



# POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Affiliated to RTU, Kota • Approved by AICTE & UGC under 2(f) • Accredited by NAAC

## Internal Quality Assurance Cell (IQAC)



## Academic and Administrative Audit (AAA) (Session - 2023-2024)



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### About Academic and Administrative Audit (AAA) (2023-2024)

**Context:** PIET diligently adheres to the Academic and Administrative Audit process for achieving the excellence in academic and administrative spheres of the institution. It undertakes AAA (Academic and Administrative Audit) in a regular manner to ensure continuous improvement and adherence to quality standards set by the regulatory body National Assessment and Accreditation Council (NAAC).

#### Academic and Administrative Audit (AAA) in PIET:

An Academic and Administrative Audit (AAA) is a comprehensive evaluation process designed to assess and enhance the quality of education and administrative functions within an educational institution. The AAA process at PIET is guided by the principles and guidelines provided by NAAC, a premier accrediting agency in India. The institution greatly emphasizes on the importance of maintaining high academic standards, effective governance and efficient administrative practices to nurture a conducive learning environment and institutional excellence. The proper meaning of AAA which is observed in PIET can be explained as following:

- **Academic and Administrative Audit (AAA):** The academic and administrative concepts are interrelated to each other and this audit is very essential for achieving the excellence in all the departments of the institution. Thus, in order to have a quality oriented academic, there should be a strong administrative background which is very remarkable in PIET as the administration always supports for enhancing the quality of academics.
- **Academic Audit:** In academic audit, a scientific and systematic method of reviewing the quality of academic process is followed by the institution. It is related with the quality assurance and enhancing the quality of academic activities in all the departments of the institution.
- **Administrative Audit:** PIET defines the administrative audit, as a process of evaluating the efficiency and effectiveness of the administrative procedure. It includes assessment of policies, strategies & functions of the various administrative departments for controlling the overall administrative system etc.

#### Objectives of Academic and Administrative Audit (AAA) at PIET:

- To understand the existing system and assess the strengths and weaknesses of the departments and administrative units and to suggest the methods for improvement and for overcoming the weaknesses.
- To identify the bottlenecks in the existing administrative mechanisms and to identify the opportunities for academic reforms, administrative reforms and examination reforms etc.
- To evaluate the optimum utilization of financial and other resources.
- To suggest the methods for continuous improvement of quality keeping in mind criteria and reports by NAAC and other bodies.



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### Approach and Methodology for conducting Academic and Administrative Audit (AAA)

**at PIET:** The strict and continuous audit of academic and administrative process is adopted at PIET which is done at both the levels i.e. internal and external. In conducting Academic and Administrative Audit (AAA) as per the guidelines given by NAAC, PIET follows the specific methodology by evolving its own guidelines and by learning from good practices followed by leading institutions within and outside India. The successful practices are adapted by the institution to suit specific context and requirement of HEI on various aspects such as given below:

- **NAAC Criteria Context:** PIET conducts the academic and administrative audit as per the given guidelines of each criterion by NAAC as it compliments periodic assessment and accreditation. The different kinds of formats are used to evaluate the academic and administrative process in the institution.
- **Periodicity:** PIET takes the academic and administrative audit (AAA) exercise on annual basis for assuring the essential standards.
- **Selection of Experts:** Since peer review is backbone of AAA, similar to accreditation by NAAC, it is important to select good experts as peers for AAA. In PIET, it is vital that experts should be the worthy persons on the basis of their credentials such as academic distinctions, experience as reviewer on NAAC or similar bodies and professionalism.
- **Outcome:** The outcome of AAA is placed before Internal Quality Assurance Cell (IQAC) and necessary actions are taken to implement the suggestions/recommendations and Action Taken Report is prepared.

### Academic and Administrative Audit (AAA) process in PIET - Key Components:

**Academic Excellence Evaluation:** This entails a thorough assessment of the academic programs offered by the institute. It involves reviewing the curriculum, teaching-learning processes, student performance, research activities, and innovations in pedagogy. The aim is to ensure that academic programs are aligned with industry requirements, promote critical thinking, and facilitate holistic development of students.

**Infrastructure and Learning Resources Audit:** PIET conducts a comprehensive audit of its infrastructure and learning resources to ensure they meet the requirements for effective teaching and learning. This includes assessing the availability and adequacy of classrooms, laboratories, libraries, ICT facilities, and other resources essential for academic activities.

**Faculty Assessment:** The competence and performance of faculty members play a crucial role in maintaining academic standards. PIET evaluates faculty members based on criteria such as qualifications, teaching effectiveness, research output, professional development, and contributions to institutional development.

**Student Support Services Review:** PIET places significant emphasis on providing adequate support services to students to facilitate their academic and personal growth. The AAA process includes assessing the effectiveness of services such as counseling, career guidance, placement assistance, and extracurricular activities in enhancing student experience and well-being.



