be procured through GEM only
- Advance taken to be settled within one month
- Expenditure on Hospitality and Miscellaneous Expenditure should not exceed 1/3<sup>rd</sup> of the total budget estimated for an event.



# PROPOSAL 2021-22

Sr. No.	Name of the Activity	Tentative Dates	Objectives	Expected Outcome	Expenditure proposed as per Annexure-I
1.	Workshop (5 Days) on Data Science for B.Sc. Physical & and B.Sc. Mathematics <i>(Sats each day) (Off drive with following all Covid guidelines)</i>	18 <sup>th</sup> Oct to 31 <sup>st</sup> Oct 2021 <i>Between</i>	To provide knowledge and experience on the course which is like an add-on course to add value to the current course.	To <del>get</del> make student understand the most needed topic, which hand-on experience on the topic	₹ 32000/-

S.No.	Detail Head (as per requirement)	Estimated Expenditure
1	Hospitality (Food & Refreshment)	20 x 50 x 5 = 5000/-
2	Prize Money/Gifts	
3	Transportation	
4	Memento/Honorarium	Honorarium to Speaker
5	Printing/Stationary/Advt	→ 2000/-
6	Miscellaneous Expenditure	(5000 x 5) = 25000/-
7	Total	Wise = 2000/-

Budget Head

**Annexure-I**

Total 32000/-

₹ 2000/-

Total 34000/-

(Dr. Kapran)



Funds to be generated through sponsorship, registration/grant-in-aid etc, if any.

Grant from the College

- Final detailed expenditure must be submitted 21 days before the event
- Articles/items available on GEM must be procured through GEM only
- Advance taken to be settled within one month
- Expenditure on Hospitality and Miscellaneous Expenditure should not exceed 1/3<sup>rd</sup> of the total budget estimated for an event.

# PROPOSAL 2021-22

Sr. No.	Name of the Activity	Tentative Dates	Objectives	Expected Outcome	Expenditure Proposed as per Annexure-I
1.	Online Computer Science quiz (for Physical Sci, Mathematical sci, and B. A Program)	2nd week of November 2021.	To enhance the general computer knowledge among students.	To make them understand basic concept and provide them environment for competitive exam.	<del>---</del>

Barbara Saini



S.No.	Detail Head (as per requirement)	Estimated Expenditure
1	Hospitality (Food & Refreshment)	
2	Prize Money/Gifts	22000/-
3	Transportation	(10000, 7000, 5000)
4	Memento/Honorarium	
5	Printing/Stationary/Advt	
6	Miscellaneous Expenditure	
7	Total	
Budget Head		Annexure-I
Funds to be generated through sponsorship, registration/grant-in-aid etc, if any.		

*Signature*  
*Date*

- Final detailed expenditure must be submitted 21 days before the event
- Articles/items available on GEM must be procured through GEM only
- Advance taken to be settled within one month
- Expenditure on Hospitality and Miscellaneous Expenditure should not exceed 1/3rd of the total budget estimated for an event.

February 11, 2022

Minutes of Meeting

A meeting of the department of computer science was held on February 11, 2022 at 11:30 AM in Computer Lab2, department of computer science during academic session 2021-22 to discuss on following points:

1. Departmental activities
2. Interaction with student's faculty meeting.
3. Progress of departmental page on website.
4. Progress of preparing reports from session 2016-17, 2017-18, 2018-19 and 2019-20 for the purpose of NAAC functions.
5. Any other mater

Following all faculty members were presents:

10. Dr. Kalpana
11. Dr Omkar Singh
12. Dr Meena Mehta
13. Dr. Latesh Kannoja
14. Dr Preeti Gupta
15. Ms. Barkha Sain
16. Mr. Vikas Mittal
17. Mr Sunil Kumar
18. Mr. Ashutosh Jaiswal



All the faculty members discussed on all the points in meeting, According to point no 1 – BSc Physical Science (Computer Science) students have requested to organize a one week workshop on website designing for BA Programme students.

In the interaction with students, it was decided that the department will have a constituted student's society of the students, who have opted for computer science as main paper in the BSc Physical Science, Mathematical Science, BA Programme. The name of the society was suggested by the students as "MACSTAK".

Point no 2- Interaction with student's faculty meeting to discuss the progress of their courses status of contents, assignment submission, class test, PPT presentation, attendance of students etc.

Point no 3- All the facilities member are to send their official email id and a passport size photograph for the department page of the college website.

Point no 4- Dr Omkar Singh has to take contents from Dr Nivedita for NAAC report.

Handwritten signatures and dates at the bottom of the page, including dates like 17/2/22, 11-2-2022, and 17/02/2022, and names like Ashutosh Jaiswal, Barkha Sain, and Sunil Kumar.



To,  
The Principal,  
Maharaja Agrasen College,  
University of Delhi,  
Vasundhara Enclave, Delhi-96.

Date: October 25<sup>th</sup>, 2021

Subject: One-day Lecture on Network Security for BA(Programme) and GE5 Computer Science Students.

Respected Sir,

The Department of Computer Science is willing to organise a one-day event on October 25<sup>th</sup>, 2021 from 1:30 pm onwards on Computer Network and Information Security for B.A.(Programme) and GE5 Computer Science Students. The objective of the event is to bring awareness in the student / teaching fraternity, about the importance and means of information security as well as empower them to safeguard the interest of the nation against cyber-crime.

Organizing members: Mr Sunil Kumar

The estimated budget is as follows:

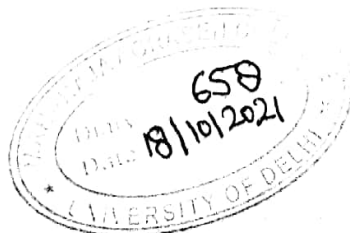
Resource Person honorarium and travel allowance	3000
Miscellaneous	600
<hr/>	
Total	3600/-

Looking forward for approval to organising the event to approve the budget for the same.

Sincere Regards,

*(Signature)*  
18/10/2021

Dr. Omkar Singh  
(Teacher-In-Charge)



January 19, 2022

### Minutes of Meeting

A meeting of the department of computer science was held on January 19, 2022 at 11:00 AM in online mode during academic session 2021-22 to discuss on following points:

1. Departmental activities
2. Schedule date for interaction with students faculty meeting.
3. Schedule date of interaction with alumni and students.
4. Progress of departmental page on website
5. E-learning Portal
6. Progress of preparing reports from session 2016-17, 2017-18, 2018-19 and 2019-20 for the purpose of NAAC functions.
7. Any other matter

Following all faculty members were presents:

1. Dr. Kalpana
2. Dr Omkar Singh
3. Dr Meena Mehta
4. Dr. Latesh Kannoja
5. Dr Preeti Gupta
6. Ms. Barkha Sain
7. Mr. Vikas Mittal
8. Mr Sunil Kumar
9. Mr. Ashutosh Jaiswal

All the faculty members discussed on all the points in meeting, According to point no 1 – Department organized a 5 day workshop for BA Programme students with the help of BSc Physical Science (Computer Science) students.

