



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 25May, 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: 20.05.2019

AGENDA

Agenda Item: 01: To confirm MoM of 3rd IQAC meeting held on 17 January, 2019

(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 17 January, 2019.

Agenda Item: 03: Semester Commencement Planning.

Agenda Item: 04: To consider new faculty recruitment for new semester

Agenda Item: 05: 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 2019-20.

Agenda Item: 06: To consider Preparedness for NBA Accreditation of Civil engineering department

Agenda Item: 07: To Consider NAAC Peer visit planning

Agenda Item: 08: To Consider Internal assessment report.

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



Minutes of Fourth Meeting of IQAC

The Forth Meeting of IQAC was held on 25May, 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. Pushpendra 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 Ms. Mamta Sakpal could not attend the meeting.



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

S.No.	Agenda	Outcomes
1.	To confirm MoM of 3 rd IQAC meeting held on 17 January, 2019	Recommend that minutes of IQAC meeting dated 17 January, 2019 are confirmed.
2.	To present the Action Taken Report (ATR) of IQAC Meeting dated 17 January, 2019.	The convener briefly discussed the action taken on the meeting held on 17 January, 2019
3.	Semester Commencement Planning.	IQAC members expressed their satisfaction on odd semester (2019-20) commencement planning and directed for its clear implementation with maintenance of data.
4.	To consider new faculty recruitment for new semester.	IQAC members expressed their satisfaction on this initiative new faculty recruitment for new semester.
5.	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 2019-20.	Recommendations and suggestions were accepted by IQAC members for workshop/seminars/conferences academic year (2019-20) and give directions on the feedbacks received.
6.	To consider Preparedness for NBA Accreditation of Civil engineering department	IQAC members expressed their satisfaction on progress of preparedness for NBA of Civil Engineering Department. They suggested for organizing it with preparation of documents and related needs.
7.	To Consider NAAC Peer visit planning.	IQAC members reviewed the progress report of planning.
8.	To Consider Internal assessment report.	IQAC members expressed their satisfaction on Internal assessment report and gave approval.



Action Taken Report with respect to IQAC meeting dated 17 January, 2019

S.No.	Resolution	Action Taken
1.	The Convener of IQAC circulated MoM of 3 rd meeting to all the members for their comments. As there no comments, it was declared by the chairman, IQAC the minutes are confirmed and approved	Recorded any other action was not expected.
2.	The convener briefly discussed the action taken on the meeting held on 17 January, 2019. There was useful discussion and important suggestions were given on various points.	Recorded some suggestions are recommended for implementations.
3.	Different time slots were allotted to all the Departments wherein they were expected to make a power-point presentation of their department's Semester Commencement planning. Schedule be given in ANNEXURE1. All the department heads will present PPT and discussed about the semester planning as well as extra co-curricular activities, goal of department and campus placement.	Recorded any other action was not expected.
4.	All department head disused faculty requirement and institute selection committee has been instructed to take necessary action for institute recruitment.	Recorded any other action was not expected.
5.	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 year2019-20.	Recorded any other action was not expected.
6.	IQAC suggested that HoD of civil engineering department should start process for NBA accreditation.	The initiative for NBA was confirmed through the feedbacks and suggestions taken from members. Any other action was not expected.
7.	Poornima Institute of Engineering and technology almost	Recorded any other action was



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

	prepared for NAAC Peer Visit at institute.	not expected.
8.	The report on internal assessment discussed, in which result of mid-term theory and practical examinations, academic activities during classes and DECA marks summarized by respective department HoDs.	Recorded any other action was not expected.

The meeting ended with vote of thanks

Convener (IQAC)

(Dr. Gautam Singh)

Chairman (IQAC)

(Dr. Dinesh Goyal)