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**Governance and Management Evaluation:** Effective governance and management practices are essential for the smooth functioning of any educational institution. PIET evaluates its administrative structures, decision-making processes, and financial management, transparency, and accountability mechanisms to ensure efficient and ethical conduct of affairs.

**Stakeholder Feedback Analysis:** Feedback from various stakeholders, including students, faculty, alumni, employers, and the community, is solicited and analyzed as part of the AAA process. This helps identify strengths, weaknesses, and areas for improvement from multiple perspectives.

**Continuous Improvement Initiatives:** Based on the findings of the AAA, PIET develops action plans and implements continuous improvement initiatives to address identified areas of concern and enhance overall institutional effectiveness. Regular monitoring and review mechanisms are established to track progress and ensure sustained improvement.

In conclusion, Academic and Administrative Audit (AAA) is a systematic process adopted by Poornima Institute of Engineering and Technology to evaluate and enhance the quality of its academic and administrative functions in accordance with the guidelines of the National Assessment and Accreditation Council (NAAC). By undertaking AAA, PIET demonstrates its commitment to excellence, continuous improvement, and accountability in fulfilling its educational mission.



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### Internal Quality Assurance Cell (IQAC)

PIET/IQAC/2024-25/08

29 July, 2024

To  
The Principal  
Poornima Institute of Engineering and Technology

Subject: To conduct Academic and Administrative Audit for the session 2023-24– Submission for Approval.

Dear Sir,

As part of our ongoing commitment to maintaining the high standards of academic and administrative excellence, the Internal Quality Assurance Cell (IQAC) proposes to conduct an Academic and Administrative Audit (AAA) for the academic year 2023-24.

This audit will provide a comprehensive review of our institutional practices, ensuring they align with both our strategic objectives and regulatory requirements. The proposed date and external auditors are as follows:

S.No.	Academic Activity	Date of Conduction	External Auditor
1	Academic and Administrative Audit (AAA)	24-8-2024	<input checked="" type="checkbox"/> 1. Dr. Basant Agarwal Associate Professor, Computer Science and Engineering, IIIT, Kota 2. Dr. Ramesh Babu Battula Assistant Professor, Computer Science and Engineering, MNIT, Jaipur <input checked="" type="checkbox"/> 3. Dr. Man Mohan Garg Assistant Professor, Department of Electrical Engineering, MNIT, Jaipur

In light of this, we kindly seek your approval to proceed with the AAA and nominate 2 Experts from the above list. Your support is crucial in enabling us to achieve our quality enhancement goals.

Thank you for considering this request.



Yours sincerely,

**IQAC Coordinator**



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PIET/IQAC/2024-25/013

7 August, 2024

### Invitation Letter Academic and Administrative Audit (Session 2023-2024)

Dr Man Mohan Garg,  
Assistant Professor,  
Department of Electrical Engineering,  
MNIT, Jaipur

**Subject:** Invitation for being an Expert in Academic & Administrative Audit for the session 2023-24 on **24 August, 2024** at PIET, Jaipur

Dear Sir,

**Greetings from Poornima Institute of Engineering & Technology, Jaipur!**

We are honored to extend an invitation to you on behalf of Poornima Institute of Engineering and Technology (PIET), a distinguished institution in Engineering Education. Established in the academic year 2007 and affiliated with Rajasthan Technical University (Kota), PIET is approved by AICTE and recognized under UGC 2(f). Our institution has consistently demonstrated a commitment to academic excellence and holistic student development. We are proud to have been ranked among the top five institutions by RTU, Kota, under the QIV ranking for several years. Additionally, PIET has been accredited by NBA for B.Tech CSE (2020) and B.Tech Civil (2019), and has been recognized by NAAC since 2019. Our efforts have been supported by significant funding from government and private bodies, including AICTE, RTU, IIHT, IMPACT, and ZEETRON NETWORKS. We have also been rated as GOLD in the Survey of Industry Linked Technical Institutes conducted by AICTE-CII.

Our Internal Quality Assurance Cell (IQAC) is dedicated to planning, guiding, and monitoring Quality Assurance (QA) and Quality Enhancement (QE) activities within the institute. In adherence to IQAC guidelines, our departments are committed to implementing a robust outcome-based approach to the teaching-learning process. A key responsibility of IQAC is to conduct regular Academic & Administrative Audits to establish quality benchmarks. To ensure comprehensive assessment, we aim to engage auditors from esteemed institutions in the region.

We are pleased to invite you to serve as an External Audit Expert for our forthcoming Academic & Administrative Audit, scheduled for **24 August, 2024**. Your expertise will be invaluable in evaluating our learning outcomes, curriculum development, teaching-learning processes, student assessment methods, engagement programs, and research and innovation quality. Additionally, your assessment of our resources and overall environment will be instrumental in meeting educational standards.



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Your participation and insights will greatly contribute to maintaining and enhancing the quality of education at PIET, aligning with the standards of the National Assessment and Accreditation Council (NAAC). We believe that your visit will inspire and motivate our team, helping us achieve our academic goals and quality benchmarks.