A suggestion was given by Dr Kalpana, as an e-conclave event organized by department where two speakers invited in a day.

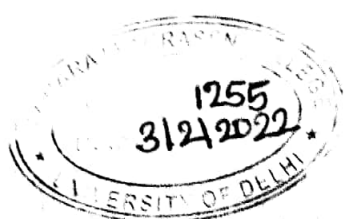
Point no 2- Schedule date for interaction with students faculty meeting on January 25, 2022.

Point no 3- Schedule date of interaction with alumni and students in First/Second week of February 2022.

Point no 4 and 5 - Departmental page on website will be maintain by the Department if the password provided by college and E-learning Portal maintain by teachers with the help of students.

Point no 6 – All members are accepted to preparing reports from session 2016-17, 2017-18, 2018-19 and 2019-20 for the purpose of NAAC functions.

Point no 7- Create a student society for department of computer science. The purpose of the society is that, all the departmental activities organized with the help of member of society and distributed work to the members.



*Shobha*  
21/1/2022

## Minutes of the Meeting

A meeting of The Department of Computer Science was held on 16-08-17 at 12.30 in the Computer Lab and the agenda was as follows:

1. To discuss departmental activity plan (Conferences, Seminars, Workshops, FDPs, lectures by Eminent Speakers, Study tour etc.)
2. Remedial classes to be offered by the Department.
3. Any other matter

Following members were present in the meeting:

1. Dr. Kalpana Nigam *Kalp*
2. Dr. Latesh Kanoujia (Teacher Incharge) *Latesh*
3. Dr. Meena Mehta *Meena*
4. Dr. Omkar Singh *Omkar*
5. Dr. Preeti Gupta *Preeti*
6. Ms. Barkha Sain *Barkha Sain*
7. Mr. Vikas Mittal *Vikas*
8. Dr. Priya Gupta *Priya*
9. Mr. Sunil Kumar *Sunil*
10. Mr. Ashutosh Jaiswal *Ashutosh Jaiswal*

About Item No.1 we decided to make subcommittee for departmental activities (Conferences, Seminars, Workshops, FDPs, lectures by Eminent Speakers, Study tour etc.) as follows:

1. Study Tour: Dr. Omkar Singh and Mr. Ashutosh Jaiswal are the Coordinators.  
Dr. Latesh Kanoujia, Dr. Priya Gupta, Mr. Sunil Kumar (Members)
2. Physical Science Fest: Dr. Kalpana Nigam, Dr. Omkar Singh and Mr. Ashutosh Jaiswal are the Coordinators.
3. Conference: Mr. Vikas Mittal and Dr. Kalpana Nigam are the Coordinators
4. Lecturers: Mr. Vikas Mittal and Mr. Sunil Kumar are the Coordinators
5. Workshops: Dr. Omkar Singh and Dr. Priya Gupta are the Coordinators.
6. Research Symposium : Dr. Priya Gupta Mr. Sunil Kumar Singh and Mr. Ashutosh Jaiswal are the Coordinators

About Item No.2 Remedial Classes will be conducted by Dr. Latesh Kanoujia, Dr. Meena Mehta, Dr. Omkar Singh, Mr. Sunil Kumar and Ms. Barkha Sain

*Latesh*  
17/8/17

*Meena*  
17/8/17

*Omkar*

*Barkha Sain*

*Sunil*  
17/8/2017

*Meena*  
17/8/17





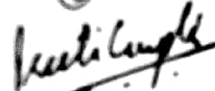
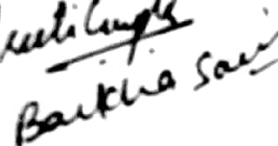

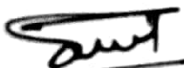
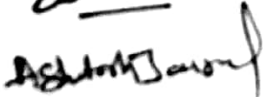


Minutes of the Meeting

A meeting of The Department of Computer Science was held on 15-11-17 at 12.30 in the Computer Lab and the agenda was as follows:

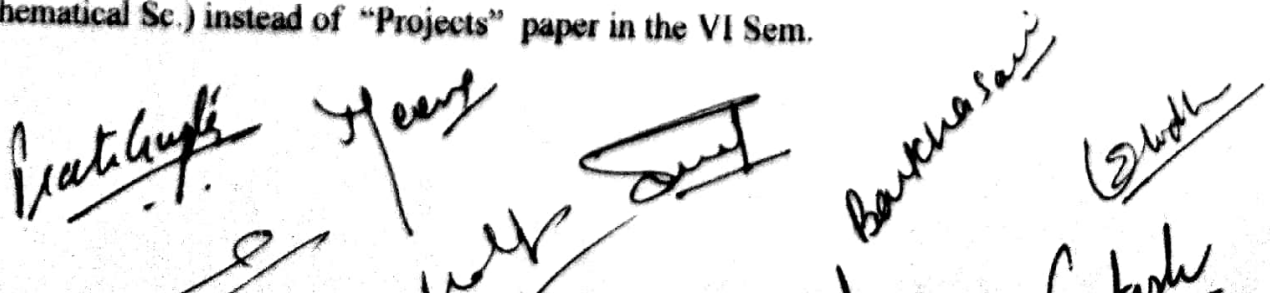
- 1 Paper Allocation for Even Semesters of 2017-18
- 2 Any other matter

Following members were present in the meeting:

- 1 Dr. Kalpana Nigam 
- 2 Dr. Latesh Kanoujia (Teacher-In-Charge) 
- 3 Dr. Meena Mehta 
- 4 Dr. Omkar Singh 
- 5 Dr. Preeti Gupta 
- 6 Ms. Barkha Sain 
- 7 Mr. Vikas Mittal 
- 8 Mr. Sunil Kumar 
- 9 Mr. Ashutosh Jaiswal 

On Item No.1, Workload Allocation was done wherein paper allocation for II, IV, and VI semester. The workload allocation is indicated in the separate sheet attached herewith.

On Item No. 2, It was decided that only one DSE paper would be offered to B.A.(Prog), B.Sc. (Physical Sc.) and B.Sc.(Mathematical Sc.) in VI semester as per norms. Since last semester students had refused to opt for a research oriented Symposium which the Department wanted to organize, hence "Internet Technologies" was offered to B.Sc.(Physical Sc.) and B.Sc. (Mathematical Sc.) instead of "Projects" paper in the VI Sem.



