



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 15.12.2018 at 3:00PM at Conference Room, Admin Block, Poornima Institute of Engineering and Technology.

All the members are requested to attend the meeting.

Convener (IQAC)
(Dr. Gautam Singh)

Dated: 10.12.2018

AGENDA

Agenda Item: 01: Approval of the minutes of previous meeting held on 23rd November, 2018.

(Soft copy of last minutes is available with the coordinator (Annexure-I)

Agenda Item: 02: To present the Action Taken Report (ATR) of IQAC Meeting dated 23rd November, 2018.

Agenda Item: 03: Reconstruction of various clubs under the supervision of the Club Coordinator Dr. Pooja Gupta.

Agenda Item: 04: Examination Assessment and Technical Skill Oriented Training for the interested students under the supervision of Poornima Mission Training and Placement Office (PMTPO).

Agenda Item: 05: To decide the mode of ensuring the credibility of teaching, learning, evaluation of examination procedures through regular internal academic, administrative and physical audits on annual basis.

Agenda Item: 06: The team suggested with the permission of the Chair to organize alumni meet on 26th January, 2019.

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



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Minutes of Second Meeting of IQAC

The Second Meeting of IQAC was held on 15 December, 2018 at 3.00 PM at 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. Akhilesh Natani and Mr. Puneet Mittal could not attend the meeting.



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S.No.	Agenda	Outcomes
1.	To Approve the minutes of previous meeting held on 23 November, 2018.	The members confirmed and approved the minutes of previous IQAC meeting dated 23 November
2.	To present the Action Taken Report (ATR) of IQAC Meeting dated 23 rd November, 2018.	The members discussed took place related to the actions taken on the points finalized in the meeting held on 23 rd November, 2018.
3.	To form the students' Council and to assign the Coordinator for the same.	IQAC members expressed their satisfaction on the formation of the Council.
4.	Examination Assessment and Technical Skill Oriented Training for the interested students under the supervision of Poornima Mission Training and Placement Office (PMTPO).	IQAC members expressed their satisfaction on improvement taken for value addition and career oriented activities through various activities.
5.	To decide the mode of ensuring the credibility of teaching, learning, evaluation of examination procedures through regular internal academic, administrative and physical audits on annual basis.	Members agreed proposal of annual audits to improve teaching learning process and internal assessment process in various aspects.
6.	The team suggested with the permission of the Chair to organize alumni meet on 26 th January, 2019.	Recommendations and suggestions were accepted by IQAC members for alumni meet-2018-19.



Action Taken Report with respect to IQAC meeting dated 23.11.2018

S.No.	Resolution	Action Taken
1.	<p>The Chairperson of the IQAC welcomed all the members of IQAC and appreciated their contribution towards the institution & their valuable time given to the institute. He initiated the meeting with his opening remarks.</p>	<p>Circulation of new portfolio of work among the members.</p>
2.	<p>The Convener of IQAC, Dr. Gautam Singh summarized the role, importance, and functions of IQAC to the members. The gist of his presentations: “IQAC in any institution is a significant administrative body responsible for all quality matters. The prime responsibility of IQAC-</p> <ul style="list-style-type: none">(i) To initiate, plan and supervise various activities which are necessary to increase the quality of the education imparted in institution.(ii) To develop a culture of excellence and ethics which can enhance the functioning of the work.(iii) To make documentation a habit for the proper record keeping.(iv) To set the benchmarks in terms of academics through training managing the time with removal of efficiency.(v) To meet the targets coping up with the updated technology.(vi) To interact with the members on regular basis	<p>Recorded some suggestions are recommended for implementations.</p>



	<p>to develop the protocol for the improvement of academic standard along with the progress of students and the faculty members.</p> <p>(vii) To discuss the upcoming challenges in the upcoming meeting.</p> <p>It is assumed that the IQAC established in the college/institution plays a prominent role in maintaining quality standards in teaching, learning and evaluation. It is also taken into consideration that without IQAC, it becomes extremely difficult to manage the quality system of teaching, learning and evaluation in a college/institution.</p>	
<p>3.</p>	<p>In pursuance of IQAC, action plan for performance evaluation, assessment and accreditation and quality improvement in Institute.</p> <p>(i) The IQAC resolved to proceed for NAAC Accreditation process of the Institution in the month of February.</p> <p>(ii) The IQAC also resolved to proceed for NBA Accreditation process of B.Tech. Civil Engineering Program.</p> <p>(iii) The institution, under the guidance of IQAC members, had proposed to organize HACKATHON 1.0, to encourage participation</p>	<p>Discussion and initiatives taken on the process of accreditation of both NAAC and NBA, conduction of innovative, interactive, research activities with proper coordination.</p>



of students at national level.

- (iv) As per the precedence of the Institution, it was resolved to organize Alumni Meet on 26thJan2019, and invite good number of Alumni under the leadership of PAA (Poornima Alumni Association).
- (v) It was also taken into notice to apply for the grant to be given to at least 10 projects under AQIS Scheme of AICTE and the monitoring task of the same was assigned to Dr. Gautam Singh.
- (vi) As per the earlier practice of the Institution, it was also proposed to organize the four International Conferences under the banner of Convergence 2019, with Scopus publications of quality papers. Dr. Puneet Mathur was assigned the responsibility of coordinating the event.
- (vii) The committee also resolved to organize an International Conference on Artificial Intelligence, in association with Springer in June 2019 under the coordination of Dr. Dinesh Goyal,
- (viii) The committee put a proposal for organizing Elsevier SSRN Conference on 4-5 Oct 2019,



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	<p>under the flagship of Department of CSE.</p> <p>(ix) It was resolved by the committee to conduct all the activities of different MoU of institutions like FACE, IBM, Reliance Jio, Youth India, Redhat Academy, MuNetc.</p> <p>In order to provide cutting edge knowledge to the students of the Institution, The IQAC authorized Dr. Puneet Mathur to expedite the process of working on associating Technology partners like Oracle for the enrichment of students' knowledge.</p>	
4.	<p>The Existing Departmental committee has been assigned for quality improvement following the previous norms but their nomenclature will be taken under DQAC i.e. Departmental Quality Assessment Committee.</p>	<p>Recorded any other action was not expected.</p>
5.	<p>In all, 15 projects have been submitted to IQAC by all the departments and out of which 8 have been selected by IQAC for government funding.</p>	<p>Recorded any other action was not expected.</p>
6.	<p>It was taken into notice to send the semester plan to the undersigned members by November 30, 2018.</p>	<p>Recorded any other action was not expected.</p>

The meeting ended with vote of thanks to the chair

Convener (IQAC)

(Dr. Gautam Singh)

Chairman (IQAC)

(Dr. Dinesh Goyal)