We kindly request you to accept this invitation and look forward to your positive response.

Thank you for considering our request.

Warm regards,

**Dr. Mukesh Chandra**  
Coordinator-IQAC  
PIET, Jaipur



**Prof (Dr.) Dinesh Goyal**  
Principal & Director  
PIET, Jaipur



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PIET/IQAC/2024-25/012

7 August, 2024

**Invitation Letter**  
**Academic and Administrative Audit**  
**(Session -2023-2024)**

**Dr. Basant Agarwal**  
**Associate Professor,**  
**Computer Science and Engineering,**  
**IIIT, Kota**

**Subject:** Invitation for being an Expert in Academic & Administrative Audit for the session 2023-24 on **24 August, 2024** at PIET, Jaipur

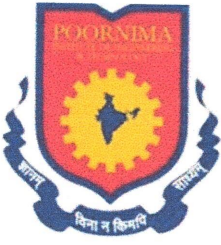
Dear Sir/Ma'am,

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PIET/IQAC/2024-25/016

16 August, 2024


### NOTICE

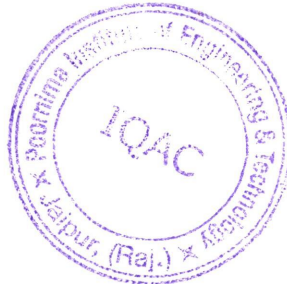
#### Academic and Administrative Audit (Session -2023-2024)

It is to notify all HODs, Faculty Members, and Staff of all departments that the institution intends to conduct an Academic and Administrative Audit (AAA) in the academic year **2023-2024** in accordance with the principles and guidelines provided by NAAC to analyze and evaluate the institution's academic and administrative processes. It will undoubtedly help the institute improve and elevate overall quality. The following information should be noted:

S.No.	Academic Activity	Date of Conduction	External Auditors
1	Academic and Administrative Audit (AAA)	24 August, 2024	<b>1. Dr. Basant Agarwal</b> Associate Professor, Computer Science and Engineering, IIIT, Kota <b>2. Dr. Man Mohan Garg,</b> Assistant Professor, Department of Electrical Engineering, MNIT, Jaipur

Therefore, all the Departments are instructed to take the necessary initiatives in coordination with Internal Quality Assurance Cell (IQAC) with effectiveness. The important documents will also be shared by IQAC as per the requirement.

  
**Dr. Mukesh Chandra**  
Coordinator-IQAC  
PIET, Jaipur



  
**Prof (Dr.) Dinesh Goyal**  
Principal & Director  
PIET, Jaipur

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## Audit Report of AAA (2023-24)

AUDIT FOR ACADEMIC & ADMINISTRATIVE PROCESSES AT PIET				
Session 2023-24				
Cumulative Internal Audit Report				
PART1	AUDIT CRITERIA Administrative processes (max. 200 marks)	Comments/ Feedback for Improvement by Audit Committee	Marks (Max. 1000)	Score
1.1	Clarity & concern towards institutional objectives	As observed, all the faculties and students are well aware. Institutional objectives in terms of vision and mission are clearly displayed in all the prominent places.	25	24
1.2	Decision making process in the institute.	It is observed that the decision-making process at PIET is led by decentralized committees, with more than half of the faculties and students participating in crucial decision-making committees.	20	19
1.3	Efficiency of leadership in utilizing existing institutional resources (human resources, lab equipment & computers and library)	For hands on learning of the students, 45+ labs including a number of modernized labs, IDEA Lab are there. A well-stocked library with around 30,000 books and journals, offering a broad range of high-quality resources	15	15
1.4	Availability of equal opportunity to perform and Welfare measures	Various welfare and incentive schemes are offered, including rewards for academic performance, participation in conferences and workshops, technical publications and memberships (CRISP), among others. The institution ensures a fair and inclusive atmosphere for faculty and staff, promoting diversity and guaranteeing equal opportunities for everyone to perform.	10	10



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1.5	Response time taken for resolving issues of students, faculty and staff members	<p>Student issues are resolved by the respective tutors on priority, same is done by the departmental heads for faculty members.</p> <p>Furthermore, along with various offline grievance committees, online grievance redressal mechanism is active via TCS Ion.</p>	25	25
1.6	Efforts taken by leadership for enhancing satisfaction level of all stakeholders	<p>The stakeholders' satisfaction level is good. Numerous welfare measures are available, supported by an active feedback system with prompt grievance redressal.</p>	20	19
1.7	Support system for quality output	<p>It is analyzed that OBE attainment and gaps are carefully analyzed, with corrective measures taken under IQAC guidance. Actions, such as remedial classes, are well planned and implemented as needed.</p>	15	15
1.8	Initiatives taken for motivation, learning & growth (academic, career & life skills) of all stakeholders (students, faculty and staff members)	<p>PIET has implemented various incentive schemes and actively encourages stakeholder participation in relevant FDPs, training programs, and research activities. These efforts, evident in improved performance and satisfaction among students, faculty, and staff, are enhancing academic, career, and life skills for all.</p>	20	19
1.9	Quality of discussion meetings and reporting meetings	<p>Prior to each meeting, all committee members are sent notifications and agendas. The meeting involves a comprehensive discussion of each agenda item, culminating in the drafting of action taken reports.</p>	10	10