Minutes

Students-Teachers Faculty Meeting of the Department of Computer Science was held on 10<sup>th</sup> October, 2018 at 11 am in the Computer Lab. The Faculty members and Students representatives of various Streams who were presents were:

- 1) Dr. Kalpana Nigam, Teacher Incharge (Previous)
- 2) Dr. Latesh Kanoujia, Teacher Incharge (Current)
- 3) Dr. Meena Mehta, Teacher Incharge (Next)

*Kalpana*  
10/10/18  
*Latesh*  
10/10/18  
*Meena*  
10/10/18

Students representative (Dept of Physical Sciences)

- 1) Mansi Kanwal (1<sup>st</sup> year) *Mansi* 10/10/18
- 2) Mohd Azfar Alam Lari (1<sup>st</sup> year) *Azfar* 10/10/18
- 3) Deepanshi Jain (2<sup>nd</sup> year) *Deepanshi* 10/10/18
- 4) Akash (2<sup>nd</sup> year) *Akash* 10/10/18
- 5) Anshu (3<sup>rd</sup> year) *Anshu* 10/10/18
- 6) Rashmi (3<sup>rd</sup> year) *Rashmi* 10/10/18

Students Representative (Dept of Mathematical Sciences)

- 1) Shalini Rai (1<sup>st</sup> year) *Shalini Rai* 10/10/18
- 2) Mansi Binjola (1<sup>st</sup> year)
- 3) Neeraj Joshi (2<sup>nd</sup> year) *Neeraj* 10/10/18
- 4) Ishani Pandey (2<sup>nd</sup> year) *Ishani* 10/10/18
- 5) Arpit Bansal (3<sup>rd</sup> year) *Arpit Bansal* 10/10/18
- 6) Sweta (3<sup>rd</sup> year)

Students Representative (Dept of B.A. Prog)

- 1) Jyoti (1<sup>st</sup> year) *Jyoti* 10/10/18
- 2) Utkarsh Gautam (1<sup>st</sup> year) *Utkarsh* 10/10/18
- 3) Madhul Saini (2<sup>nd</sup> year) *Madhul Saini* 10/10/18
- 4) Akash Chaurasiya (2<sup>nd</sup> year) *Akash*
- 5) Ritu Kumari (3<sup>rd</sup> year) *Ritu Kumari* 10/10/18



6) Sajal Jain (3<sup>rd</sup> year)

Students Representative (Generic Elective)

1) Md. Imranali (1<sup>st</sup> year)

2) Gobind (1<sup>st</sup> year)

3) Akash Pathak (2<sup>nd</sup> year)

4) Rishabh Tyagi (2<sup>nd</sup> year)

Imran  
10/10/18

Gobind  
10/10/18

Aakash  
10/10/18

Rishabh  
10/10/18

Student problems were discussed and the assessment was made about the extent of the syllabus covered and Internal Assessment done, which is summed up as follows:

Kulpa  
10/10/18

Arushi  
10/10/18

Yash  
10/10/18



S.N.	Students Name	Roll No.	Year	Course	Paper name	Test	Assigh	Syllabus
1	Mansi Kanwal	18/43	1 <sup>st</sup>	BSc. Physical Science	Python	1	4	80%
2	Mohd Azfar Alam Lari	18/820	1 <sup>st</sup>					
3	Deepanshi Jain	17/358	2 <sup>nd</sup>	BSc. Physical Science	Operating System	2	2	85%
4	Akash	17/582	2 <sup>nd</sup>					
5	Rashmi	16/512	3 <sup>rd</sup>	BSc. Physical Science	Java	1	1	80%
6	Anshu	16/240	3 <sup>rd</sup>					
7	Rashmi	16/512	3 <sup>rd</sup>	BSc. Physical Science	SEC	0	1	80%
8	Anshu	16/240	3 <sup>rd</sup>					
9	Shalini Rai	18/498	1 <sup>st</sup>	BSc. Mathematical Science	Python	1	2	90%
10	Mansi Birjpla	18/19	1 <sup>st</sup>					
11	Neeraj Joshi	17/96	2 <sup>nd</sup>	BSc. Mathematical Science	Operating System	1	1	89%
12	ishani Pandey	17/126	2 <sup>nd</sup>					
13	Arpit Bansal	16/757	3 <sup>rd</sup>	BSc. Mathematical Science	Java	1	3	85%
14	Sweta	16/795	3 <sup>rd</sup>					
15	Jyoti	18/128	1 <sup>st</sup>	B.A. (Prog)	Comp. Fundamental	1	5	85%
16	Utkarsh Gautam	18/71	1 <sup>st</sup>					
17	Madhvi Saini	17/530	2 <sup>nd</sup>	B.A. (Prog)	Comp. Network & Internet Technology	1	1	90%
18	Akash Chaurisiya	17/42	2 <sup>nd</sup>					
19	Madhvi Saini	17/530	2 <sup>nd</sup>	B.A. (Prog)	SEC	0	0	60%
20	Akash Chaurisiya	17/42	2 <sup>nd</sup>					
21	Ritu Kumari	16/950	3 <sup>rd</sup>	B.A. (Prog)	Python	2	3	80%
22	Sajal Jain	16/256	3 <sup>rd</sup>					
23	MD. Imranali	18/171	1 <sup>st</sup>	Generic Elective	Intro. To Programming	0	3	80%
24	Gobind	18/331	1 <sup>st</sup>					
25	Akash Pathak	17/164	2 <sup>nd</sup>	Generic Elective	Comp. Network & Internet Technology	1	1	80%
26	Rishabh Torgi	17/211	2 <sup>nd</sup>					

*Mansi Kanwal*  
18/43

*Deepanshi Jain*  
17/358

*Mohd Azfar Alam Lari*  
18/820

*Akash*  
17/582

*Rashmi*  
16/512

*Anshu*  
16/240

*Rashmi*  
16/512

*Anshu*  
16/240

*Shalini Rai*  
18/498

*Neeraj Joshi*  
17/96

*ishani Pandey*  
17/126

*Arpit Bansal*  
16/757

*Sweta*  
16/795

*Jyoti*  
18/128

*Utkarsh Gautam*  
18/71

## Minutes of the Meeting Held on 28th Nov, 2019

A meeting of the department of Computer Science was held on 28 Nov 2019 (Thursday) at 11.00 A.M in the Computer Lab1 to discuss the following issues:

1. Discussion and distribution of work as per the IQAC meeting held on 19th Nov. (MOM of the meeting was e-mailed to all members on 25<sup>th</sup> Nov 2019).
2. Workload distribution for the coming semester.
3. Submission of award list, practical bills.
4. Any other matter.

Following members were present in the meeting:

1. Dr. Kalpana
2. Dr. Latesh Kanojia
3. Dr. Meena Mehta
4. Dr. Omkar Singh
5. Dr. Preeti Gupta
6. Mr. Vikas Mittal
7. Ms. Barkha Sain
8. Mr. Sunil Kumar
9. Mr. Ashutosh Jaiswal

*Kalpana*  
28/11/19

*Meena Mehta*  
28/11/19

*Latesh Kanojia*  
28/11/19

*Omkar Singh*  
28/11/2019

*Preeti Gupta*  
28/11/2019

*Vikas Mittal*  
28/11/2019

*Barkha Sain*  
28/11/2019

*Sunil Kumar*  
28/11/2019

*Ashutosh Jaiswal*  
28/11/2019



All the faculty members discussed all the points listed in IQAC meeting and distribution of work is as follows:

