



POORNIMA

INSTITUTE OF ENGINEERING & TECHNOLOGY

Action Taken Report with respect to Second 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.	<p>IQAC decided to plan few meetings with all committees including Training & Placement Department and made them aware of the suggestions of IQAC members. The 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%	It has been observed that all committees have started working on suggestions given by IQAC members and declared that no further action is needed.



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	<p>students appeared for the same.</p> <ul style="list-style-type: none">➤ 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.➤ 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.	
5.	<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>
6.	<p>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.</p>	<p>Recorded any other action wasnot expected.</p>

The meeting ended with vote of thanks to the chair

Convener (IQAC)

(Dr. Gautam Singh)

Chairman (IQAC)

(Dr. Dinesh Goyal)