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1.10	Utilization of annual budget	The institution is ensuring that funds are allocated efficiently to support diverse needs and activities, while undergoing regular financial audits, maintains transparency and accountability in financial management practices, which is satisfactory.	10	9
1.11	Effectiveness of liasoning of leadership with: (a)Registrar office	All departments demonstrate regular interaction, as observed by the audit team.	5	5
	(b)Training & Placement Office	The audit team has observed regular interactions concerning various internships, recruitment training opportunities like CRT through i3 days etc.	5	5
	(d) Proctor Office	regular interaction is noted among all heads, tutors, and other initiative leaders concerning tutorship, grievances, and various other agenda items.	5	5
	(e) Campus Director's office	Consistent interaction regarding policies, procedures, management and various quality assurance initiatives in line with IQAC is found.	5	5
1.12	Any other point relevant to the overall scope of working of all the departments.	Senior faculty members play a crucial role. Their active participation in departmental meetings, committees, and decision-making processes is clearly evident.	10	9
<b>Total</b>			<b>200</b>	<b>194</b>
<b>PART 2</b>	<b>ACADEMIC PROCESSES (MAX. 500Marks)</b>			
<b>2.1</b>	<b>DEPARTMENTS (MAX. 200 Marks)</b>			
2.1.1	Program Outcomes and Course Outcomes defined	The clear and structured alignment between Program Outcomes (PO) and Course Outcomes (CO) has been observed. An in-depth analysis of the	10	10



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		attainment gap for the year 2022-23 ensures effective alignment and achievement of COs with POs. Action Taken Reports (ATRs) corresponding to these efforts have been thoughtfully prepared and forwarded to IQAC for further review and action.		
2.1.2	CO-PO mapping	Our audit team has confirmed the proper alignment between Course Outcomes (CO) and Program Outcomes (PO) through the detailed use of the Outcome-Based Education (OBE) handbook for mapping and attainment.	5	5
2.1.3	Attainment of Course Outcomes	Successful achievement of Course Outcomes (COs) is facilitated by the effective implementation of teaching methods and regular assessments that support student learning.	5	5
2.1.4	Attainment of POs and PSOs	Through diligent planning as outlined in the institution's OBE handbook and continuous analysis of attainment gaps, we observe a sustained alignment between educational objectives and student learning outcomes.	5	5
2.1.5	Teaching methods adopted and use of ICT (Information & Communication Technologies) in teaching, learning and assessment process.	Efficient use of ICT tools and facilities is evident, including the utilization of presentations, video lectures, and ICT-enabled assessments and feedback. This approach has the potential to enhance project-based learning initiatives.	15	15
2.1.6	Feedback mechanism used for assessing the performance of teachers by students and for curricular development.	The audit team has observed that regular feedback is gathered from students regarding academics and the overall environment. Timely actions	15	14



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		are taken to effectively address and resolve students' concerns.		
2.1.7	Participation in FDP/Trainings/Workshops by all the departments.	It is noted that faculty members participated in 217 different Faculty Development Programs (FDPs), both in-house and at external organizations.	10	9
2.1.8	Research facilities and research output in the form of publications	70+ Papers Published in SCI / SCIE /ScopusIndexed Journal, conferences and book chapters in the year 2023-2024.	10	9
2.1.9	FDP/Trainings/Workshops Organized	6+ FDPs and 115 activities including seminars, workshops, special lectures have been organized by IQAC with AICTE, NITTTR, ISTE, ATAL, RTU (ATU). Some of these are sponsored by the institution.	10	10
2.1.10	Tutor System	The audit team has observed that faculty members are effective in their roles as tutors, demonstrating exceptional capability in guiding and supporting students.	10	10
2.1.11	Bridge Courses/ Beyond Syllabus Programs	Beyond syllabus activities as NSP and I3-day (Value Added Courses-CRT & Technical) are there. All of the students need to leverage i3-day.	10	9
2.1.12	Introduction of Remedial classes	It is observed that all the students are classified as advanced or slow learners through ABC analysis.Remedial classes are being conducted for students needing extra support after internal assessments, ensuring they receive the necessary guidance.	10	10
2.1.13	Guidance for Higher Studies & Competitive examinations.	SPL for GATE is organized. Need more such activities.	10	9
2.1.14	Professional Activities for students	The audit team has observed that the	10	9