Sl. No.	Name	Dates	Work to be done	Teacher Co-Ordinator /team
1	Student Faculty Meetings	Committee:29th Nov	student- faculty meetings (i) at the beginning of semester (ii) before midterm break (iii) before the classes are suspended) syllabus coverage, internal assessment, Student related activities in the department, and any other matter.	•
2	Result Analysis report	29th Nov Now on Hold	Paper wise analysis	
3	Department Activity Calendar	Activity List:15th Dec 2019	organize at least two in a month invited talks/ lectures/ workshop/ symposium  Proposal for National/ International conferences  Student Feedback/ keep attendance records of student's participation in all activities.	
4	E- Learning Portal	Committee formation: 15Th Dec Upload by 2019— 31st Dec	Faculties must contribute at least two resources (video lecture, power point presentation, Quiz, Question Bank, etc) on the e-learning portal by 31st December 2019.	Kalpana Anilkar Kalin Anilkar
5	IQAC Conference and Invited Lecture	Proposal: 15th Dec	Themes for the conference were invited from all the members	
6	Department page on website	Name of Committee members:29th nov	Curriculum Vitae (CV) in the prescribed format Course Syllabus	Anilkar Anilkar

		Department page by 31st dec	Year wise activities (last five years)
	Industry- Academia interaction/linkage		A google form shall be floated to know about the demand and requirement of students for short term courses.
8	Alumni progression	23rd November	
9	Samvaad: Parent Faculty Meeting		<p>Parent -faculty meeting at two weeks before the midterm break in the next semester.</p> <p>The departments shall get the contact details verified from the students in the first week of January and report any changes</p> <p>All members were requested to analyse the shortcomings of the last year PFM</p>
10	Any Other Matter		

aper distribution is as follows

<b>Course</b>	<b>Paper</b>	<b>Teacher</b>
BA PROGRAMME 2 <sup>nd</sup> Sem	DBMS	
B.SC PHYSICAL SCI 2 <sup>nd</sup> Sem	DBMS	
B.SC MATH SCI 2 <sup>nd</sup> Sem	DBMS	
GENERAL ELECTIVE 2 <sup>nd</sup> Sem	DBMS	
BA PROGRAMME 4th Sem	Multimedia system and application	
B.SC PHY SCI 4th Sem	Computer System Architecture	
B.SC MATH SCI 4th Sem	Computer System Architecture	
GENERAL ELECTIVE 4 <sup>th</sup> sem	Internet Technologies and Cyber Laws	
BA PROGRAMME 6th Sem	Dse-2a Information security and cyber laws	
B.SC PHY SCI 6 <sup>th</sup> Sem	Internet Technologies /Project	
B.SC MATH SCI 6th Sem	Internet Technologies /Project	
Skill Enhancement-Phy Sci 6th sem	Android Programming	
Skill Enhancement-B.A Programme 4 <sup>th</sup> Sem	Search Engine Optimization	

and 4



## Minutes of Meeting

A Meeting of Internal Quality Assurance Cell (IQAC) was held with Principal on 19.11.2019 at 11:00 am in the committee room.

The following matters were discussed and decided in the meeting:-

### 1. Student Faculty Meetings:

- It was decided to hold at least three student- faculty meetings( i.e. (i) at the beginning of semester (ii) before midterm break (iii) before the classes are suspended) to discuss the syllabus coverage, internal assessment as per University guidelines and regulations, Student related activities in the department, and any other matter.
- It was decided that all the departments should submit the names of student faculty committees along with minutes latest by 29 November 2019.

### 2. Result Analysis report:

- Result analysis for the academic session 2018-19 to be submitted by 29 November 2019.
- Mr Vishal Khamru, Jr Asstt. shall mail the copy of result along with result analysis performa to departments to facilitate the paper wise result analysis.

### 3. Department Activity Calendar:

- All departments must submit the detailed plan of department activities for the January-May 2019 academic session latest by 15 December 2019.
- Departments should also submit the tentative list of resource persons for department level invited talks/ lectures. It was decided that the departments should organise at least two lectures/ workshop/symposium in a month by eminent resource persons from industry and academia in order to provide better exposure of industry and enhance the skill set of students.
- Departments to submit the proposals of National/ International conferences latest by 15 December 2019. Department of English, Political Science, Journalism, Hindi, Maths and Computer Science reported that they shall be organizing conferences during the coming semester.
- Student Feedback to be sought after every such event in order to plan for the future.

- Departments/ committees must keep attendance records of students participation in all talks/seminars/workshops/symposium.

#### 4. E- Learning Portal:

- All departments were requested to put their resource material on the MAC e-learning portal. To begin with, it was decided that all teachers from all departments must contribute at least two resources (video lecture, power point presentation, Quiz, Question Bank, etc) on the e- learning portal by 31st December 2019. To ensure this, a department level sub-committee shall be made in each department. The name of committee members should be forwarded to IQAC committee by 15 December 2019.
- Till now, department of Commerce, English, Business Economics and Electronics have few resource material on the portal. Last academic session, 10 day FDP program was also held in college to facilitate the faculty for creating online resources. IQAC may conduct further training sessions for the faculty, if there is any requirement for the same.

5. **IQAC Conference and Invited Lecture:** Like previous years, IQAC shall organize a National Conference and invited lectures/ symposium/ workshop in the next semester. Themes for the conference were invited from all the members latest by 15 December 2019. .

6. **Department page on website:** Each department should form a sub- committee to manage and update the department website page. It was decided to update the department website pages with the following information:

- Faculty information with their updated Curriculum Vitae (CV) in the prescribed format
- Course Syllabus
- Year wise activities (last five years)

The Teacher In charge along with department subcommittee should ensure that the above information is available on website latest by 31 December 2019.

The names of subcommittee for department webpage should be reported to IQAC by 29 November 2019.

**7. Industry- Academia interaction/linkage:**

- A committee to be formed to enhance the Industry-academia linkage and collaborations with other National and International Universities for exchange programs for both faculty and students.
- It was decided to continue short term skill enhancement which were introduced in previous academic sessions. It was decided to open the courses to other students too who are not a part of our college.
- A google form shall be floated to know about the demand and requirement of students for short term courses.

**8. Alumni progression:** Data regarding the progression of Alumni of 2016-17, 2017-18 and 2018-19 batch is required for the purpose of NIRF 2019. Teachers Incharge along with one member of department must ensure that the progression data of each student of the above mentioned batches must be submitted through Google form specially designed to obtain the information about alumni progression. The link of the Google form along with the list of student of batches 2016-17, 2017-18, 2018-19 shall be provided to TICs. The information is to submitted latest by 23 November 2019.

**9. Samvaad: Parent Faculty Meeting**

- It was decided to conduct Parent -faculty meeting at least two weeks before the midterm break in the next semester. The admin office shall provide the list of students along with the contact details of the parents. The departments shall get the contact details verified from the students in the first week of January and report any changes. In this manner, an advance information about the parent faculty meetings could be sent to parents in order to ensure greater participation.
- All members were requested to analyse the shortcomings of the last year PFM and discuss the same in the next IQAC meeting.

