



# POORNIMA

## INSTITUTE OF ENGINEERING & TECHNOLOGY

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

### NOTICE

A meeting of Internal Quality Assurance Cell (IQAC) will be held on 23 September, 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: 20.09.2019**

### AGENDA

**Agenda Item: 01:** To confirm MoM of 4<sup>th</sup> IQAC, a meeting held on 25 May, 2019 in Conference Hall, PIET.

(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 25 May, 2019

**Agenda Item: 03:** To Consider Financial statements of Poornima Institute of Engineering and Technology for financial year 2018-2019.

**Agenda Item: 03:** To consider a review of Course coverage.

**Agenda Item: 04:** To consider reports of I midterm examinations of III, V and VII Semester 2019-20

**Agenda Item: 05:** To consider report on programs conducted on Teacher's Day (5 Sept., 2019)

**Agenda Item: 06:** To consider report on programs conducted on Engineer's Day (15 Sept., 2019)

**Agenda Item: 06:** To consider intensifying Research Activities at institute.

**Agenda Item: 07:** To consider report annual report of institute year (2018-19).

**Agenda Item: 08:** Review of NBA work of Civil Engineering Department.

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

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### Minutes of Fifth Meeting of IQAC

The Fifth Meeting of IQAC was held on 23 September, 2019 at 3.00 PM at Conference Room PIET.

The meeting was presided by Dr. Dinesh Goyal, Director and IQAC chairman. The following agenda was circulated in the meeting. 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	Dr. Pooja Gupta, Associate Professor (Civil Engineering)	Member
12	Ms. Priynaka Sharma, Assistant Professor (Electronics & Comm. Engineering)	Member
13	Mrs. Pooja Sharma, Assistant Professor (I Year Department)	Member
12	Mr. Akshansh Sharma, CS, 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: Mrs. Pooja Sharma and Mr. Shubham Godika, could not attend the meeting.**



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S.No.	Agenda	Outcomes
1.	To confirm MoM of 5 <sup>th</sup> IQAC, a meeting held on 25 May, 2019 in Conference Hall, PIET.	Resolved to recommend that minutes of IQAC meeting dated 25 May, 2019 are confirmed.
2.	To present the Action Taken Report (ATR) of IQAC Meeting dated 25 May, 2019	The convener briefly discussed the action taken on the meeting held on 25 May, 2019
3.	To Consider Financial statements of Poornima Institute of Engineering and Technology for financial year 2018-2019.	IQAC members expressed their satisfaction on Financial statements of Poornima Institute of Engineering and Technology for financial year 2018-2019 to facilitate the availability of finance for the academic activities.
4.	To consider a review of Course coverage.	IQAC members expressed their satisfaction on course coverage of odd semester (2019-20) and it improved the quality of teaching and learning.
5.	To consider reports of I midterm examinations of III, V and VII Semester 2019-20.	IQAC members expressed their satisfaction on the conduction of I Mid-Term examination of III, V, and VII Semester-2019-20 and reviewed its functioning from every aspect.
6.	To present the report on Teacher's Day (5 Sept., 2019) and the felicitation of faculty members was conducted on this day	Members expressed their satisfaction on the report presented before the members of the program Teacher's Day (5 Sept., 2019)
7.	To consider the report of Engineer's Day (15 Sept., 2019)	Members expressed their satisfaction on its conduction.
8.	To consider proposals of intensifying Research Activities at institute.	A well-made plan was presented and initiations on the same were directed.
9.	To consider report annual report of institute year (2018-19).	IQAC members expressed their satisfaction on the making of annual report of institute year 2018-19. A review and feedback on the report were taken.
10.	Review of NBA work of Civil Engineering Department.	IQAC members looked into the progress of preparedness for NBA of Civil Engineering Department and gave suggestions.



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<b>11.</b>	To present the Action Taken Report (ATR) of IQAC Meeting dated 25May, 2019	It resulted into the smooth conductions from time to time with achieving of targets.
<b>12.</b>	To consider proposal of social activities, Old Age Home visit and slum area visit.	Made the students aware of social conditions and their contribution in the required fields.



## Action Taken Report with respect to IQAC meeting dated 25May, 2019

S.No.	Resolution	Action Taken
1.	The Convener of IQAC circulated MoM of 4 <sup>th</sup> 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 25 May, 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 ANNEXURE. All the department heads will presentPPT 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 thatHoD of civil engineering department should start process for NBA accreditation.	NBA accreditation process was started as per the guidelines and department was given clear instructions for the same.
7.	Poornima Institute of Engineering and technology almost prepared for NAAC Peer Visit at institute.	Some suggestions were accepted. Recorded any other action was not expected.
8.	The report on internal assessment discussed, in which	Suggestions and



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	result of mid-term theory and practical examinations, academic activities during classes and DECA marks summarized by respective department HoDs.	recommendations were approved by the members and submission of marks was channelized.
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**The meeting ended with vote of thanks.**

**Convener (IQAC)**

**(Dr. Gautam Singh)**

**Chairman (IQAC)**

**(Dr. Dinesh Goyal)**