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		Institution's Innovation Cell (IIC) and PBIC are actively encouraging and facilitating student-led startups and innovative projects.		
2.1.15	Personality development programs/ Value added Programs for students	29 value added programs offered.	15	14
2.1.16	Industry Interaction & Visits organized for students	Visits to RCAT, Bhaskar Print Planet, CIPET and Bhama Shah Techno Hub, sewerage plant etc.	10	9
2.1.17	Initiatives and Opportunities provided for student projects	The AICTE IDEA Lab provides students with project opportunities, showcasing a variety of diverse projects, prototypes, and advanced technologies. It's notable that over 85% of PIET students engaged in non-curricular projects displayed across various platforms during exhibitions.	10	9
2.1.18	Office Automation and maintenance of records	The TCS iON platform is effectively utilized to streamline processes, improve efficiency, and maintain accurate record-keeping in offices and the examination cell.	10	10
2.1.19	Future plans of the departments.	Each department has strategized to enhance student quality through diverse skill development programs and career guidance sessions.	10	9
2.1.20	Awareness about Strengths, Weaknesses, Opportunities and Challenges of the departments.	Departments have conducted thorough analyses and are well-informed about their strengths, weaknesses, opportunities, and challenges. They are implementing measures to capitalize on strengths and opportunities, while also taking precautionary steps to address potential challenges.	10	8



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	Total		200	188
2.2	FACULTY (MAX. 150 marks)			
2.2.1	Course file as per OBE	The audit team has observed that all course files for subjects are thoroughly prepared in accordance with OBE guidelines. We recommend a few adjustments to further enhance their effectiveness.	20	19
2.2.2	Preparation of lecture and other relevant notes	From our observations, the implementation is deemed satisfactory. Blended Learning effectively integrates online resources and multimedia tools for lecture preparation, ensuring a comprehensive and engaging learning experience.	20	19
2.2.3	Delivery	During lectures, faculty members effectively utilize ICT tools like PowerPoint presentations (PPTs) to engage students and facilitate understanding. They also make use of standard textbooks found in libraries and develop supplementary notes, ensuring students have access to a wide range of learning resources.	20	20
2.2.4	Use of Teaching learning tools & ICT in Evaluation/ Innovative teaching practices	Faculty members are actively incorporating Smart Classrooms, PPTs, and video lectures into their teaching methods. They are leveraging platforms such as Google Classrooms and MS Teams to share subject-related information, study materials, assignments, and quizzes with students.	20	18



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2.2.5	Performance in Portfolios allotted	While some faculty members demonstrate excellence in their assigned roles, others require focused efforts and support to improve their performance.	15	14
2.2.6	Ownership	The Student Council and clubs effectively cultivate a sense of ownership among students by engaging them in academic, cultural, and sports activities, thereby fostering leadership and responsibility. The audit team has noted that senior faculty members are significantly involved in various decision-making committees.	25	24
2.2.7	Research & Publications	70+ Papers Published in SCI / SCIE / Scopus Indexed Journal, conferences and book chapters in the year 2023-2024.	15	14
2.2.8	Academic Feedback	The audit team has found the feedback system to be satisfactory. Initiatives such as "Continuous Learning Incentive" are effectively promoting academic feedback by encouraging faculty and staff to expand their knowledge through MOOC platforms like Swayam and NPTEL. However, there is still room for further improvement.	15	14
<b>Total</b>			<b>150</b>	<b>142</b>
2.3	STUDENTS (MAX. 150 marks)			
2.3.1	Academic Performance (Present)/ Result	Result is good.	20	19

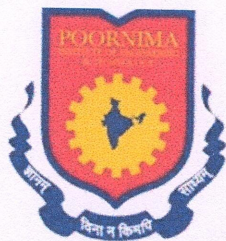


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2.3.2	Continuous Improvement in academics	The audit team observed that the institution places a strong emphasis on continuous academic improvement through regular faculty development and training programs. These initiatives are designed to keep faculty members updated and skilled, ensuring they deliver high-quality education that meets the evolving needs of students.	10	9
2.3.3	Regularity	The audit team noted that attendance among final-year students is an issue due to their involvement in projects and job preparation. Other than this concern, everything is satisfactory.	10	9
2.3.4	Quality of Tutorial/Assignment	Assignments are designed comprehensively, drawing from RTU's last five years of question papers and previous midterm exams. To enhance their effectiveness, incorporating a wider range of diverse and challenging questions could be beneficial.	20	19
2.3.5	Student Achievers	It's great to see students being recognized for their accomplishments in "Kalanidhi". In the past academic year, they were involved in numerous activities, patent publications, earning certificates, encouraging more students to actively participate will undoubtedly foster greater innovation and achievement across the board.	10	8