**10. Any Other Matter:**

- It was decided to organize Student Academic Congress in the January - May 2019 academic semester under the aegis of student advisory committee.
- For reaching a wider audience and to improve the perception of academia and peer colleges/ Universities towards Maharaja Agrasen College, it was proposed



to provide a live feed of lectures of eminent speakers, posting videos on various social media platforms.

- Audio and video recording of eminent speakers to be archived in college and further, if required, booklets may be published based on the lectures.

The meeting ended with a vote of thanks.

## Minutes of the Meeting Held on 10<sup>th</sup> Jan 2020

A meeting of the department of Computer Science was held on 10th Jan 2020(Friday) at 11.30 A.M in the Computer Lab to discuss the following Agenda:

1. Review of all the points listed in mail dated 29th Nov 2019.
2. Time table.
3. Infrastructure issues.
4. Updates of IQAC meeting held on 8th Jan 2020 with Principal Sir.
5. Any other matter.

Following members were present in the meeting:

1. Dr. Kalpana *Kalpana*
2. Dr. Latesh Kanojia *Latesh*
3. Dr. Meena Mehta *Meena*
4. Dr. Preeti Gupta *Preeti*
5. Ms. Barkha Sain *Barkha Sain 10/11/2020*
6. Mr. Ashutosh Jaiswal *Ashutosh Jaiswal 10/11/2020*

### Agenda 1

Detailed discussion among faculty members for the following

S N	Name	Deadlines	Work to be done	Teacher Co-Ordinator /team
1	<b>Student Faculty Meetings</b>	<b>Till 20<sup>th</sup> Jan 2020</b>  <b>All faculty members are requested to send their class representatives on Tuesday 12.30 P.M</b>	student- faculty meetings (i) at the beginning of semester (ii) before midterm break (iii) before the classes are suspended) syllabus coverage, internal assessment, Student related activities in the department, and any other matter.	Dr. Kalpana Dr.Latesh Dr. Meena Dr. Omkar
2	<b>Result Analysis report</b>	<b>Office staff will take care</b>	Paper wise analysis	All Faculty members will do. (for the subjects they taught)
3	<b>Department Activity Calendar</b>	<b>To be mailed by Monday.</b>  <b>All are requested to send positively by Saturday 11<sup>th</sup> Jan</b>	organize at least two in a month invited talks/ lectures/ workshop/ symposium  Proposal for National/	All must submit detailed requirements

*Kalpana*

*Latesh*

*Barkha Sain*

*Meena*

*Ashutosh Jaiswal*

S N	Name	Deadlines	Work to be done	Teacher Co-Ordinator /team
		<b>2020.</b>  <b>Activity List:15th Dec 2019</b> Committees formed 1.invited talks/ lectures— <b>Barkha Vikas Mittal, Sunil</b>  2.Workshop: <b>Kalpana,Meena,Om akr, Ashutosh</b>  3.Quiz Competition: <b>Preeti, Ashutosh, Latesh</b>  Proposal for National/ International conferences: <b>Sunil</b>	International conferences  Student Feedback/ keep attendance records of student's participation in all activities.	
4	<b>E- Learning Portal</b>	<b>8<sup>th</sup> Feb 2020</b>  <b>All faculty members are requested to contribute 2 resources.</b>	Faculties must contribute at least two resources (video lecture, power point presentation, Quiz, Question Bank, etc) on the e- learning portal by 31st December 2019.	<b>Dr. Kalpana Dr.Latesh Dr. Omkar Mr.Ashutosh</b>
5	<b>IQAC Conference and Invited Lecture</b>		Themes for the conference were invited from all the members	
6	<b>Department page on website</b>	<b>20<sup>th</sup> Jan 2020</b> <b>About the department/course</b>  <b>Annual report last 5 year</b> <b>Request Dr.</b>	Curriculum Vitae (CV) in the prescribed format Course Syllabus Year wise activities (last five years)	<b>Ms. Barkha Mr.Ashutosh</b>

*Handwritten signature*

*Barkha Saini*

*Handwritten signature*

*Handwritten signature*

*Handwritten signature*



S N	Name	Deadlines	Work to be done	Teacher Co-Ordinator /team
		<p>Kalpana and Dr. Latesh to asap send report for years they were TIC.</p> <p>All faculty members are requested to email their CV in the prescribed format by 15<sup>th</sup> Jan 2020</p>		
7	Industry- Academia interaction/linkage	8 <sup>th</sup> Feb Need to check the possibility	A google form shall be floated to know about the demand and requirement of students for short term courses.	
8	Alumni progression	<p>Formation of committee as per the courses (year wise, batch wise)</p> <p>All faculty members are requested to mail the google form for alumni details again.</p>		<p><b>B.tech</b> Kalpana Meena, Vikas. Sunil</p> <p><b>Maths science</b> Preeti Ashutosh</p> <p><b>Physical Science</b> Latesh Omkar</p> <p><b>BA</b> Barkha</p>
9	Samvaad: Parent Faculty Meeting	15 <sup>th</sup> February or 22 <sup>nd</sup> February 2020	<p>Parent -faculty meeting at least two weeks before the midterm breaks in the next semester.</p> <p>The departments shall get the</p>	All faculty Members

*[Handwritten signature]*

*[Handwritten signature]*

Barkha Saw  
10/11/2020

Ashutosh Jaiswal  
10/11/2020

*[Handwritten signature]*

S N	Name	Deadlines	Work to be done	Teacher Co-Ordinator /team
			<p>contact details verified from the students in the first week of January and report any changes</p> <p>All members were requested to analyse the shortcomings of the last year PFM</p>	
10	Any Other Matter		<p>Funds: B.A Programme— for B.A Students.</p> <p>B.sc (Physical Science)—for Physical science students.</p> <p>But we don't have any funds for B.sc (mathematical Science Students)</p>	It was suggested by the faculty members to request it from Mathematical Department.

#### Agenda 2: Time table

No issues

#### Agenda 3: Infrastructure issues in room no and labs.

- a. It was suggested by all the faculty members that lab assistant should submit fortnightly working status report of Lab Computer hardware. It was discussed with Mr. Pramod, he agreed but informed the issues related to mouse purchase. He mentioned about the urgent requirement of more mouses for better service to our students.
- b. UPS, Racks and projectors purchased already approved and submitted. Need to check status again.

#### Agenda 4:

All the faculty members are informed about the important dates and other important issues as per IQAC meeting held on 8th Jan 2020.

1. SSS (Student satisfaction survey to be filled by all students (Will receive sample))
2. Student CR (2 per year ----1 elected and 1 nominated) by 14<sup>th</sup> Jan
3. Student mentoring system (Division of students)

*[Signature]*


*[Signature]*



Bartha Saw  
10/11/2020



*[Signature]*

*[Signature]*

4. Evaluation process and reforms (form departmental policies.)
5. Research Proposal if any
6. Information regarding Awards won by teachers and students

 *Bartha Sani*  
10/11/2020

Dr. Meena Mehta  
TIC, Computer Sc.



