



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 17.01.2019 at 3:00PM in Conference Room, Admin Block, Poornima Institute of Engineering and Technology.

All the members are requested to kindly attend the meeting.

Convener (IQAC)
(Dr. Gautam Singh)

Dated: 14.01.2019

AGENDA

Agenda Item: 01: To confirm MoM of 2nd IQAC meeting held on 15December, 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 15December, 2018.

Agenda Item: 03: A discussion on reports of Academic Audit

Agenda Item: 04: Different time slots were to allot the time slots to all the Departments for power point presentations on Semester Closing Report, strengths, achievements, best practices and future plans, and schedule to be given in ANNEXURE.

Agenda Item: 05: Implementation of ERP is mandatory for all teaching and non-teaching staff.

Agenda Item: 06: To consider and approve the proposal of workshop/seminars/conference on quality related themes and promotion of academic quality related activities of the institution during academic year 2018-19.

Agenda Item: 07: To decide the mode of ensuring the credibility of teaching, learning, evaluation examination process through regular academic, administrative and physical audits on annual basis.

Agenda Item: 08: To Consider the proposal of annual fest 'AAROHAN' (a Technical and cultural annual fest)

Agenda Item: 09: Any other item with the permission of the chair



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Minutes of Third Meeting of IQAC

The Third Meeting of IQAC was held on 17 January, 2019 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. PushendraMudgal, Assistant Director (PF)	Management Representative
03	Dr.Gautam Singh, Professor & Registrar	Convenor
04	Dr.PuneetMathur, Sr. Administrative Officer	Member
05	Dr.Mukesh Chandra, Sr. Administrative Officer	Member
06	Dr.PranNathDadhich, Professor (Civil Engineering)	Member
07	Dr.Sama Jain, Associate Professor (Chemistry)	Member
08	Mr. Deepak Moud, Assistant Professor (Computer Engineering)	Member
09	Ms. MamtaSakpal, Assistant Professor(Computer Engineering)	Member
10	Mr. Manish Singhal, Assistant Professor (Electronics & Comm. Engineering)	Member
11	Mr. Kamal KishorChoure, 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. ShubhamGodika, Software Engineer, Metacube, Jaipur	Alumni Representative
14	Mr. AkhileshNatani, Director, Appcino Technologies Pvt. Ltd., Jaipur	Industrialists/ stakeholders
15	Mr. Puneet Mittal, Co-Founder & CEO, Pratham Software, Jaipur	Industrialists/ stakeholders
16	Mr. DamodarLal Sharma, P.A. to Director	Member, Office Staff

Note: Mr. Kamal KishorChoure, and Mr. Abhishek Sharma could not attend the meeting.



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S.No.	Agenda	Outcomes
1.	To confirm MoM of 2 nd IQAC meeting held on 15 December, 2018	Resolved to recommend that minutes of IQAC meeting dated 15 December, 2018 are confirmed.
2.	To present the Action Taken Report (ATR) of IQAC Meeting dated 15 December, 2018.	The convener briefly discussed the action taken on the meeting held on 15 December, 2018 and gave suggestions for the same.
3.	A discussion on reports of Academic Audit & Administrative at department level.	IQAC members expressed their satisfaction on reports on academic audits and initiate the process.
4.	Different time slots were to allot the time slots to all the Departments for power point presentations on Semester Closing Report, strengths, achievements, best practices and future plans, and schedule to be given in ANNEXURE 1.	IQAC members took a notice of it and expressed their satisfaction on this initiative which had already been taken for improvement in semester closing report, achievements, best practices and future plans.
5.	Implementation of ERP is mandatory for all teaching and non-teaching staff.	Members reviewed the functioning of ERP implementation at PIET and declared to make it a mandatory process.
6.	To consider and approve the proposal of workshop/seminars/conference on quality related themes and promotion of academic quality related activities of the institution during academic year 2018-19.	Recommendations and suggestions were accepted by IQAC members for workshop/seminars/conferences. This helped in the approval of the activities related to research and learning.
7.	To decide the mode of ensuring the credibility of teaching, learning, evaluation examination process through regular academic, administrative and physical audits on annual basis.	IQAC members expressed their satisfaction on reports on audits and recommend to implement the same throughout the career.
8.	To Consider the proposal of annual fest 'AAROHAN' (a Technical and cultural annual fest)	IQAC members expressed their satisfaction on annual fest and gave approval with the clear directions for the smooth conduction of the tech. cum sports fest.



Action Taken Report with respect to IQAC meeting dated 15.12.2018

S.No.	Resolution	Action Taken
1.	The convener circulated MoM of first meeting to all the members for their comments. As there were no comments, the chairman, IQAC approved the minutes.	Recorded any other action was not expected.
2.	The convener briefly discussed the action taken on the meeting held on 23 rd November, 2018. There was a useful discussion and important suggestions were given on various points.	Recorded some suggestions are recommended for implementations.
3.	<p>IQAC has conducted few meetings with Chair of Student's Council in the presence of Director and coordinator of Student's Council and finalized a set of guidelines for any event/program to be conducted under the banner of some organization associated with Student's Council. All events will be conducted as per the specific guidelines given about the nature of the program which includes:</p> <ul style="list-style-type: none">➤ Each and every program must have prior approval of the Director and the Convener IQAC.➤ Minimum disturbance to the Academics should be ensured before conduction of every program.➤ The programs, which will be organized, should have well - planned schedule along with verification and approval of the queue sheet and other preparations.➤ It is required to submit the Feedback Mechanism Activity file to the Finance Department for the final settlement of Expenditure and Budget immediately after the program. IQAC has developed the following formats for Club Coordinator:<ol style="list-style-type: none">1. Content list of Activity File2. Requisition Form	Recorded it has been that due process has been initiated.
4.	IQAC decided to plan few meetings with all committees including Training & Placement Department and made them aware of the suggestions of IQAC members. The	It has been observed that all committees have started working on suggestions given



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	<p>following value added programs were executed in the institution.</p> <ul style="list-style-type: none">➤ Campus Selection Training was arranged during III and II Year for all students of all the branches. This 40 hours' training was mainly based on Soft Skills to improve the personality of the students.➤ Students were counseled to appear for assessment tests being conducted by FACE and almost 90% students appeared for the same.➤ Special value added and technology oriented courses like IBM Training, Solar training and special labs were conducted in Second Semester. So that the academic of the students can be improved and encouraged in a right direction. <p>The IQAC authorized to expedite the process of working on associating Technology partners like IBM and FACE for students' knowledge enrichment and enhancement of their understanding level.</p>	<p>by IQAC members and declared that no further action is needed.</p>
<p>5.</p>	<p>The Committees which were constituted in first meeting were given this responsibility in their respective domains. It was also taken into notice that physical audit should be carried out independently and following guidelines were discussed on the basis of which the academic audit would be conducted:-</p> <ul style="list-style-type: none">➤ Meeting Records;➤ Mentorship Week Data;➤ FDP/Seminars/Lectures organized, convened and attended;➤ Teaching innovative methods;➤ Resources added during the current academic year;➤ Technical Publications;➤ Teachers' contribution in Committees/Cells/Societies	<p>Organized the audits and maintained all the records to be put as evidence and expressed not to take any further actions.</p>



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6.	Overall responsibility has been handed over to Dr. Priya Mathur, Associate Professor - Mathematics for the smooth functioning of alumni meet and suggested to submit the queue sheet as well as status of alumni who participated in alumni meet.	Recorded any other action was not expected.
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The meeting ended with vote of thanks to the chair

Convener (IQAC)

(Dr. Gautam Singh)

Chairman (IQAC)

(Dr. Dinesh Goyal)