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2.3.6	Quality in Summer Training	The audit team noted that the institute has been successful in supporting students to secure good internships. However, ensuring equal opportunities for all students to access quality internships remains a challenge and an area for improvement.	15	14
2.3.7	Student Feedback	The audit team has observed that student feedback on faculty members is generally positive, reflecting high levels of satisfaction. However, certain areas still need improvement.	10	9
2.3.8	New Initiatives by students	15 students led clubs	10	10
2.3.9	Team working in Students	The audit team has noted that teamwork is promoted among students through the various academic, cultural, and sports activities organized by the Student's Council and clubs.	10	9
2.3.10	Placements/Higher studies/Entrepreneurship	More than 200 students placed till date, good figure	20	15
2.3.11	Student Projects (Non syllabus)	Over 85% of PIET students engaged in non-curricular projects for the exhibition across various platforms. The AICTE IDEA lab supports students by fostering innovation and hands-on learning opportunities.	15	14
<b>Total</b>			<b>150</b>	<b>135</b>
<b>Total for PART 1+2</b>			<b>700</b>	<b>659</b>
<b>PART-3</b>	<b>BRANDING &amp; FUNDING (MAX. 300 marks)</b>			



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3.1	Accreditation	Preparing for the 2nd Cycle of NAAC	50	50
3.2	Projects	More than 85 % of PIET students participated in non- syllabus projects for the exhibition on different platforms.	50	49
3.3	Consultancy	The institution is actively Working on consultancy project. The Consultancy & Research Incentives Scheme of Poornima (CRISP) exists to encourage faculty participation in such projects and should be fully utilized to address this shortfall.	20	18
3.4	International (30 Marks) / National Conferences (20 Marks) Organized	4 International conferences organized.	30	29
3.5	International (30 Marks)/ National Workshops (20 Marks) / Seminars Organized	20+ national and international workshops and seminars organized.	30	29
3.6	Participation Outside (Faculty & Student)	100+ students and 150+ faculty participation is there in workshops/conferences, seminars, SDP (Student Development Program) and many students received Microsoft certification.	20	19
3.7	Focus on Alumni Activities	Through PIAS 6 Alumni Activities are found to engage alumni.	20	19
3.8	Placements	200+ students placed.	20	18
3.9	Outreach Programs	The institute carries out a sufficient number of activities. However, there is potential for further improvement by increasing community engagement	10	8



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		and developing more partnerships.		
3.10	Professional Societies/ Chapters and its activities	4 workshops in association with IEEE CIS	30	28
3.11	Any Other	Rankings and recognitions.	20	19
	<b>Total for PART -3</b>		<b>300</b>	<b>286</b>
	<b>Overall Total (Part1+Part 2+Part 3)</b>		<b>1000</b>	<b>945</b>

## Observations:

1. The institution's strategic focus on continuously improving the teaching-learning process and research output, supported by well-structured incentive schemes, reflects a mature commitment to academic excellence.
2. The institution's robust initiatives in faculty development, including R&D support and various incentive schemes, demonstrate a forward-looking approach to fostering academic leadership and research contributions.
3. The emphasis on experiential learning, particularly through non-syllabus projects and industry-linked activities, showcases a clear institutional commitment to nurturing student innovation and practical problem-solving skills.
4. The proactive enhancement of infrastructure and the introduction of welfare measures underscore the institution's dedication to maintaining operational continuity and ensuring the well-being of its community.
5. The Kalanidhi Award Ceremony stands as an effective mechanism for encouraging student engagement in research and co-curricular activities, fostering a culture of sustained academic pursuit and innovation.
6. While the current faculty team is strong, increasing the number of Ph.D. holders could further enhance the academic profile of the institution. This would contribute to a richer research environment and support advanced learning outcomes.
7. The faculty members have made commendable contributions to research. However, further increasing the number of publications in reputed journals can bolster the institution's academic standing and promote continuous engagement with emerging trends and developments in various fields.

## Academic Audit Expert Team:

1. Dr. Man Mohan Garg, Assistant Professor, Department of Electrical Engineering, MNIT

*MARG*

2. Dr. Basant Agarwal, Associate Professor, Computer Science and Engineering, Central University, Rajasthan

*Basant*

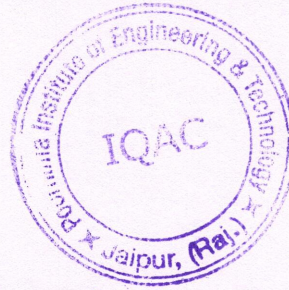


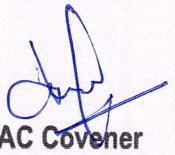
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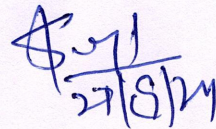
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Kindly permit to present the above ATR in IQAC meeting no. 25, scheduled on August 28<sup>th</sup>, 2024.