List of Nominee for class CR - B.Sc (PS) 3<sup>rd</sup> Year

1. VIKAS PAL
2. YASHIL POONIA
3. Akash Khamam
4. Kankika Bhardwaj
5. Ragvendra

~~Vikas~~

Yashil

Akash

~~K. Bhardwaj~~

Ragvendra

● Students Presents

- 1 Shubhanshi Verma
- 2 Vansh Goyal
- 3 Shivam Tomar
- 4 Vishal Gauri
- 5 Yash
- 6 Nikhil
- 7 @Sharma
- 8 Gaurav
- 9 @Deenajoshi
- 10 @Nikhil
11. Rohan
12. Nikhil

Total = 17

Akash = 8

Yashil = 4

Ragvendra = 3

Vikas = 2

Karnika = 0

---

Total 17

Elected = Akash @Akash

\* Nominated :- Vishal

Vishal

Akash

D

Y.P. Akash

14/11/2020

Teacher

## Minutes of the Meeting Held on 14<sup>th</sup> Jan 2020

A Student Faculty meeting (at the beginning) was held on 14th Jan 2020(Tuesday) at 12.30 A.M in the Computer Lab for department of Computer Science to discuss the following Issues:

1. Syllabus Coverage
2. Internal Assessment
3. Student related activities in the department
4. Any other matter.

Following faculty members and class representatives were present in the meeting:

1. Dr. Kalpana
2. Dr. Latesh Kanojia
3. Dr. Meena Mehta
4. Dr. Omkar Singh

S. No	Course	Paper	Teacher	Class Representatives	Status and Suggestions
				At No1.-Elected At No2.-Nominated	
1	BA PROGRAMME 2 <sup>nd</sup> Sem	DBMS	Ms Barkha/ Dr. Preeti Gupta	1 Sumit (8178445308) 2 Yamini (8630298819)	Somib Yamini
2	B.SC PHYSICAL SCI 2 <sup>nd</sup> Sem	DBMS	Dr. Latesh Kanojia	1 Deepankar 9990502588 2 Sagar 8266846256	Kaira Sagar
3	B.SC MATH SCI 2 <sup>nd</sup> Sem	DBMS	Dr. Preeti Gupta	1 Ajit (8586996718) 2 Palak (9899354450)	Ajit Maya Palak
4	GENERAL ELECTIVE 2 <sup>nd</sup> Sem	DBMS	Dr. Kalpana	1 Gaurav (9306041077) 2 Aditi Srivastava (9013156201) 3. Shitakshi (9760237990)	Aditi Shitakshi
5	BA PROGRAMME 4th Sem	Multimedia system and application	Ms Barkha / Mr. Ashutosh Jaiswal	1 Utkarsh (9354107313) 2 Shivani (9773836477)	Utkarsh Shivani
6	B.SC PHY SCI 4th Sem	Computer System	Dr. Omkar	1 Mansi (9997789137)	Mansi

S. N o	Course	Paper	Teacher	Class Representatives At No1.-Elected At No2.-Nominated	Status and Suggestions
		Architecture	Singh	2 Ekta (8077109758)	<u>Singh</u>
7	B.SC MATH SCI 4th Sem	Computer System Architecture	Mr. Vikas Mittal	1 Shalini 9667224435 2 Mansi 9990501172 + Ansh 9267942006	<u>Shalini</u> <u>Mansi</u> <u>Ansh</u>
8	BA PROGRAMME 6th Sem	Dse-2a information security and cyber laws	Mr. Sunil Kumar	1 Madhvi Saini (8851396832) 2	<u>Madhvi Saini</u>
9	B.SC PHY SCI 6th Sem	Internet Technologies /Project	Dr. Meena Mehta/ Mr. Ashutosh Jaiswal/	1 Akash 9953930792 2 Vishal 8700773096	<u>Akash</u> <u>Vishal</u>
10	B.SC MATH SCI 6th Sem	Internet Technologies /Project	Mr. Ashutosh Jaiswal/ Dr. Meena Mehta	1 Neeraj (8851171351) 2 Akash (9650705266)	<u>Neeraj</u> <u>Akash</u>
11	Skill Enhancement- Phy Sci 6th sem	Android Programming	Dr. Omkar Singh/ Mr. Vikas Mittal	1 Akash 9953930792 2 Vishal 8700773096	<u>Akash</u> <u>Vishal</u>
12	Skill Enhancement- B.A Programme 4th Sem	Search Engine Optimization	Dr. Preeti Gupta/ Dr. Kalpana	1 Utkarsh (9354107313) 2 Shivani (9773836477)	<u>Utkarsh</u> <u>Shivani</u>

Mani  
14/1/2020

Shivani  
14/01/2020

Kalyan  
14/01/2020

Utkarsh

## Minutes of the Meeting Held on 22<sup>nd</sup> Jan 2020

A meeting of the department of Computer Science was held on 22nd Jan 2020(Wednesday) at 11.30 A.M in the Computer Lab to discuss the following Agenda:

1. Review of all the points discussed in the meeting held on 10<sup>th</sup> Jan 2020.
2. Time table.
3. Infrastructure issues.
4. Any other matter.

Following members were present in the meeting:

1. Dr. Kalpana
2. Dr. Latesh Kanoujia
3. Dr. Meena Mehta
4. Dr. Omkar Singh
5. Dr. Preeti Gupta
6. Ms. Barkha Sain
7. Mr. Ashutosh Jaiswal

*Handwritten signatures:*  
 Kalpana  
 Latesh  
 Meena  
 Omkar  
 Preeti  
 Barkha Sain  
 Ashutosh Jaiswal

### Agenda 1

Detailed discussion among faculty members for the following

S N	Name	Deadlines	Work to be done	Teacher Co-Ordinator /team
1	<b>Student Faculty Meetings</b>	Beginning of semester meeting done on 14 <sup>th</sup> Jan. Issues raised by students in time table are resolved by the committee.	student- faculty meetings (i) at the beginning of semester (ii) before midterm break (iii) before the classes are suspended) syllabus coverage, internal assessment, Student related activities in the department, and any other matter.	Dr. Kalpana Dr. Latesh Dr. Meena Dr. Omkar
2	<b>Result Analysis report</b>	Office staff will take care	Paper wise analysis	All Faculty members will do (for the subjects they taught)
3	<b>Department Activity Calendar</b>	Committees formed 1.invited talks/ lectures— <b>BarkhaVikas Mittal, Sunil</b> 2.Workshop: <b>Kalpana, Meena, Omakar, Ashutosh</b> 3.Quiz Competition: <b>Preeti, Ashutosh, Latesh</b>  Proposal for National/ International conferences: <b>Sunil</b>	organize at least two in a month invited talks/ lectures/ workshop/symposium Proposal for National/ International conferences PI keep records of student's participation in all activities. 1 attendance 2 student Feedback 3. photographs of event. group photo. 4 Report of event.  (date,venue,objective,participation,feedb ack,photographs etc)	



