



# POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

## NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 23.11.2018 at 3:00PM in Conference Room, Admin Block, Poornima Institute of Engineering and Technology.

All the members are requested to kindly attend the meeting.

A handwritten signature in blue ink, appearing to read 'G. Singh', is written over a horizontal line.

**Convener (IQAC)**  
**(Dr. Gautam Singh)**

**Dated: 20.11.2018**

## AGENDA

**Agenda Item: 01:** Welcome to all the IQAC Members.

**Agenda Item: 02:** Briefing of Importance, Roles and functions

**Agenda Item: 03:** Vision and Road Map of IQAC for next semester

**Agenda Item: 04:** To empower the Departmental Quality Assessment Committee (DQAC) and increasing the effectiveness of IQAC by Academic & Administrative Audit

**Agenda Item: 05:** To achieve R& D grants and revenue generation through consultancy, training and testing services to the tune of different bodies. To discussed about the proposal for AICTE AQIS.

**Agenda Item: 06:** To submit the Execution plan of Even Semester of 2018-19 as per semester plan.

**Agenda Item: 07:** Any other item with the permission of Chair

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## Minutes of First Meeting of IQAC

The first Meeting of IQAC was held on 23 November, 2018 at 3.00 PM in the Conference Room PIET. The following members attended the meeting.

### Present:

| S.No. | Name   | Designation                  |
|-------|--|------------------------------|
| 01    | Dr. Dinesh Goyal, Director   | Chairperson                  |
| 02    | Mr. Pushendra Mudgal, Assistant Director (PF)                                  | Management Representative    |
| 03    | Dr. Gautam Singh, Professor & Registrar  | Convenor                     |
| 04    | Dr. Puneet Mathur, Sr. Administrative Officer                                  | Member                       |
| 05    | Dr. Mukesh Chandra, Sr. Administrative Officer                                 | Member                       |
| 06    | Dr. Pran Nath Dadhich, Professor (Civil Engineering)                           | Member                       |
| 07    | Dr. Sama Jain, Associate Professor (Chemistry)                                 | Member                       |
| 08    | Mr. Deepak Moud, Assistant Professor (Computer Engineering)                    | Member                       |
| 09    | Ms. Mamta Sakpal, Assistant Professor (Computer Engineering)                   | Member                       |
| 10    | Mr. Manish Singhal, Assistant Professor (Electronics & Comm. Engineering)      | Member                       |
| 11    | Mr. Kamal Kishor Choure, Assistant Professor (Electronics & Comm. Engineering) | Member                       |
| 12    | Mr. Manish Sharma, Assistant Professor (Electrical Engineering)                | Member                       |
| 13    | Mrs. Pooja Sharma, Assistant Professor (I year Department)                     | Member                       |
| 12    | Mr. Abhishek Sharma, Civil, III Year   | Student Representative       |
| 13    | Mr. Shubham Godika, Software Engineer, Metacube, Jaipur                        | Alumni Representative        |
| 14    | Mr. Akhilesh Natani, Director, Appcino Technologies Pvt. Ltd., Jaipur          | Industrialists/ stakeholders |
| 15    | Mr. Puneet Mittal, Co-Founder & CEO, Pratham Software, Jaipur                  | Industrialists/ stakeholders |
| 16    | Mr. Damodar Lal Sharma, P.A. to Director                                       | Member, Office Staff         |

**Note: Mr. Shubham Godika and Mr. Puneet Mittal could not attend the meeting.**



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| S.No. | Agenda   | Outcomes  |
|-------|--|---|
| 1.    | Welcome to all the IQAC Members  | The Chairperson of the IQAC initiated the session with a warm welcome of the members of IQAC.   |
| 2.    | Stating of the Importance, Roles and functions to members of IQAC.   | IQAC Members were made aware of their responsibilities and functioning of IQAC for the smooth process of beginning the IQAC at the institute.   |
| 3.    | Vision and Road Map of IQAC for the upcoming semester.   | The members got the clear understating of the visions for improvement of quality in institute which led to discuss the action plan for next sem.  |
| 4.    | To empower the Departmental Quality Assessment Committee (DQAC) and increasing the effectiveness of IQAC by Academic & Administrative Audit  | It initiated the establishment of the DQAC for the assurance of quality improvement in academics and Administration.  |
| 5.    | To achieve R& D grants and revenue generation through consultancy, training and testing services to the tune of different bodies. To discuss about the proposal for AICTE (TEQIP). | The process of getting the finance took place through the collective efforts for funds and grants so that the development of R & D may be practically implemented for the confirmation of the targets in achievement. |
| 6.    | To submit the Execution plan of Even Semester of 2018-19 as per semester plan  | It facilitated the members to know the drawbacks and their removal with the help of improvisation at the end of semester.   |

**The meeting ended with vote of thanks to the chair**

**Convener (IQAC)**  
**(Dr. Gautam Singh)**

**Chairman (IQAC)**  
**(Dr. Dinesh Goyal)**