



# 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 2<sup>nd</sup> IQAC meeting held on 15 December, 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 15 December, 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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