S N	Name	Deadlines	Work to be done	Teacher Co-Ordinator /team
4	E- Learning Portal	8 <sup>th</sup> Feb 2020 4 faculty members enrolled for FDP.  Subcommittee will meet	Faculties must contribute at least two resources (video lecture, power point presentation, Quiz, Question Bank, etc) on the e- learning portal by 31st December 2019.	Dr. Kalpana Dr Latesh Dr. Omkar Mr.Ashutosh
5	IQAC Conference and Invited Lecture		Themes for the conference were invited from all the members	
6	Department page on website	Earlier reports mailed to APS, Convener CVs mailed of faculty members mailed to Vinay (ICT). CV of Mr. Vikas Mittal not received till date	Curriculum Vitae (CV) in the prescribed format Course Syllabus Year wise activities (last five years)	Ms. Barkha Mr.Ashutosh
7	Industry- Academia interaction/linkage	8 <sup>th</sup> Feb Need to check the possibility	A google form shall be floated to know about the demand and requirement of students for short term courses.	
8	Alumni progression	Formation of committee as per the courses(year wise, batch wise) All faculty members are requested to mail the google form for alumni details again.		<u>B.tech</u> Kalpana Meena. Vikas. Suniti <u>Maths science</u> Preeti Ashutosh <u>Physical Science</u> Latesh Omkar <u>BA</u> Barkha
9	Samvaad: Parent Faculty Meeting	15 <sup>th</sup> February or 22 <sup>nd</sup> February 2020	Parent -faculty meeting at least two weeks before the midterm breaks in the next semester. The departments shall get the contact details verified from the students in the first week of January and report any changes All members were requested to analyse the shortcomings of the last year PFM	All faculty Members
10	Any Other Matter		Funds: B.A Programme--- for B.A Students.  B.sc (Physical Science)—for Physical science students.  But we don't have any funds for B.sc (mathematical Science Students)	It was suggested by the faculty members to request it from Mathematical Department.

*Barkha Saini*

*Kalpana*

*Latesh*

*Omkar*

*Ashutosh*

*Ashutosh Jain*

Agenda 2: Time table: Issues raised by students in time table are resolved by the committee (Student Faculty Meetings) and time table in charge of CS department.

Points approved in meeting regarding Time Table

- If any paper has three practical groups, then it will be distributed among 2 teachers in the ratio of (2:1).
- SEC paper must be distributed among two teachers.
- One practical group should be assigned same lab.
- First preference should be on Software requirements while assigning the lab.
- Second preference should be given according to group size.

Recommendations by all the faculty

- reshuffling of systems in Lab 3 – systems must be replaced with upgraded system from Lab1 and Lab2.
- Lab 1 – 22 systems requirements.
- Lab 2 – 22 systems requirements

Agenda 3: Infrastructure issues in room no and labs.

- Request for room no 221,220.
- White board in room no 118,114
- UPS, Racks and projectors purchased already approved and submitted. Need to check status again.

Agenda 4:

- Student mentoring system (Division of students)
- Possibility of One day Educational tour for B.sc(Physical Science) as requested by students of Computer Science.
- Evaluation process and reforms (form departmental policies.)

*Wajid*

*Catresh*

*Ghosh*

*Ajeet*

*Ashutosh Jain*

*Bankhe Savi*

Minutes of the Meeting Held on 12<sup>th</sup>  
Feb 2020

A meeting of the department of Computer Science was held on 12<sup>th</sup> feb 2020(Wednesday) at 11:30 AM in the Computer Lab to discuss details about 1- Day Educational tour to Rail Museum and Science Museum.

Following members were present in the meeting:

1. Dr. Kalpana
2. Dr. Latesh Kanojia
3. Dr. Meena Mehta
4. Dr. Omkar Singh
5. Ms. Barkha Sain
6. Mr. Ashutosh Jaiswal

*Handwritten signatures:*  
Kalpana  
Latesh  
Barkha Sain  
Ashutosh Jaiswal

Detailed discussion among faculty members for the following.

- Consent forms of the students/parents/guardian to go for the trip.
- Itinerary of the trip
- Duties assigned to accompanying teachers during the trip.
- Name of different subcommittees involving students.
- List of Students along with their contact details, email, phone no. emergency.
- Schedule of the orientation Programme of all students.

ITINERARY SUMMARY

Educational Trip to Science Museum And Rail Museum for B.sc(Physical Science)

13/2/2020

**Orientation of Student : At 9.00 A.M**

**Trip Starting Point: Maharaja Agrasen College. 9.30 A.M**

**First Stop: Rail Museum 10.30 A.M -1.00P.M**

**Travel from Rail Museum- Science Museum 1.00 P.M 1.30 P.M**

**Science Museum- 1.30 P.M - 4.30 P.M**

**Back To College :5.00 P.M**

**Duties:**

**(Educational tour coordinator): Dr. Omkar Singh**

**Refreshment: Barkha Sain**

**Tickets: Ashutosh**

*Handwritten signatures:*  
E. Singh  
Barkha Sain  
Ashutosh Jaiswal



**MAHARAJA AGRASEN COLLEGE**  
University of Delhi  
VASUNDHARA ENCLAVE, DEIHI-II0096

**Office Order**

With reference to her application regarding to organize Quiz on 7<sup>th</sup> February, 2020, the Competent Authority hereby sanction's an amount of **Rs. 5,000/-** (Rupees Five Thousand Only) from "**Budget Head - COURSE-FEE**" for the aforesaid purpose. Head wise budget is as under: -

S.No.	Budget Head	Amount (Rs.)
1	Hospitality (Food & Refreshment)	1000
2	Prize Money/Gifts	3000
3	Printing/Stationary	500
4	Miscellaneous	500
<b>TOTAL</b>		<b>5,000</b>

Further, while making payment or procurement kindly follow the **GFR 2017**.

Some key points are as under: -

1. Efforts should be made to purchase the items/goods through GeM (Government E Market). In case of **minor purchases**, made from local market, the same must be purchased through **GST registered vender only**.
2. Cash payment of more than Rs. 5,000/- to a single firm/vendor is not allowed. Please make payment either through Cash Card/Debit Card or RTGS through office in case payment is more than Rs. 5,000/-.
3. In case of liability of TDS (Tax Deducted at Source) viz. Payment to any contractor, professional etc., payments must be forwarded to Accounts Section for payment.
4. Petty purchases against Cash Memo (**Kachcha Bill**) must be discouraged. In case of petty purchases, it must be restricted to **Rs. 1000/- only**, subject to that no bifurcation of splitting of requirement is allowed.





5. Purchases must be discouraged from an Unregistered Dealer/Vendor. Specifically, stationery items, printing etc. must also be purchased from GST Registered Vendor only.
6. Period of expenditure and expenditure incurred must be related to the event for which advance was drawn.
7. Advance must be settled within the stipulated period of one month.

The adherence of the above points is required to make the purchases as per rules.

This issues with the approval of competent authority.



