



# POORNIMA

## INSTITUTE OF ENGINEERING & TECHNOLOGY

### **Minutes of the Tenth meeting of Governing Council of Poornima Institute of Engineering & Technology held at Sirohi Conference Hall, PIET Campus, Sitapura, Jaipur on Tuesday, September 23, 2014**

The Tenth meeting of the Governing Council (GC) of Poornima Institute of Engineering & Technology was held on Thursday, September 23, 2014 at 03.00 PM in the Sirohi Conference Room of PJF Headquarters, ISI-2, RIICO Institutional Area, Sitapura, Jaipur.

#### **The following officials of Governing Council were present:**

Dr. S.M. Seth	Chairman, GC
Prof. P. R. Sindhi	Member, Academic Representative from the Region
Shri. Sanjeev Agarwal	Representative from Rajasthan Technical University
Shri Ashok Agarwal	Nominee of Principal Secretary, Technical Education of Rajasthan
Shri Shashikant Singhi	Representative from Shanti Education Society
Shri M.K.M. Shah	Representative from Shanti Education Society
Smt. Renu Singhi	Representative from Shanti Education Society
Dr. Rakesh Duggal	Representative from Shanti Education Society (Academic)
Dr. Manoj Gupta	Member, Faculty Representative
Dr. Gautam Singh	Member, Faculty Representative
Dr. R. P. Rajoria	Special Invitee
Dr. O.P. Sharma	Special Invitee
Dr. Ajay Kumar Bansal	Member Secretary, GC

Regional Officer (NWRO) AICTE, Member; Shri Hari Singh Shekhawat, SES Representative; Shri Manish Sharma Member, Industry representative from the Region, Shri Rajesh Singhi, SES Representative, Shri Puneet Mathur, Member, Faculty Representative and Shri Rahul Singhi, Special Invitee could not attend the meeting owing to unavoidable reasons/circumstances.

#### **The following other invitees were also present:**

Mr. Simranjeet Singh, Faculty, PIET

#### **Item 10.1 Welcome by Member Secretary and Introduction of Members**

At the outset, Dr. Ajay Kumar Bansal, Member Secretary, GC welcomed the Chairman, members of the Governing Council and special invitees. On request of Member Secretary, self introduction was given by all present.

#### **Item 10.2 Address by Chairman**

Dr. S.M. Seth, Chairman, GC welcomed the GC members. In his brief address he praised the joint efforts made by everyone to bring PIET to a high level of performance and success. He hoped that the directions /suggestions provided by the Governing Council in the present meeting and in the coming years will further enhance the achievements of the institution. He expressed satisfaction on the steps being taken for further strengthening of various programs.

He also discussed the lack of interest in Engineering Education in the present year and hoped that the directions provided and actions initiated by new government will increase the rate employability of engineering graduates in the coming years.

After the Chairman's address, the agenda items were taken up for discussion.

**Item 10.3 To confirm the minutes of 9th G.C. meeting held on 26/09/13**

The minutes of 9<sup>th</sup> meeting of GC held on, September 26, 2013 were circulated on September 26, 2013 to all the members. There were no comments on minutes. The minutes were confirmed

**Item 10.4 To report follow up actions on suggestions of the 9<sup>th</sup> Meeting.**

The Member Secretary briefly informed about the actions taken on the suggestions of 9<sup>th</sup> Meeting of Governing Council. There was useful discussion and important suggestions were given on various points as follows:

**Special Lectures by Experts**

Members Secretary informed that an event register and detailed report of each SPL is being prepared by the two student coordinators and one faculty of the department and record is being maintained. He added that number of lectures conducted is being reported fortnightly at PGC level review meeting and a complete set of SPL report is kept in the college library.

Shri Ashok Agarwal suggested that a proper feedback mechanism should be made for the special lectures that whether the lecture organized was satisfactory or not. He added that the questions or problems solved/discussed in the special lecture must be revised again in the class by the respective faculties in order to check the status of the students. He also suggested that the experienced senior faculties of the college should teach the first year and second year students. He further added that the more emphasis during the beginning of the semester should be on the basics of the subject so that the students gets a fine recap of what all they have studied during their senior secondary examinations.