  
IQAC Coverner

Permitted to present  
in next IQAC meeting

  
27/8/24



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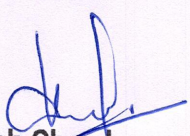
## INSTITUTE OF ENGINEERING & TECHNOLOGY

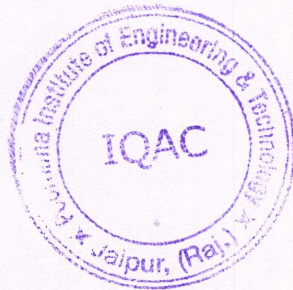
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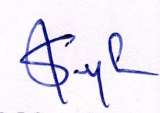
### Action Taken Report on Academic and Administrative Audit (Session-2023-2024)

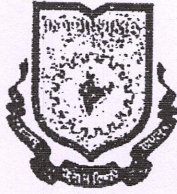
The Academic and Administrative Audit for 2023-2024 indicated the above satisfactory level of communication between tutors and students. The focus on enhancing the quality of students, particularly meritorious students, and initiatives aimed at enhancing the motivation and personal growth, including life skills development, has been improved. As per the suggestions given by the audit experts, IQAC has ensured improvement in various attributes of the institution's processes. The following table shows the description for the actions taken by the institution on the recommendations/suggestions:

S.No.	Recommendations/Suggestions	Action Taken
<b>ADMINISTRATIVE PROCESSES</b>		
1.	While the current faculty team is strong, increasing the number of Ph.D. holders could further enhance the academic profile of the institution. This would contribute to a richer research environment and support advanced learning outcomes.	The institution is actively working on strengthening its academic profile by expanding the number of faculty members with Ph.D. degrees. Efforts are underway to recruit additional Ph.D. holders and support existing faculty in pursuing advanced degrees, aiming to enrich the research environment and enhance learning outcomes.
2.	The faculty members have made commendable contributions to research. However, further increasing the number of publications in reputed journals can bolster the institution's academic standing and promote continuous engagement with emerging trends and developments in various fields.	Improvements in faculty publications have been prioritized. They are also provided with mentorship and guidance on publishing in high-impact journals. The institution actively tracks publication metrics and offers incentives for quality research published in reputed journals, ensuring alignment with the goal of enhancing academic standing.

  
Dr. Mukesh Chandra  
Coordinator-IQAC  
PIET, Jaipur



  
Prof (Dr.) Dinesh Goyal  
Principal & Director  
PIET, Jaipur



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## Minutes of 25<sup>th</sup> Meeting of IQAC

The 25<sup>th</sup> Meeting of IQAC was held on 28 August 2024 (Thursday) at 2.00 p.m. in the Sirohi Hall, Admin Block, Poomima Institute of Engineering and Technology, Jaipur

The meeting was presided by Dr. Dinesh Goyal, Director and IQAC chairman. The agenda was circulated in the meeting. The following members attended the meeting.

S. No.	Name	Designation
1	Dr. Dinesh Goyal, Director/Principal	Chairman
2	Mr. Jai Sharma	Management Representative
3	Dr. Gautam Singh, Professor & Registrar	Convener
4	Dr. Mukesh Chandra, Professor	Coordinator, IQAC
5	Dr. Shruti Thapar, Associate Professor	Co-Coordinator, IQAC
6	Dr. Sama Jain, Professor (HoD, Applied Science and Humanities)	Member
7	Dr. Priya Mathur Professor (President, IIC)	Member
8	Dr. Anil Kumar, Professor (HoD, Computer Science Engineering)	Member
9	Dr. Budesh Kanwar, Professor (HoD, AI & DS)	Member
10	Dr. Amit Shrivastava, Professor (HoD, Electrical Engineering)	Member
11	Dr. Payal Bansal, Professor (HoD, IoT & IDEA Lab)	Member
12	Mr. Ashok Kumar, Assistant Professor (Proctor)	Member
13	Mr. Rajendra Singh, Assistant Professor (ERP Coordinator)	Member
14	Dr. Sonia Kaur Bansal, Professor (NEP 2020 Coordinator)	Member
15	Ms. Himani Sharma CSE (III Year)	Student Representative
16	Mr. Lakshya Sharma CSE (II Year)	Student Representative
17	Mr. Ankit Kumawat, A3logics India Pvt. Ltd, Sitapura Jaipur	Alumni Representative
18	Mr. Yogesh Agarwal, Global Head, L&D, WIPRO, Jaipur	Industrialists/stakeholders
19	Mr. Anil Pilonia, Managing Director, Salesforce Consulting at Horizontal Digital, Jaipur, India	Expert from Academia
20	Prof. (Dr.) Kapil Sharma, Professor, Department of Mathematics South Asian University, New Delhi	Expert from Academia
21	Dr. Manoj Kumar, Professor, DTU New Delhi	Expert from Academia
22	Dr. Neelima Gupta, Professor, University of Rajasthan	Expert from Academia
23	Mr. Dinesh Sharma	Member, Office Staff

Note: Mr. Kapil Sharma, Mr. Ankit Kumawat, and Dr. Manoj Kumar could not attend the meeting.