(Dipin Arora)  
Administrative Officer

To,

~~1.~~ Dr. Meena Mehta, Teacher-In-Charge, Dept. of Computer Science

Copy for information to: -

1. Bursar
2. S.O. (Accounts)
3. S.O. (Admin)
4. Guard File
5. *(S. Jemvanshi), AFS*



**MAHARAJA AGRASEN COLLEGE**  
University of Delhi  
VASUNDHARA ENCLAVE, DELHI-110096

**Office Order**

With reference to her application regarding to organize talk on "Enhancing Employability and Top Skills" on 18<sup>th</sup> & 19<sup>th</sup> February, 2020, the Competent Authority hereby sanction's an amount of **Rs. 4,000/-** (Rupees Four Thousand Only) from "**Budget Head - COURSE-FEE**" for the aforesaid purpose. Head wise budget is as under: -

S.No.	Budget Head	Amount (Rs.)
1	Hospitality (Food & Refreshment)	2500
2	Printing/Stationary	1000
3	Miscellaneous	500
<b>TOTAL</b>		<b>4,000</b>

Further, while making payment or procurement kindly follow the **GFR 2017**.

Some key points are as under: -

1. Efforts should be made to purchase the items/goods through GeM (Government E Market). In case of **minor purchases**, made from local market, the same must be purchased through **GST registered vender only**.
2. Cash payment of more than Rs. 5,000/- to a single firm/vendor is not allowed. Please make payment either through Cash Card/Debit Card or RTGS through office in case payment is more than Rs. 5,000/-.
3. In case of liability of TDS (Tax Deducted at Source) viz. Payment to any contractor, professional etc., payments must be forwarded to Accounts Section for payment.
4. Petty purchases against Cash Memo (**Kachcha Bill**) must be discouraged. In case of petty purchases, it must be restricted to **Rs. 1000/- only**, subject to that no bifurcation of splitting of requirement is allowed.

2350  
11/2/2020

5. **Purchases must be discouraged from an Unregistered Dealer/Vendor. Specifically, stationery items, printing etc. must also be purchased from GST Registered Vendor only.**
6. Period of expenditure and expenditure incurred must be related to the event for which advance was drawn.
7. Advance must be settled within the stipulated period of one month.

The adherence of the above points is required to make the purchases as per rules.

This issues with the approval of competent authority.

  
(Dipin Arora)  
Administrative Officer

To,

1. Dr. Meena Mehta, Teacher-In-Charge, Dept. of Computer Science

Copy for information to: -

1. Bursar
2. S.O. (Accounts)
3. S.O. (Admin)
4. Guard File
5. *Convenor, APS.*



**MAHARAJA AGRASEN COLLEGE**  
University of Delhi  
VASUNDHARA ENCLAVE, DEIHI-II0096

**Office Order**

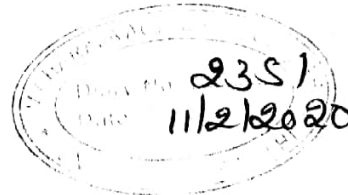
With reference to her application regarding to organize one-day workshop on Digital Marketing for B.A(P) students on 25<sup>th</sup> February, 2020, the Competent Authority hereby sanction's an amount of **Rs. 4,000/-** (Rupees Four Thousand Only) from "**Budget Head – COURSE-FEE B.A(P)**" for the aforesaid purpose. Head wise budget is as under: -

S.No.	Budget Head	Amount (Rs.)
1	Hospitality (Food & Refreshment)	2500
2	Printing/Stationary	1000
3	Miscellaneous	500
<b>TOTAL</b>		<b>4,000</b>

Further, while making payment or procurement kindly follow the **GFR 2017**.

Some key points are as under: -

1. Efforts should be made to purchase the items/goods through GeM (Government E Market). In case of **minor purchases**, made from local market, the same must be purchased through **GST registered vender only**.
2. Cash payment of more than Rs. 5,000/- to a single firm/vendor is not allowed. Please make payment either through Cash Card/Debit Card or RTGS through office in case payment is more than Rs. 5,000/-.
3. In case of liability of TDS (Tax Deducted at Source) viz. Payment to any contractor, professional etc., payments must be forwarded to Accounts Section for payment.
4. Petty purchases against Cash Memo (**Kachcha Bill**) must be discouraged. In case of petty purchases, it must be restricted to **Rs. 1000/- only**, subject to that no bifurcation of splitting of requirement is allowed.





5. Purchases must be discouraged from an Unregistered Dealer/Vendor. Specifically, stationery items, printing etc. must also be purchased from GST Registered Vendor only.
6. Period of expenditure and expenditure incurred must be related to the event for which advance was drawn.
7. Advance must be settled within the stipulated period of one month.

The adherence of the above points is required to make the purchases as per rules.

This issues with the approval of competent authority.

  
(Dipin Arora)  
Administrative Officer

To,

1. Dr. Meena Mehta, Teacher-In-Charge, Dept. of Computer Science

Copy for information to: -

1. Bursar
2. S.O. (Accounts)
3. S.O. (Admin)
4. Guard File
5. Convener BSA(P)



# MAHARAJA AGRASEN COLLEGE

University of Delhi  
VASUNDHARA ENCLAVE, DELHI-II0096

## Office Order

With reference to her application regarding to organize one-day Lecture on Information Security and Cyber Law for Computer Science Students on 27<sup>th</sup> February, 2020, the Competent Authority hereby sanction's an amount of **Rs. 10,000/-** (Rupees Ten Thousand Only) from "**Budget Head - Course Fee**" for the aforesaid purpose. Head wise budget is as under: -

S.No.	Budget Head	Amount (Rs.)
1	Hospitality (Food & Reference)	2000
2	Memento/Honorarium	5500
3	Transportation	1000
4	Printing/Stationary	500
4	Miscellaneous	1000
<b>TOTAL</b>		<b>10,000</b>

Further, while making payment or procurement kindly follow the **GFR 2017**.

Some key points are as under: -

1. Efforts should be made to purchase the items/goods through GeM (Government E Market). In case of **minor purchases**, made from local market, the same must be purchased through **GST registered vender only**.
2. Cash payment of more than Rs. 5,000/- to a single firm/vendor is not allowed. Please make payment either through Cash Card/Debit Card or RTGS through office in case payment is more than Rs. 5,000/-.
3. In case of liability of TDS (Tax Deducted at Source) viz. Payment to any contractor, professional etc., payments must be forwarded to Accounts Section for payment.
4. Petty purchases against Cash Memo (**Kachcha Bill**) must be discouraged. In case of petty purchases, it must be restricted to **Rs. 1000/- only**, subject to that no bifurcation of splitting of requirement is allowed.

5. **Purchases must be discouraged from an Unregistered Dealer/Vendor. Specifically, stationery items, printing etc. must also be purchased from GST Registered Vendor only.**
6. Period of expenditure and expenditure incurred must be related to the event for which advance was drawn.
7. Advance must be settled within the stipulated period of one month.
8. Report after completion of the event/activity.

The adherence of the above points is required to make the purchases as per rules.

This issues with the approval of competent authority.

  
(Dipin Arora)  
Administrative Officer

To,

1. Dr. Meena Mehta, Teacher-In-Charge, Department of Computer Science

Copy for information to: -

1. Principal
2. Bursar
2. S.O. (Accounts)
3. S.O. (Admin)
4. Guard File

