



# POORNIMA

## INSTITUTE OF ENGINEERING & TECHNOLOGY

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

### NOTICE

The 21<sup>st</sup> meeting of Internal Quality Assurance Cell (IQAC) will be held on 30 September, 2023 (Saturday) at 2:00 p.m. in the Sirohi Hall, Admin Block, Poornima Institute of Engineering and Technology.

All the members are requested to attend the meeting.

Convener (IQAC)  
(Dr. Gautam Singh)

Dated: 25.09.2023

### AGENDA

- Agenda Item: 01:** To confirm MoM of 20<sup>th</sup> IQAC, a meeting held on 16 May, 2023 (Friday) at 2:00 pm onwards in the Sirohi hall, admin block, Poornima Institute of Engineering and Technology, Jaipur.
- Agenda Item: 02:** To present the Action Taken Report (ATR) of IQAC Meeting dated 16 May, 2023 (Friday)
- Agenda Item: 03:** To present Audited statements of Poornima Institute of Engineering and Technology for financial year 2022-2023
- Agenda Item: 04:** Review of faculty course files and subject preparedness as per Outcome Based Education (OBE) for odd semester 2023-24.
- Agenda Item: 05:** To review innovative methods and preparation for semester planning in academic, course and extracurricular activities with PAC.
- Agenda Item: 06:** To present report on FDP for faculty members organized by IQAC.
- Agenda Item: 07:** To present report on the faculty and staff members' felicitation program, held on Teacher's Day (5th September 2023).
- Agenda Item: 08:** To present a detailed report on the Student Orientation Programme (पहला कदम 2K23) for newly enrolled students.
- Agenda Item: 09:** To consider report of Feedback Analysis Report of 2022-23
- Agenda Item: 10:** To assess the proposal for enhancing the infrastructure and academic resources.
- Agenda Item: 11:** To present placement reports of final year students of academic year 2022-23
- Agenda Item: 12:** To consider proposal of conferences/workshop/seminar for academic year -2023-24
- Agenda Item: 13:** To review and analyse the feedback from stakeholders for quality academic processes in session 2023-24
- Agenda Item: 14:** To review preparation for AQAR 2022-23 and 2<sup>nd</sup> Cycle of NAAC accreditation
- Agenda Item: 15:** To review Academic and Administrative Audit for 2022-23
- Agenda Item: 16:** Any other item with the permission of the chair

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