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S. No.	Agenda	Outcome
1	To confirm MoM of 24 <sup>th</sup> IQAC meeting held on 27 <sup>th</sup> June, 2024 (Thursday) at Sirohi Hall in admin block of Poornima Institute of Engineering and Technology, Jaipur.	The minutes of IQAC meeting dated on 27 <sup>th</sup> June 2024 (Thursday) were confirmed.
2	To present the Action Taken Report (ATR) of 24 <sup>th</sup> IQAC Meeting dated 27 <sup>th</sup> June 2024	The convener of IQAC briefly discussed the action taken on the 24 <sup>th</sup> IQAC meeting held on 27 <sup>th</sup> June 2024.
3	To review the Action Taken Report on the analysis of feedback from stakeholders for odd and even semester of the academic year 2023-24.	The Internal Quality Assurance Cell (IQAC) reviewed and approved the Action Taken Report related to stakeholder feedback for the academic year 2023-24, and then provided recommendations to all Heads of Departments (HoDs).
4	To Present the annual report of institute for the academic year 2023-24.	The Internal Quality Assurance Cell (IQAC) expressed its satisfaction and approved the annual report for the academic year 2023-24.
5	To present report of Academic Administrative Audit (AAA) for the academic year 2023-24.	The members of the Internal Quality Assurance Cell (IQAC) expressed their satisfaction with the completion of the Academic Administrative Audit for the 2023-24 academic year and subsequently gave their approval.
6	To review the progress of internal financial audit for the financial year 2023-24.	The members of the Internal Quality Assurance Cell (IQAC) reviewed the progress achieved in the internal financial audit for the fiscal year 2023-24 and advised to expedite the same due to forthcoming NAAC Peer Team visit.
7	To review the innovative semester planning in line with DAB and PAC, ensuring alignment with the academic calendar by assessing objectives, strategies, resources, course delivery, and faculty alignment.	The Internal Quality Assurance Cell (IQAC) reviewed the semester planning process and provided various recommendations to the DAB and PAC to enhance the quality of academic and extracurricular activities.

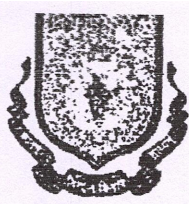


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8	To review the preparedness for the NAAC Peer Team's visit concerning the second cycle of accreditation.	The IQAC expressed satisfaction with the preparations for the NAAC Peer Team's visit for the second cycle of accreditation and provided several constructive suggestions to achieve the highest accreditation grade possible.
9	To consider proposal of 15 days faculty development program on "The NAAC Accreditation Framework within the Framework of the National Education Policy 2020".	The IQAC assessed a proposal for a 15-day faculty development program focused on "The NAAC Accreditation Framework in Relation to the National Education Policy 2020" and subsequently approved it.
10	To present the annual report of UHV and IKS in alignment with NEP-2020.	The Internal Quality Assurance Cell (IQAC) granted approval on the annual report on Universal Human Values (UHV) and Indian Knowledge Systems (IKS), emphasizing its consistency with the National Education Policy (NEP) 2020 for academic year 2023-24.
11	To consider activity calendar for the academic year 2024-25 of all departments.	The Internal Quality Assurance Cell (IQAC) reviewed and approved the activity calendar for the 2024-25 academic year for all departments.
12	To consider the proposal put forth by the Department of Internet of Things, Computer Science and Engineering, and Artificial Intelligence & Data Science for hosting the international conferences ICISRI-2024 and ICIMMI-2024.	The proposals for international conferences submitted by different departments were reviewed and approved by the members of the Internal Quality Assurance Cell (IQAC).
13	To update about the inspection of the RTU and BTER in relation to the introduction of two new programs: B.Tech in Electronics and Communication Engineering (ECE) and B.Tech in Electrical Engineering (EE).	The members of the IQAC expressed their satisfaction for the institute's decision to introduce two new programs: B.Tech in Electronics and Communication Engineering (ECE) and B.Tech in Electrical Engineering (EE).



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25<sup>th</sup> Meeting of IQAC (Dated - 28<sup>th</sup> August, 2024)

The meeting was presided by Dr. Dinesh Goyal, Director and IQAC chairman. The agenda was circulated in the meeting. The following members attended the meeting.

S. No.	Name	Designation	Signature
1	Dr. Dinesh Goyal, Director/Principal	Chairman	
2	Mr. Jai Sharma	Management Representative	
3	Dr. Gautam Singh, Professor & Registrar	Convener	
4	Dr. Mukesh Chandra, Professor	Coordinator, IQAC	
5	Dr. Shruti Thapar, Associate Professor	Co-Coordinator, IQAC	
6	Dr. Sama Jain, Professor (HoD, Applied Science and Humanities)	Member	
7	Dr. Priya Mathur Professor (President, IIC)	Member	
8	Dr. Anil Kumar, Professor (HoD, Computer Science Engineering)	Member	
9	Dr. Budesh Kanwar, Professor (HoD, AI & DS)	Member	
10	Dr. Amit Shrivastava, Professor (HoD, Electrical Engineering)	Member	
11	Dr. Payal Bansal, Professor (HoD, IoT & IDEA Lab)	Member	
12	Mr. Ashok Kumar, Assistant Professor (Proctor)	Member	
13	Mr. Rajendra Singh, Assistant Professor (ERP Coordinator)	Member	
14	Dr. Sonla Kaur Bansal, Professor (NEP 2020 Coordinator)	Member	
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