Mr. Sanjeev Agarwal appreciated the special lectures conducted by PIET for session 2013-14. He suggested that the special lectures of various hard subjects should be downloaded and must be seen by the faculty members and they should also motivate the students to do so. He suggested an online discussion forum (Piazza.com) where the students can register themselves and can discuss their problems related to academics with the senior faculty members of various reputed universities. He suggested that the online lectures of Prof. Anant Agarwal should be downloaded and must be used as a part of teaching module by the faculty members.

Prof. P.R. Sindhi added that the importance of non syllabus special lectures should be explained and publicized among the students. The students must be made aware about the relevance of special lecture topics with their engineering branch and career.

Dr. Rakesh Duggal suggested that the pre syllabus defined classes must be carried out for the first year students to make their basics strong.

The Chairman suggested that reports of all SPL should be in standard prescribed format. The questions arising during the special lecture or otherwise should also be included and discussed in the concerned class by faculty member to get proper feedback.

**Clubs**

Members Secretary informed that apart from various regular programs for increasing employability of the students, three clubs have been formed which are categorized as academic, co-curricular, and extra-curricular. He added that an English & Communication Club has been formed for the first year students and is handled by the faculties of English department. He added that the P-Proskep Cell is trying its level best to improve the communication skills of the students.

He also informed that we have signed MOU with Hitesh Lahoti and Associates to conduct training of students on Staddpro and we have organized orientation program of National Entrepreneurship Network to create awareness about Entrepreneurship among the students.

Shri Sanjeev Agarwal suggested that for the improvement of communication skills the students must perform plays which should be in both Hindi and English. He further added that such plays must be performed out on the stage so that the stage fear of the students would also decrease and they would gain confidence.

Shri Ashok Agarwal suggested that in order to remove the stage fear of the students the same process can be applicable in academics as well especially in the tutorial classes where the students should be called upon to solve the problem/numerical on board and the hints could be provided by the faculty member. He added that this technique will also enhance the confidence of the students. He further added that GATE oriented lectures should also be carried out in the initial level from second year so that the student can decide their alternatives for further studies and growth.

Member Secretary added that for regular curriculum academic classes are organized for weak students and a booklet is prepared by each department for every subject which contains the important topics with hints and references. The important topics are selected keeping in view university examinations.

### **Conferences**

Member Secretary informed that PIET has organized a national and international conference last year and the recommendations were brought in the GC meeting. He added that PIET is in process of organizing one international conference during 2015.

He added that we have conducted a Misson10X workshop for our Faculty members to introduce them to modern day teaching methodologies in association with Wipro.

**With these discussions/suggestions, GC noted the actions taken.**

### **Item 10.5 To report important activities of Even Semester 2013-14**

Member Secretary, GC briefly informed about important activities of session 2013-14 with a PPT presentation covering following items:

- **Organizational structure and infrastructure**
- **Faculty and Staff-** Strength, Recruitments, Incentive programs, Training Programs etc.
- **Students-** Strength, Attendance & Debarring, University Results, Placements.
- **General-** ISTE Chapter, Events held and other achievements, new initiatives, Project Exhibition, "Prayogam 2013, club activities.

Shri Ashok Agarwal suggested that the attendance for labs should be above 95%. He added that the students missing the lab classes due to unavoidable reasons should be given extra time to complete all experiments. He added that the preparation for the placements should be started one semester before the companies visits the campus for placement.

Chairman suggested that a complete record should be made of the students with respect to the important areas where the student is lacking in placement part i.e the students below 60% in X, XII and B.Tech Program, aptitude, Gd, technical etc

Members appreciated the status & progress achieved.

**GC noted the report.**

### **Item 10.6 To consider important activities of Session 2014-15**

Member Secretary informed about important activities of session 2014-15 with a PPT presentation covering students strength and intake of session 2014-15, faculty strength for session 2014-15 & new recruitments, promotion/increment and retention of faculty members, pre-placement and placement activities, quality improvement initiative program, conferences and seminar organization, promotion of R&D and consultancy activity, industry institute interaction and opportunities for summer training, NBA accreditation, entrepreneurship development cell and Wipro mission 10X learning center.

During his presentation, Member Secretary informed that a number of companies came for placement drive for the third passed out batch and approx. 70% students have been placed. To increase the interaction with industries and training centers, MOU's have been signed with IBM, Infosys and Wipro etc.

## **Item 10.7 Outcome Based Education**

### **10.7.1 Institute Vision/Mission**

Member Secretary told that to be effective, an Institute must have a purpose that is important and shared by staff within the organization and clients and other stakeholders external to the organization. The purpose defines the day-to-day tasks of the organization as well as the resources needed to perform the tasks.

Dr. S. M. Seth told that Vision/Mission of an organization is not only a statement but it is a future-oriented declaration for that organization and appreciate the motive for the Vision/Mission.

### **10.7.2 Department Committee (PAAC & QIC)**

Member secretary told that Program Accreditation Assessment Committee (PAAC) & Quality Improvement Committee (QIC), are working to map PEO's & PO's along with the targets.

Shri P.R. Sindhi asked for the sample.

Member secretary showed the same.

### **10.7.3 Department Vision/Mission, PEO, PO**

Member secretary briefed about the process to achieve the target.

Shri Sanjeev Agarwal suggested that there is the need to start some new mission programs along with the curriculum.

### **10.7.4 Attainment Educational Process**

Member secretary showed the details and asked for accreditation process.

Shri Ashok Agarwal suggests that there is the need to work for accreditation and find the requirements.

*Members appreciated the growth & achievements.*

## **Item 10.8 Finance**

### **Item 10.8.1 Delegation & Financial Power for the financial year 2013-14.**

As per the rules there is the fixed monetary limit for each head of department that is 30,000 for the department level work.

### **Item 10.8.2- To consider the report on the expenditure for the financial year 2013-14**

Sh. M. K. M. Shah explained the expenses report for the session 2013-14 amounting to unaudited figure of Rs. 969.45 lakhs out of revised figure of total receipts of Rs. 1001.55 lakhs for the session 2013-14. He also presented income heads and expenses heads which are as follows: fees (Tuition fees, Development fees) income, consultancy income, academic building expenses, laboratories/ computing center, salary, faculty/ staff development, library, services, student activities, medical services (administration, security & landscaping), miscellaneous expenses and any other unspecified expenses.

**GC Noted.**

### **Item 10.8.3- To consider and approve the budget for the financial year 2014-15**

Shri M.K.M Shah presented budget of college for financial year 2014-15 with total receipts as Rs.1100.00 lakhs and total payments as Rs. 1065.00 lakhs.

**GC approved the budget.**

## **Item 10.9 To consider important Issues & Challenges for Session 2014-15**

**Item 10.9.1- Sustaining good quality in ever increasing competitive environment.**

**Item 10.9.2- Admissions in Engineering Institutions**

**Item 10.9.3- New avenues for employability of student**

**Item 10.9.4- New directions for growth**

**Item 10.9.5- Research & development**

Shri Sanjeev Agarwal suggested that practical aspects of engineering should be focused.

Dr. Manoj Gupta suggested that the virtual lab experiments should be introduced in the laboratories so that the student is aware of the recent advancements in technology and the student is able to perform the experiment through the virtual lab. He added that the students of pre final year and final year should be motivated for higher studies and competitive exams.

Shri. Ashok Agarwal suggested that a book by Prof. Anant Agarwal of MIT and is CEO of edX should be placed in the college library and must be referred to the students. Also his and other relevant audio and video lectures should be seen by the faculty members as well as the students. He further added that the students of nearby villages should be brought up to the colleges and they should be made aware of the basic things regarding developments in engineering and technology and computer applications etc. This will also arise a feeling of social activity among the engineering students.

Dr. O.P. Sharma suggested different measures to make effective use of library.

The Chairman suggested for identifying the problem areas of industries in Rajasthan and working for solving such problems.

**Members appreciated the growth & achievements.**

**Item 10.10 Any other matter with the permission of the Chair**

There was no additional item.

**Item 10.11 Vote of Thanks**

The meeting ended with a vote of thanks to the chair.

The meeting was adjourned after Poornima Gaan by a group of students of Poornima Institute of Engineering & Technology. It was followed up with a group photograph.